



# Introducing Downe House

Thank you for your interest in our school



DH LINKS is a global network of alumnae and parents which offers networking connections for the whole School community. It acts as a focal point for current pupils and alumnae across the globe who want to share or receive invaluable careers-based knowledge, guidance and information. Many Downe House parents commit their personal and professional expertise which makes the programme an enviable resource.

## Innovation Programme

Working closely with our alumnae and parent networks, DH LINKS's Innovation Programme supports girls and alumnae to make the most of work shadowing placements and internships both in the UK and globally.

## Professional networking

Our alumnae community and close links with our parents also enable DH LINKS to run professional networking groups for girls, alumnae and parents across a range of professional sectors and interests

DH LINKS can help current girls and alumnae build their networks and expand their opportunities. There are many different ways in which our alumnae support each other professionally; through attending networking events, one-to-one mentoring or internships.

Through the Foundation Office, DH LINKS is in contact with over 3,000 former Downe House girls who are located all over the world. DH LINKS actively seeks alumnae and parents who would be willing to assist current girls of any age or alumnae with careers advice and guidance.

## Foundation Office structure

The Foundation Office, comprises a closely-knit and energetic team. The spirit within the team is a highly collaborative one: weekly team meetings help in reviewing progress and agreeing upcoming priorities; team-members assist each other in creating, developing and implementing initiatives.



# Job Description

## Engagement Officer



### Key Relationships

The Engagement Officer works closely with the Director of External Relations and all members of the alumnae team. They will also establish and develop positive relationships across the whole School community and particularly with heads of departments and sections.

### Job Purpose

The Engagement Officer brings parents, alumnae and current pupils together to explore different career areas through talks, work placements, networking events and mentoring. You will collaborate with other departments in the School and help raise the profile of DH LINKS both within the School and with our stakeholders within the UK and across the globe.

### Main duties and responsibilities

- To grow the number of alumnae registered on the Foundation database according to targets set.
- To help raise the profile of DH LINKS both internally and externally.
- To create strong relationships and build networks within both the alumnae community and the parent body.
- To assist with the promotion of the DH LINKS to all members of the School community including pupils, parents, alumnae and staff as well as external visitors.
- To maintain new communities via social media eg. LinkedIn, Twitter, Instagram and Facebook, and provide analytics on their use.
- To liaise with the Assistant Head (Sixth Form) & the Assistant Head (Upper School) to establish how DH LINKS can support pupils.
- To regularly engage with pupils and champion DH LINKS objectives, through rigorous research, feedback and analysis of pupils interests.
- To work as an effective team member of the Foundation Office and to build positive working relationships across the School Community.
- To organise and attend DH LINKS events both in School and externally.
- To regularly liaise with the Marketing & Communications department to ensure the DH LINKS area of the School website is kept up to date and displays relevant information.
- To contribute to the termly alumnae magazine and other publications.
- To help to develop useful resources for our pupils that ties in with the DH LINKS brand.
- To have a natural affinity with database administration and have the ability to produce reports to interpret the data for colleagues.
- To assist with displays and promotional materials for internal events.



# Job Description



## **Other Responsibilities**

Any other duties which may be required by the Director of External Relations. The office is small and busy, and there may be additional items which the role might reasonably be required to undertake.

## **SAFEGUARDING AND CHILD PROTECTION**

Downe House is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and adhere to, and comply with, the School's Safeguarding and Child Protection Policy and procedures at all times.

## **HEALTH AND SAFETY**

All staff at Downe House are required to remain vigilant, observe all relevant Health and Safety policies and procedures, take reasonable care of their own and others' Health and Safety, report all accidents and incidents, raise concerns through their line managers, and address minor physical problems by reporting them as maintenance requests through the School's internal IT reporting system (SchoolBase).

## **EQUALITY, DIVERSITY AND INCLUSION**

Staff at Downe House are expected to promote equality of opportunity for all girls and staff, both current and prospective, and to support an environment that values and promotes diversity inclusion.

