



MAIDSTONE
GRAMMAR SCHOOL

FOUNDED 1549

Appointment of Alumni & Development Officer



Letter from the Head

Dear Candidate,

Thank you for your interest in Maidstone Grammar School. I am delighted that you are considering applying for a position in our school and hope that this information booklet will provide you with the information you require.

Maidstone Grammar School has a long and proud history, with roots that can be traced back to the 14th century. While much has changed since our founding in 1549, we continue to strive to provide our students with the best in modern education.

With a long-standing reputation for academic success and outstanding results at GCSE and A Level, we have a consistent record of providing our students with the qualifications and skills required to go on to destinations that meet their interests. Our broad and varied co-curricular and personal development programme, combined with our ethos, values, and commitment to academic rigor, produces well-rounded students.

Maidstone Grammar School is a wonderful place to live and work. In staff surveys, at least 95% of our staff express that they enjoy working here. We are committed to developing our staff and invest heavily in providing access to appropriate and bespoke professional development opportunities and accreditations. We take pride in our low staff turnover rate and are honoured that many of our staff have dedicated numerous years of service to the school.

We are looking to appoint an Alumni & Development Officer required for 15 hours per week, 30 weeks per year starting in September 2025. The Alumni & Development Officer will play a key role in developing and maintaining a thriving Old Maidstonian network that fosters engagement, supports school initiatives, and contributes to fundraising efforts

If this role sounds like a challenge and opportunity which excites you, and you believe that you have the necessary skills and experience, then we would be pleased to receive your application.

I hope to meet you in due course.

Your sincerely,

Mark Tomkins
Headteacher





An Introduction to Maidstone Grammar School

Maidstone Grammar School has a long and proud history. Since our founding in 1549, much has changed, but we remain grounded in the values enshrined in our original Charter as we strive to provide our students with the best of modern education.

The school has a long-standing reputation for academic success, consistently achieving outstanding results at GCSE and A Level year after year. In Summer 2024, 45% of all subject grades were graded 7-9, with 24% graded 8-9. Additionally, 95% of students achieved five grades between 9 and 4, including English and Mathematics. At A Level, 60% of all grades were A*-B, with 21% at A*-A. Notably, eleven students achieved at least three A grades or better. Moreover, 55% of students gained places at the UK's Top 30 universities, including 42% at Russell Group institutions, while four students secured Oxbridge and medicine places.

However, MGS is more than just exam results. We offer a broad co-curricular and personal development programme. The school takes pride in its Combined Cadet Force (CCF), one of the oldest in the country, founded in 1906, with Army, Navy, and RAF sections. The school also has a national and local reputation of excellence in Sport and the school caters for the performance athlete and the enthusiastic participant.

The performing and visual arts also have a high profile at MGS. Music is integral to school life, encouraging all students, whether experienced performers or complete novices, to explore their musical talents. Drama encourages students to see themselves as budding actors and performers, with opportunities to audition for productions, participate in clubs, or showcase their talents. Art at the school emphasises diversity, focusing on individual student interests and abilities without adhering to a single house style.

Together, these elements, combined with our ethos, values, and belief in academic rigor, develop well-rounded students and uphold the school's legacy over 475 years.

To find out more about Maidstone Grammar School, please visit our website: www.mgs.kent.sch.uk

Or, find us on social media:

Linkedin: [maidstone-grammar-school](https://www.linkedin.com/company/maidstone-grammar-school)

X: [@MGS1549](https://twitter.com/MGS1549)

Facebook: [MGS1549](https://www.facebook.com/MGS1549)

Instagram: [MGS_1549](https://www.instagram.com/MGS_1549)

Job Description

Job Title: Alumni & Development Officer

Reporting to: The Deputy Head (Marketing & Development)

Core purpose of the Job:

The Alumni & Development Officer will play a key role in developing and maintaining a thriving Old Maidstonian network that fosters engagement, supports school initiatives, and contributes to fundraising efforts. Working closely with the Deputy Head responsible for marketing and development, the postholder will manage alumni relations, communication, events, and fundraising initiatives to build strong and lasting relationships with former students, parents, and supporters.

