



EPSOM  
COLLEGE

# Alumni Relations and Fundraising Assistant

Full time



# Welcome to Epsom

Thank you for your interest in our school. I am into my second year here and can tell you – both as a parent and Head – that Epsom is a very special place. We're fortunate to have beautiful grounds, wide-open spaces and excellent facilities.

Our academic results are strong, and we're proud of our sport, co-curricular programme and pastoral care. What strikes me most, however, is the warmth of our community, the genuine enthusiasm of our pupils, and the dedication of staff who truly care about every child in their charge.

## INDIVIDUAL ATTENTION

Epsom College has a clear mission: to help young people to lead fulfilling lives and make meaningful contributions to the world.

We're pleased that our pupils consistently achieve strong academic results – 91% securing A\*-B at A-level – and they follow diverse paths to top universities, pioneering startups, creative ventures, and entrepreneurial pursuits. Yet academic excellence is just the foundation.

I hope our pupils will leave with memories, friendships, ideas and imagination that will serve them for life.

I want them to discover talents they didn't know they had and to develop the confidence to tackle whatever challenges await them. I encourage them to take appropriate risks, to ask thoughtful questions, and to pursue their passions with determination.

## NATIONAL RECOGNITION

We're grateful for recent recognition: The Sunday Times named us the UK's most-improved school in 2024, School Sport magazine ranked us as the leading co-ed school in South East England, and Tatler describes Epsom as a school that "constantly burnishes" its reputation.

But we continue to evolve. And our future success depends on the quality of the staff we bring into our community. I hope you come and meet us and leave as excited about Epsom's future as I am.

Mark Lascelles,  
Head, Epsom College

# Job Purpose and Department

This is an exciting time to join the College and the Development Team, as we celebrate 170 years of the College's Foundation. We are a small team who all work together to build our alumni network, provide a variety of events and activities, and fundraise for the Colleges Bursary Fund and ambitious Development plans. The post holder supports the Director of Development, to further fundraising, thank donors and organise a number of events and activities related to both fundraising and developing our Old Epsomian network for alumni.

This position will involve strengthening our alumni network through engagement activities, the continual development and input into the alumni database and use of social media and events to provide our former pupils with an informative, exciting and useful programme of events and fundraising activities for both the Bursary Fund and Capital Development projects.

From a strong administrative background, with excellent communications skills and the proven ability to write to a high standard we are looking for an individual with office experience and social media and networking knowledge. An administrative background in supporting finance, marketing and managing events is very desirable, as the role will include organising events and working with databases and complex financial systems.

The role is interesting, busy and varied with a range of responsibilities that will suit a team player who is results focused, has a positive a "can do" attitude and who is able to think creatively. You will meet our alumni and wider community at many events and you should be experienced in dealing with the public.

Experience of the Charity and Education sector is not crucial but a working knowledge of GDPR, and the legal framework for fundraising events and administration is useful.

Please note that this position is office based, Monday to Friday with core office hours of 8-4pm. The role will also include the need to attend events and activities outside these core hours and will some require evening and weekend working.





# Role and Responsibilities

- Research donor prospects, including individuals, Trusts and Foundations and corporations.
- Be responsible for the administrative aspects of capital campaigns, alumni engagement and bursary appeals.
- Support the Director of Development in producing engaging and compelling fundraising marketing materials, e-communications, leaflets and publications.
- Support the Director of Development to assist in maximising financial income and generation of donations to ensure financial objectives are achieved.
- Assist, organise and attend events as necessary which appertain to the work of the Development Department and alumni community as required. Lead on some events and take responsibility for all event administration and organisation.
- Implement a plan for social media to increase awareness and generate fundraising support, along with other important activities including the promotion of Development and alumni events.
- Ensure the website and key communication channels are kept thoroughly up to date with news stories and campaign updates for both development projects and alumni.
- Support the Director of Development and academic staff to deliver a successful programme of activity to build closer relationships with alumni and the wider College community.
- Work with the Development Team to accurately record, track donations and pledges and generate thank you letters.
- Track data, utilising all information to available to research the College community and record systematically and accurately in the database.
- Maintain the Development Department database and assist with banking, financial records and receipts.
- Lead the ongoing project to ensure that all the departments records are maintained accurately, are GDPR compliant and up to date.
- Create reports and financial statements as required.
- Act as a lead contact for Social Media, and deputise at events for the Director where necessary to represent the College.
- Any other reasonable tasks as requested by the Director of Development and /or Head