## **PROMOTING BRITISH VALUES**

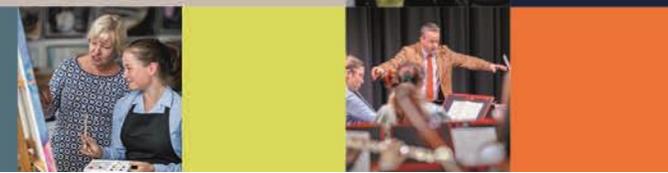
Downe House recognises the importance of placing emphasis on fundamental British values in the curriculum and all other aspects of School life. These values reflect the ethos of the school and all members of the community have a role to play in delivering the values of democracy, the rule of law, individual liberty, mutual respect and tolerance of those with different faiths and beliefs. All subject areas, and all non-teaching staff, are responsible for promoting these values when opportunities arise.

## **DATA PROTECTION**

All staff at Downe House have a responsibility to ensure that data they are responsible for is accurate and appropriate to the needs of the School, and that they are responsible for ensuring any personal data processed for any purpose or purposes in connection with their role at the School, shall not be kept for longer than is necessary for that purpose or those purposes in accordance with the Data Protection Act 2018 and the Downe House Privacy Policy.

## **CONTINUOUS PROFESSIONAL DEVELOPMENT (CPD)**

Downe House is committed to providing Continuous Professional Development opportunities to all our staff. We have a healthy training budget for both external and internal study and regularly organise engaging and topical training



# Job Description



events, which staff are invited to attend. We set aside specific times for training and offer a wide range of development opportunities to staff, whatever their role. All new staff also participate in a detailed induction programme to ensure that they are supported during the important first few weeks in post.

## TECHNOLOGY

As a Microsoft Showcase School, Downe House is committed to preparing our girls for their future. We use market-leading, Microsoft technologies to facilitate and develop those 21st Century learning skills that they will require to succeed. Skills such as collaboration, problem solving and the ability to use ICT to truly enhance teaching and learning, are now encouraged across all subjects and benefit the entire Downe House community. As a member of staff, ongoing training and support will be made available to you and you will also be provided with a Microsoft Surface.

***Note:** This job description is not a comprehensive definition of the post. It will be reviewed as part of the cycle of appraisal, and it may be subject to modification or amendment at any time after consultation with the holder of the post. Further guidance on the duties and responsibilities of members of staff is found in the Staff Handbook and on SchoolBase.*



# Person Specification



It is anticipated that in order to be successful in this role, you will be able to demonstrate the following:

- An interest in and ideally experience of maintaining a database.
- Experience of managing a project or programme with multiple stakeholders.
- Creative flair, imagination and initiative in spades!
- Strong written communication skills with the ability to adapt your style for different audiences and different channels.
- Experience of stakeholder and/or customer engagement and relationship management.
- Ideally, you will be familiar with the education sector and have knowledge of business education activity or have a specific interest in it.
- Imagination & creativity aligned with an efficient and planned approach.
- Be a positive team member with a customer service driven attitude.
- The ability to work under pressure and meet deadlines.
- Have strong presentation and planning skills.
- Be committed to on-going professional development and training to develop.
- Be able to engage with and be proficient in the use of the Schools technology.

- Have a commitment to customer service.
- Have the ability to work as a member of a team and accept direction and lead where required.
- Reliability, honesty and trustworthy.
- Have a flexible approach to working hours including on occasion evening work.
- Have a willingness to participate in the full boarding life of the School.
- Have the ability to work on own initiative.
- Have a commitment to ongoing training and learning.
- Have plenty of energy and a good sense of humour.
- Have a commitment to safeguarding and promoting the welfare of children and young people, and adhere to and comply with the School's Child Protection Policy statement at all times.



# Terms, Conditions & Benefits

Thank you for your interest in joining Downe House. We offer a range of benefits and competitive terms and conditions and these are outlined below. The information in this document is non-contractual but is designed to give you an overview of the post.

## Salary

You will be paid on the Downe House pay scale, and your salary will be agreed by the Headmistress. The salary for this post will be £17,610 per annum. The School normally reviews salaries on an annual basis and any pay awards agreed by the Board of Governors' are implemented annually in September.

