



THE GRANGE
SCHOOL

Recruitment Pack
Development & Alumni Relations
Officer



Welcome

The Grange School is one of the great success stories of independent education, shaped by over forty years of sustained growth, ambition and achievement. Founded in 1933 as a Kindergarten and Preparatory School, the School took a bold and transformative step in 1977 with the introduction of secondary education. Since then, The Grange has grown steadily, developing an outstanding academic reputation alongside a strong and supportive school community.

Today, The Grange educates 1,180 students aged 3–18, with approximately 400 students in the Junior School and 780 in the Senior School, including a vibrant Sixth Form. The School is consistently amongst the highest-performing independent schools in the North West and is widely regarded as one of the leading co-educational day schools in the country.

Academic standards are high, and outcomes place The Grange towards the top of national independent school league tables, with strong GCSE and A-level results and the majority of students progressing to their first-choice universities.

Just as importantly, The Grange is a very happy place to work and learn. Relationships between staff and students are warm, respectful and purposeful. Expectations are high, and the School is busy and dynamic, but it is also collegiate, supportive and professionally rewarding. Staff are encouraged to be ambitious, reflective and creative, within a culture that values collaboration and mutual respect.

Above all, our purpose is to help young people truly flourish. We believe in educating the whole person, supporting each student to discover and develop their individual strengths, talents and passions. Through challenge, encouragement and opportunity, we prepare our students not only for academic success, but for fulfilled and purposeful lives beyond school.

If you would like to discuss this vacancy please contact Mrs Lynn Geary, HR and Governance Officer by email to: recruitment@grange.org.uk, or call 01606 539039.

Dr Lorraine Earps
Head



Hartford, Cheshire

The Grange School is situated in Hartford, a thriving village that combines a strong sense of community with excellent regional connectivity. Closely linked to the nearby market town of Northwich, Hartford sits within the historic Vale Royal of Cheshire and is ideally positioned between Manchester and Liverpool, with Chester just 15 miles away.

The area offers an outstanding quality of life. Beautiful countryside is always close at hand, while hills, coastline and mountain landscapes are all easily accessible. At the same time, nearby cities provide rich cultural, sporting and commercial opportunities, complementing the more peaceful pace of village and rural life.

A wide range of housing is available locally, catering for different lifestyles, stages of life and budgets. Both staff and students travel to The Grange from a broad geographical area, drawn from a mix of urban, suburban and rural communities.

Overall, the location combines accessibility, natural beauty and a high standard of living, making Hartford and the surrounding area an excellent place to work, live and belong.





Development & Alumni Relations Officer

The Opportunity

Salary: £30,000 per annum

Reporting to: Executive Strategic Assistant

Working hours: 37.5 hours per week

Monday - Friday 8:30am - 4:30pm with 30 minute unpaid break, working full year.

Holidays: 25 days leave per year plus Bank Holidays and Christmas Shutdown; also there is the opportunity to purchase up to 2 weeks annual leave.

The Grange School is seeking to appoint an enthusiastic and relationship-focused Development and Alumni Relations Officer to strengthen engagement with our alumni community and support the School's wider development ambitions.

This is an exciting opportunity to play a key role in building strong, lasting relationships with former pupils, parents, and supporters of the School. You will lead on alumni communications, events, and engagement activities, helping to foster a vibrant and connected community.

Working closely with the Events Manager, you will also support broader development initiatives, including fundraising, partnerships, and reputation-building activities.

We are looking for someone who is:

- A strong communicator with excellent interpersonal skills
- Highly organised, with the ability to manage projects and events
- Proactive and creative in engaging different audiences
- Passionate about building networks and relationships

This role would suit someone with experience in marketing, events, communications, or relationship management who is looking to develop their career in a rewarding and people-focused role.

Development & Alumni Relations Officer

Responsibilities

To develop and maintain meaningful engagement with the School's alumni and wider community, supporting a lifelong relationship with the School and contributing to its strategic development, reputation, and fundraising ambitions.