# Person Specification

## ESSENTIAL

- Educated to degree level qualification or equivalent, or demonstrable experience in a similar post.
- Significant administrative experience working within a professional environment.
- Excellent and demonstrable IT skills.
- A resourceful and creative thinker who is able to bring an innovative approach to their work.
- Evidence of implementing and managing complex communications.
- Experience in E-communications, networks and proficiency in Social Media with evidence of developing and building social media channels and communities.
- Demonstrable high quality written skills, along with a confident and engaging communication style.
- Distinct experience of working within an office environment.
- Tangible success in writing and developing communication material and social media
- Obvious and strong interpersonal skills and professional judgement.
- Perceptible confidence and experience of building excellent relationships with complex communities.
- Financial awareness and the ability to produce financial reports.
- Able to work as part of a team or independently.
- Evidence of diplomacy with a highly organised, discreet, and professional work manner. Ability to show drive and enthusiasm, and a flexible and positive approach to all duties.
- Strong front of house skills for events and activities.

## DESIRABLE

- Experience of using detailed databases.
- An awareness or involvement in the education sector.
- Successful and demonstrable event management experience.





# Terms and Conditions

- **Salary:** £33,002 per annum
- **Hours:** 40 hours per week Monday - Friday (standard office hours on site are 08:00-16:00) and given the nature of the post there is also the requirement of some evening and weekend work attending organised functions and events as directed. Time off in Lieu may be granted at the discretion of the Director of Developments for major events.
- **Holidays:** 28 days paid holiday per annum including bank holidays for full time working and increasing by 1 day per annum up to a maximum of 33 days per annum including bank holiday entitlement.
- **Pension:** The College operates the Epsom College Automatic Enrolment Scheme. The Scheme is administered by The Pensions Trust and eligibility is based on statutory criteria. If eligible, the Employee will be required to contribute a minimum of 5% of basic salary and the College will contribute 4% in compliance with current legislation.
- **Benefits:**
  - Private health care
  - School fee discount
  - Life Assurance
  - Meals and refreshments free of charge during working hours
  - Free use of fitness suite at certain times
  - Free car parking on site

## Method of Application

Candidates to complete an application form which can be downloaded via our website [www.epsomcollege.org.uk](http://www.epsomcollege.org.uk). To comply with safeguarding procedures when working in a school, CVs will not be accepted. Applicants should refer to the Recruitment, Selection and Disclosure policy on the College website. Applications will be assessed in order of receipt and interviews and appointment may occur at any stage after applications are received. Please apply as soon as possible.

If you have any questions about the role, please contact us on [hr.recruitment@epsomcollege.org.uk](mailto:hr.recruitment@epsomcollege.org.uk)

- Closing date for applications: **21<sup>st</sup> June 2026**

# Safeguarding and Equal Opportunities

## SAFEGUARDING

Epsom College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are “spent” unless they are “protected” under the DBS filtering rules) in order to assess their suitability to work with children.

In compliance with statutory safer recruitment regulations, the post will be offered subject to receipt of satisfactory written references, pre-placement medical assessment, proof of appropriate qualifications, a check of online search engines and websites of publicly available information that does not identify the candidate as potentially unsuitable to work within a school setting, a satisfactory Enhanced Disclosure from the Disclosure and Barring Service and overseas police check if appropriate, as well as confirmation that the successful candidate is able to work in the UK.

Prior to interview, an online search of internet

search engines, websites and other publicly available and publicly accessible platforms to ascertain applicant’s suitability to work within a school environment will be undertaken on applicants that have been shortlisted. Please note whilst the Enhanced DBS check will be paid by the College if an overseas police check is required it will be at the cost of the successful applicant.

## EQUAL OPPORTUNITIES EMPLOYER

Epsom College is an equal opportunities employer that believes in equal opportunities for all, celebrates, and welcomes diversity.

Employment decisions throughout the school are made without regard to any status protected by law. If you require any reasonable adjustments at any stage of the application process, please feel free to contact our HR department or detail any adjustments on the application form.





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