



## **BISHOP WORDSWORTH'S SCHOOL**

Exeter Street, Salisbury, SP1 2ED

Tel: 01722 333851

Headmaster: Dr S D Smallwood, BSc (Hons) PhD NPQH

### **Alumni Development Officer**

**Required 01/02/2017**

**5 days a week, 37 hours per week (hours negotiable) / 52 weeks a year  
BWS Support Staff pay scales Grade E Points 17 - 19 (£17,513 - £18,525)**

**Closing date: 10am 20/01/2017**

We are looking to recruit a Development Officer to help continue the school's effort to reconnect with its old boys. Preferably a Bishop's Old Boy, the candidate will be adept at using social media and be generally IT savvy. The role is ideally full time, however the hours can be flexible.

The role has two aspects: the first is developing and maintaining the alumni network and creating and implementing strategy for its growth, working closely with the Bursar to continue the progress made so far. This part of the role will include the upkeep of the alumni database, using social media; conceiving, organising and executing Old Boys events; and presenting progress to various senior figures within the school.

Secondly, the candidate will be asked to cover lessons when teachers are absent. Experience in a school is vital for any PGCE application, and this offers a rewarding, paid way of getting that.

For further details and application form please visit the school website [http://www.bws-school.org.uk/The\\_School/Vacancies/](http://www.bws-school.org.uk/The_School/Vacancies/). Applications are accepted by post and email.

If you are interested in learning more about the role, please email Mr Benj Cunningham: [bbc@bws.wilts.sch.uk](mailto:bbc@bws.wilts.sch.uk).

**All posts are subject to a Disclosure and Barring Service check**

*Bishop Wordsworth's School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful applicants will be subject to an enhanced Disclosure and Barring Service check as well as other relevant pre-employment checks including satisfactory references and medical clearance.*