Alumni Engagement

- Maintain and develop an active alumni network
- Build and manage a database of former pupils and supporters
- Develop and deliver alumni engagement strategies and initiatives
- Foster strong relationships with alumni to enhance connection with the School

Communications

With the support of the Digital Marketing Officer

- Produce regular alumni communications (newsletters, updates, digital content)
- Develop content for the School website and social media channels relating to alumni
- Share alumni stories and successes to strengthen community engagement
- Ensure communications reflect the School's values and brand

Events

With the support of the Events Manager

- Plan and deliver alumni events (e.g. reunions, networking events, school celebrations)
- Support wider School events where appropriate
- Manage event logistics, invitations, and follow-up communications
- Identify opportunities to increase attendance and engagement





Development & Alumni Relations Officer Responsibilities

Development and Fundraising Support

- Support the development of fundraising initiatives and campaigns
- Help identify potential supporters and build relationships with donors
- Assist with the planning and delivery of development projects
- Maintain accurate records of engagement and contributions

Data and Relationship Management

- Maintain accurate and up-to-date alumni and supporter records
- Ensure data compliance in line with GDPR and School policies
- Monitor engagement and participation, reporting on impact and trends

Collaboration and General

- Work collaboratively with marketing, admissions, and senior leaders
- Support the School's wider promotional and community engagement activities
- Contribute to strategic planning where appropriate
- Undertake professional development and training as required
- With training conduct regular tours with prospective parents and new staff

Development & Alumni Relations Officer

The Person

Qualifications & Training

Essential

- Educated to A-Level (or equivalent)
- GCSE English and Maths (Grade 4/C or above or equivalent)

Desirable

- Degree or relevant qualification in marketing, communications, events, or related field
- Evidence of continued professional development

Experience

Essential

- Experience in a role involving communications, events, or relationship management
- Experience of planning and coordinating activities or projects
- Experience of working with databases or record-keeping systems

Desirable

- Experience working in an education, charity, or not-for-profit setting
- Experience of alumni relations or community engagement
- Experience supporting fundraising or development activity

Skills & Knowledge

Essential

- Excellent written and verbal communication skills
- Strong organisational and project management skills
- Ability to build and maintain positive relationships with a wide range of stakeholders
- Attention to detail and ability to manage data accurately
- Good IT skills, including Microsoft Office

Desirable

- Familiarity with CRM or database systems
- Understanding of fundraising principles or alumni engagement strategies
- Experience of digital communications and social media





Development & Alumni Relations Officer

The Person

Personal Attributes

- Personable and confident in engaging with others
- Proactive and self-motivated
- Creative and able to generate new ideas
- Professional and reliable
- Strong sense of discretion and confidentiality
- Commitment to the ethos and values of the School

Additional Information

- The role plays a key part in strengthening the School's long-term community and reputation
- There is scope to develop and shape the alumni strategy over time
- Occasional evening or weekend working may be required to support events

Employee Benefits

Here at The Grange School we offer a competitive package of employee benefits, including:

Employee Assistance Programme: with Health Assured

Healthcare: We have partnered with Benenden Health to look after your health and wellbeing. Healthcare membership gives employees access to healthcare services such as Medical Diagnostics, Medical Treatment and Surgery, Physiotherapy, 24/7 GP and Mental Health helplines. You can also take advantage of exclusive offers on other products including discounted health assessments, health, cash plans, travel and home insurance and discounts on self-funded treatments.

Pension: Aviva Pension Scheme

Fee discount: Up to 50% Discount on Student Fees

Use of on-site facilities: Staff have free membership to the school's onsite gym, outside of school hours and use of the sports hall. All staff can also take advantage of discounted ticket prices to shows at The Grange Theatre.

Social events: All new staff are invited to join us for a welcome meal and we also host an annual summer BBQ and Christmas party. A variety of wellbeing activities are also planned around school INSET days.

Staff discounts: The Grange has partnered with 'Benefit Hub' who offer discounts and money- saving deals on shopping, holidays, insurance etc. We have also partnered with local businesses who offer discounts on car maintenance and local gym memberships.

Subsidised lunch: in dining hall

Electric vehicle salary sacrifice scheme: with Octopus

Cycle to work scheme: Cycle scheme is an employee benefit that saves you 26-40% on a bike and accessories. You pay nothing upfront and the payments are taken tax efficiently from your salary.





How to apply

To apply for this position please complete and return an application form and write a covering letter for the attention of the Head, Dr Lorraine Earps and send to: recruitment@grange.org.uk.

Applications can also be returned to us by post, to: The Grange School, Bradburns Lane, Hartford, Cheshire CW8 1LU.

The closing date for applications is Friday 17th July at 12 noon.

The Grange School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. The successful candidate will be subject to a DBS check.

This post is exempt from the Rehabilitation of Offenders Act 1974.



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