Salaries are paid by direct transfer into your bank account by the Bursary on the last Friday of the month.

## Contract

This is a part time permanent contract, working term time only plus 6 weeks.

## Working Hours

The position of Engagement Officer is part time, based on 25 hours per week. A flexible approach may be required from time to time, including some evenings and weekends, due to the nature of the role and peak times in the department.

## Probation period

During your first 6 months of employment you will be on a probation period. This period is designed to give both you and the School the opportunity to assess your suitability for the role. You will meet with your line manager (the Registrar) on a regular basis and receive feedback on your progress and discuss your training and development needs.

## Notice period

Your notice period during the probation period will be two weeks on either side. On successful completion of your probation period this will increase to 2 months on either side.

## Pension

After successful completion of 3 months employment, you will be automatically enrolled into the School's Group Stakeholder Pension Plan with Aegon Scottish Equitable to which the School will contribute the equivalent of 9% of your salary if you contribute a minimum of 3% of your salary. Lower contributions are also available in line with statutory guidance.

## Holidays

You will be entitled to all normal School holidays in the academic year (1<sup>st</sup> September to 31<sup>st</sup> August) less six additional weeks in the holidays by agreement.

It is important not to make any holiday arrangements (booking flights etc) before checking with your Line Manager at the beginning and end of term.





## Sick Pay

On successful completion of the 6 month probation period, you will be eligible for sick pay under the School's occupational sick pay scheme. This will be as follows

- Up to two weeks full and two weeks half pay during your first year of employment.
- Up to one month full and one month half pay in your second year of employment.
- Up to two months full pay and two months half pay in your third year of employment.
- Up to three months full pay and three months half pay in your fourth year of employment onwards.

Under Statutory Sick Pay (SSP) the first three days of any absence count as "waiting days", and do not qualify for sick pay. However, under the School Sick Pay Scheme employees will be paid in full during the waiting period providing that:

- During the first year of employment, no more than an accumulative total of 5 working days of sickness have been taken.
- After one years' service, no more than an accumulative total of 10 working days of sickness have been taken in a rolling 12 month period.
- After 5 or 10 accumulated waiting days as noted above, waiting days will be unpaid.

## Meals and Refreshments

During term time we provide freshly prepared, nutritious meals in the Main Dining Hall and the Sixth Form Dining Hall, and a wide choice is normally available. Refreshments are also available throughout the day. Meals and refreshments are available during your working day and are free of charge.

## Parking

There is plenty of free on-site parking available.

## Smoking

Smoking is not allowed in any of the School buildings or on the School site. A designated smoking area is situated on site next to the Estates Department and this is the only area in the School grounds where staff are permitted to smoke.

## Disclosure and Barring Service (DBS)

Due to the nature of your role working in a boarding environment with young people, you will be required to undergo an Enhanced Level DBS check. During your employment it will also be important for you to keep us fully informed of any changes that take place that could affect your DBS status.





### Staff Facilities and Sport

Various sports facilities are available on site that can be used by staff at agreed times during the week. Activities include swimming, yoga, gym, tennis and squash. In addition, you will be invited to a number of school social events and functions that run throughout the year.

### Induction and Staff Training and Development

You will receive initial induction training when you first join us, with ongoing support and guidance. Following induction, you will be encouraged to demonstrate continuous professional development by attending appropriate internal and external training courses, seminars and conferences.

### Discounted School Fees

At the discretion of the Headmistress, staff may be eligible for up to two-thirds discount on day fees should their daughter be accepted into the School.

This discount is on a pro-rata basis for part-time employees.

### Technology

As a Microsoft Showcase School, we are committed to preparing our girls and staff for the future which will be of benefit to the entire Downe House community. You will be provided with a Microsoft Surface and full training will be available if required.

We look forward to receiving your application. If you require any further information then please do not hesitate to contact the HR Department on 01635 204712 or email [recruitment@downehouse.net](mailto:recruitment@downehouse.net)