Key Responsibilities

1. Alumni Relations & Engagement

- Develop and implement strategies to cultivate an active and engaged Old Maidstonian network.
- Maintain and update the alumni/supporter database in line with GDPR regulations.
- Act as the first point of contact for Old Maidstonians, ensuring a welcoming and responsive approach.
- Organise and deliver Old Maidstonian events, including reunions, networking evenings, and school-based activities such as the annual OM Supper and OM sports fixtures.
- Encourage Old Maidstonians to contribute their time, expertise, and industry knowledge to careers events, mentoring, and student development initiatives.
- Work closely with the Old Maidstonian Society and its committee to enhance alumni engagement.
- Lead the Old Maidstonian mentoring programme, connecting Old Maidstonians with current students for career guidance.
- Manage the merchandise shop, overseeing third-party fulfilment.

2. Communications & Marketing

- Create engaging content for digital communications, including the termly alumni email and regular social media updates.
- Contribute to the production of publications such as MGS News, The Old Maidstonian and The Maidstonian, coordinating content and distribution.
- Contribute to the Old Maidstonian section of the school website.
- Proactively track down and reconnect with Old Maidstonians with whom contact has been lost.
- Ensure brand consistency and quality in all alumni-related communications and materials.

3. Fundraising & Development

- Support the development and implementation of a coordinated school marketing and fundraising strategy.
- Identify and nurture relationships with potential donors, including individuals, corporate partners, and grant-making organisations.
- Promote and coordinate regular giving, major donor engagement, and legacy giving initiatives.
- Organise and support fundraising events, liaising with the Head, Deputy



Head (Marketing & Development), Governors, and other key stakeholders

- Work with the School Business Manager on financial aspects of fundraising and donor stewardship.
- Ensure best practices in fundraising compliance, philanthropic gifts, and tax-efficient giving.

4. Relationship Management & Networking

- Build and maintain relationships with major donors, corporate sponsors, and fundraising bodies.
- Work closely with internal school teams, including the Office, Archive, HoD and Careers, to enhance alumni engagement opportunities.
- Provide regular reports and updates to the Senior Leadership Team and Governors on alumni engagement and fundraising progress.
- Work with external suppliers (eg. designers, video production teams, printers) to deliver high-quality development communications and materials.

5. Administrative & Compliance Responsibilities

- Maintain accurate donor records and ensure compliance with GDPR and fundraising regulations.
- Manage event logistics, including venue coordination, invitations, and post-event follow-up.
- Monitor and report on alumni engagement, event attendance, and fundraising outcomes.
- Undertake any other duties as reasonably required by the Head or Governors.

This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.



Application Process

Apply via our online application form: <https://forms.office.com/e/LhXSJzXmVM>

The closing date for applications is: **Noon GMT on Thursday 3 April 2025.**

We reserve the right to interview and appoint prior to the closing date for applications, so early applications are encouraged.

It is the post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, and so to adhere to and ensure compliance with the school's Safeguarding Policy Statement at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns to the school's Designated Safeguarding Lead or to the Headteacher.

The selection process will typically involve:

- A tour of the School.
- An interview with the Headteacher.
- An activity appropriate to the role.

If circumstances dictate, interviews may be conducted virtually.

If you require any reasonable adjustments to assist you in the selection process, please advise us of these so that we can make appropriate arrangements.

Please contact the Headteacher's PA, Mrs L Mantle by e-mail lmantle@mgs.kent.sch.uk if you require further support.

Maidstone Grammar School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to any post, including checks with past employers and the Disclosure and Barring Service. Maidstone Grammar School is an Equal Opportunities Employer.



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Founded in 1549 | Headteacher Mr M Tomkins BSc NPQH

