

Highfield  Brookham

ALUMNI ENGAGEMENT AND DEVELOPMENT OFFICER

NURSERY ♦ PRE-PREP ♦ PREP

LIPHOOK, HAMPSHIRE



Job Description

Highfield and Brookham is looking to appoint a dynamic, hardworking and efficient Alumni Engagement and Development Officer. This part-time role will be responsible for developing and executing a comprehensive fundraising strategy that includes alumni relations, special events and current parents at Highfield and Brookham. The ideal candidate will have a proven track record of success in fundraising and event planning, as well as strong communication skills.

As part of the centenary celebrations in 2007, Highfield and Brookham created an award scheme offering funded school places for children who would draw exceptional benefit from joining the school, perhaps as a result of less than optimal family or educational circumstances. The aim of the Centenary Bursaries Fund is to widen access to children for whom a private-school education is likely to have the greatest impact on their academic and personal development and future life chances. To date 20 Centenary Bursaries have been awarded to hugely deserving children, children whose lives have been transformed because of the education they received from Highfield and Brookham. On average over the last five years, we have had eight Bursary holders in the school at an average annual cost to the Fund of £95,000. We aim to continue and even extend this level of support. This role will be pivotal to achieving the mid-term goal of reaching a Fund total of £2million.

Highfield and Brookham enjoys an exceptionally strong relationship with their alumni often seeing many returning as members of staff, parents and even grandparents. This role will ensure the alumni programme continues to go from strength to strength.

This is a two-day a week job, term-time only.

About Highfield and Brookham

Highfield and Brookham is a highly successful co-educational Nursery, Pre-Prep and Prep School in Liphook on the borders of Surrey, Hampshire and West Sussex. We offer a delightful working environment set in 175 acres of beautiful grounds in the South Downs National Park. We are surrounded by stunning countryside yet we are only an hour

from London. We are proud to have around 500 pupils at the school ranging from 2 years to 13 years old. Our aim is to provide a coherent academic journey from Nursery through to Year 8, delivering a dynamic, seamless and rich education.

We are broadly speaking a non-selective school. We celebrate our diverse community and welcome children of all abilities, nationalities and religions. It is this varied community that brings Highfield and Brookham its vibrancy. We regularly feed around 30 Senior Schools and enjoy an outstanding record of Scholarship and Common Entrance success. In recent years we have been averaging 15 major awards annually, including regular Academic Scholarships to Winchester, Wellington, Marlborough, Canford and Bryanston as well as Sports, All-Rounder, Art, Music and Design Technology Scholarships.

Our teaching looks beyond the core curriculum to skills learnt through a diverse range of co-curricular activities. We have a broad spectrum of Sport, Drama, Music, Art and DT lessons on offer for our children. Our approach to sport recognises that it is more than simply competing. Children learn about the positive effects of physical activity on the body and its benefits to their own health and wellbeing. We offer a wide range of sporting options including Rugby, Football, Netball, Hockey, Cricket, Swimming, Cross Country and Athletics. Our drama provision is enviable. We stage a production for every year group, right from Nursery every single year, and all children from Year 3 onwards are taught by a subject specialist drama teacher in their weekly drama lesson. We focus on developing performance skills which in turn builds confidence and self-esteem. Music is very much at the heart of our school and children have the opportunity to perform on many occasions. We inspire everyone to find their musical passion with numerous choirs, ensembles, a rock club and concerts. Art is treasured and our fantastically well-equipped Art Studio is an encouraging and inspirational environment, led by our equally inspirational specialist teachers. The DT Studio similarly is a hive of creativity as the children get to use our amazing tools such as the 3D printer, laser cutter and an abundance of wood and metalworking equipment.



Boarding at Highfield and Brookham is extremely popular but also optional. Our boarding provision has always been an integral part of the prep school and perhaps the continued popularity reflects how well we do it. Over 100 pupils choose to board each term and the overwhelming majority of pupils in Years 7 and 8 opt to board. This is in sharp contrast to the decline in boarding numbers experienced in many similar schools. We offer a bespoke boarding option for children in Year 3 to Year 5. Our Junior Boarding House is home to 18 children who live together between four dorms on the first floor of the house. Our Senior Boarding House is home to up to 130 children in Year 6 to Year 8 and is found on the top two floors of the main school building.

Our extensive and beautiful grounds are made up of multiple sports pitches, acres of woodlands and Forest School as well as four netball and tennis courts, full-sized Astro and a 9-hole golf course. Our indoor facilities are just as enviable with three modern science labs, a fully equipped DT Workshop, an airy Art Studio, a spacious Dance Drama Studio, two packed Libraries, state-of-the-art Music School and traditional Chapel. These amazing facilities provide our children with the most inspirational learning environment.

We are extremely proud of our most recent addition to our facilities – The Beehive. The Beehive is a safe and welcoming wellbeing hub at the heart of the school site. Children are able to self-refer and the hub is a place where children can relax, reset and regulate their emotions when they need to. It is a friendly and positive space which will also be home to some of our popular wellbeing activities.

Job Purpose

To develop and execute a comprehensive fundraising strategy that includes alumni relations, special events and current parents at Highfield and Brookham.

Key Responsibilities

- Develop and implement a fundraising strategy that includes alumni relations, special events and parents.
- Manage the school's alumni database (eTapestry) of over 5000 people and cultivate relationships
- Plan and execute fundraising events and reunions for current and former parents and pupils
- Solicit and steward gifts from alumni, parents and corporate giving
- Manage the school's donor relations program, including sending acknowledgement of donations, providing updates on the school, and recognising donors.
- Collaborate with other members of the Marketing Team to achieve the school's admissions goals by promoting positive alumni relationships
- Work closely with current parents to achieve the school's annual fundraising goal of £100k

- Be the first point of contact for Old Highfieldians who want to correspond with or visit the school
- Generate content for the annual Old Highfieldian magazine published every February
- Update all fundraising information including the school website and printed material
- Attend the termly Highfield School Centenary Bursaries Fund trustees meeting

Skills and Experience

- Experience in fundraising, event planning, or donor relations
- Proven track record of success in developing and executing fundraising strategies
- Strong communication and interpersonal skills
- Ability to work independently and as part of a team
- Exceptional organisational and time management skills
- Proficiency at managing databases
- Flexible approach in order to attend events and meetings is required

Pay and Conditions

An attractive salary will be determined in accordance with the qualifications and experience of the successful candidate.

Method of Application

A letter of application and completed Application Form including the names and addresses of two referees should be sent to: HR Manager, Highfield and Brookham Schools, Highfield Lane, Liphook, Hampshire GU30 7LQ.

Email applications should be sent to recruitment@highfieldandbrookham.co.uk

Closing Date for Applications

Sunday 5th November

Safer Recruitment: We are an I.A.P.S. co-educational Boarding and Day Pre-Prep and Prep School for 500 pupils aged 2 to 13. We are committed to safeguarding and promoting the welfare of children and applicants are expected to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, the Employer Online Service regarding prohibition orders issued by the Secretary of State and the Disclosure and Barring Service (DBS). Highfield and Brookham Schools are an Equal Opportunities Employer.



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