



ALUMNAE & EVENTS OFFICER

Full Time or Part-time working may be considered

Salary: £28,000-35,000 per annum pro rata

Do you have a passion for life and learning? If so, our Marketing and Communications team at JAGS is looking for an Alumnae and Events Officer to join their dynamic team. Working with the Head of Marketing & Communications, the Alumnae and Events Officer will lead on stewarding our alumnae community, organisation of JAGS-wide events and external hires of JAGS space. We are looking for an experienced events and/or marketing professional to join this exceptional department; an individual who has experience of organising a wide range of events as well as excellent communication skills in all mediums. We require an individual who has team working abilities and a keenness to enable all colleagues to contribute ideas and be part of a positive change. Someone who is willing to go the extra mile in the busy life of the school with intellectual curiosity, resilience and optimism key to the role. In addition, any prospective candidate must show an active commitment to the values and expectations of our school community and to the welfare of the pupils.

We can offer you:

- The opportunity to join our outstanding school where public examination results consistently place JAGS amongst the leading schools in the UK
- A community of considerate, creative and compassionate students and staff
- A highly diverse and inclusive school community, committed to our bursary provision
- An inspiring and enthusiastic team of colleagues across the teaching and support staff
- Excellent facilities, including the latest resources to support learning
- A wide-ranging benefit package including lunch, gym membership, free access to the Dulwich Picture Gallery and the cycle to work scheme

Please visit our website at www.jags.org.uk/day-to-day/vacancies to download a JAGS Support Staff Application Form and Candidate Pack. For further information please contact recruitment@jags.org.uk or Jo Denham, Head of Marketing & Communications (jo.denham@jags.org.uk), who will be happy to answer any questions. **Letters and CVs only will not be accepted.**

Closing date: 27 June 2022

Interviews: Week commencing 4 July 2022

Interviews may be held at any stage after applications are received, therefore, interested candidates are advised to apply as soon as possible. We reserve the right to close this vacancy earlier than the specified deadline, if a suitable candidate is found.

JAGS is committed to equality of opportunity, diversity and inclusion in our school community. Safeguarding and promoting the welfare of children and young people are at the heart of everything we do and JAGS expects all staff and volunteers to share this commitment. An enhanced DBS will be required for the successful candidate.

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