



**MAGDALEN COLLEGE SCHOOL**  
INDEPENDENT DAY SCHOOL FOR BOYS 7 - 18 AND SIXTH FORM GIRLS



## **INFORMATION PACK**

**Communications and Events Officer**

**Full-time, all-year round**

Closing date: Midday, Thursday 6<sup>th</sup> June

Interview date: Week beginning 10<sup>th</sup> June

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## Introduction from the Master, Helen Pike

The Waynflete Office makes a key contribution to life at MCS, and to its present and future flourishing. We are proud that the Office is held in high regard, and that our recent fundraising campaign is one of the most successful in the education sector in the UK. All our former pupils become Old Waynfletes on leaving the School, and they form part of a wide community to which the School contributes and from which it draws strength.

Magdalen College School is a remarkable place. We are now well into our sixth century, and our former pupils include scholars, war heroes, musicians, Olympians, two Nobel Prize laureates, a Hollywood film director, and a saint. Our success in public examinations, in securing places at top universities, and in an astonishing array of extra-curricular pursuits ensures that we continue this proud tradition. We do so by nurturing the individual potential of each of our pupils, and above all we believe that learning is as fun as it is fulfilling.



Magdalen College School was founded in 1480 by William of Waynflete: schoolmaster, bishop of Winchester and Lord Chancellor of England. Being of humble origins, Waynflete was determined that others of ability should be given the opportunity to learn, to serve and to prosper as he did. And so MCS offers a transformative education in our global university city, the community to which we contribute.

We attract and retain the best staff and MCS is a stimulating, welcoming and thriving environment in which both to learn and to work.

A lot happens at MCS. The various sections of our website ([www.mcsoxford.org](http://www.mcsoxford.org)) including the recent [News](#) will give you an impression of our school.

Thank you for your interest.

*H. C. Pike*



## **COMMUNICATIONS AND EVENTS OFFICER**

### **General Information**

#### **The School**

Magdalen College School, founded in 1480 by William of Waynflete, is one of the country's leading independent day schools. It is situated in an enviable location at the heart of Oxford beside the River Cherwell.

#### **About the Waynflete Office**

The Waynflete Office plays a vital role, nurturing strong links between the school and external audiences including alumni, parents, past parents and local communities in Oxford. These links are key to the mission of the school, particularly through volunteer and financial support and in enhancing the reputation of the school.

The Office is delivering a highly successful fundraising programme, most notably to support the new Sixth Form Centre. The campaign, which raised £3 million, has also led the school to introduce a number of new activities to support relationships with its wider communities. These include a fortnightly alumni newsletter in addition to termly print newsletters, *The Bridge* (our annual alumni magazine), an annual Benefactors' Garden Party, as well as a programme of alumni events in Oxford and also recently in London, Cambridge and New York, an annual report to show the impact of support for MCS, and a legacy society.

The Waynflete Office comprises five staff and a senior member of the teaching staff, Alan Cooper, on alumni relations activity. The staff are Susie Baker, Director of the Waynflete Office, Head of Development Services, Senior Development Manager, the Communications and Events Officer, and the Data Insight and Research Officer. The staff work closely with the school's senior team, and the Master in particular, on an ambitious programme of fundraising, alumni relations, and external relations.

The wider staff reporting to the Director of the Waynflete Office include the school's specialist archives staff who have the important responsibility of enhancing the role and collections of the school Archive.



### **The Role**

The Communications and Events Officer is an important front-line post within the Waynflete Office, with the responsibility for furthering the relationship between MCS and its communities, particularly the alumni (Old Waynfletes), parents, past parents and other supporters of the school.

You will be keen to maximise the effectiveness of communications and events to strengthen relationships. You will be expected to be proactive, flexible and able to communicate well at all levels.

**Reporting to: Head of Development Services**



**The main duties of the role will include, but not be restricted to:**

### **Communications**

- Being the first point of contact for enquiries by phone, email and in person from Old Waynfletes, parents and Friends of MCS (past parents and staff)
- Producing and sending out regular e-newsletters, letters, flyers and articles on activities, such as talks, events and visits, using an appropriate style
- Maintaining and initiating posts on social media, particularly Twitter and in the LinkedIn and Facebook groups, monitor traffic on those sites and promote the use of these sites for communication
- Write and post articles for the website, on-line platforms, social media, e-newsletters, school newsletters and *The Bridge* magazine to a timetable of communications, which will be developed and reviewed with the Head of Development Services
- Use InDesign to prepare alumni and fundraising materials using templates. Brief and commission photography, video recording and graphic designers obtaining necessary permissions and best value
- Review effectiveness of these communications through feedback and on-line reporting tools
- Working with the Head of Development Services to co-ordinate the production and distribution of publications



## **Events**

- Organise a range of events throughout the year both within the school and at external venues (working closely with the Head of Development Services), using best practice and in liaison with the Director of the Waynflete Office and the Master's Office
- Develop a plan for each event to ensure timely communications and achieve deadlines
- Work with the Head of Development Services to manage a budget for each event, in liaison with venue organisers or the school's Head of Catering. Prepare a budget summary after the event
- Work with the Data Insight and Research Office to use the Raiser's Edge database to manage invitations, guest lists, responses and attendances
- Prepare events materials, such as displays, programmes, badges, menus and seating plans
- Prepare biographies on attendees as necessary for the Master and senior staff
- Act as front of house at events and respond to changes or actions needed during the event

## **Fundraising**

- Draft and prepare fundraising materials when required, and organise fundraising activities
- Participate in Office planning for fundraising activity and develop an understanding of the different types of approaches made to individuals

## **Administration**

- Act as secretary to the OW Committee, working with the Chair to prepare the agenda and take minutes, following up progress on actions
- Manage merchandise orders and Leavers ties, necklaces and pins



## **Person specification**

### **Essential**

- Educated to degree level or equivalent
- Good communication skills, both verbal and written
- Ability to move quickly between projects in a high performance environment
- Ability to work independently and to organise and prioritise own work
- Strong interpersonal skills and calm under pressure
- High level of computer literacy, including Microsoft Word and Excel
- High level of accuracy and attention to detail
- Appreciation of education and fully supportive of Magdalen College School
- Appreciation and interest in the contribution that fundraising makes to the mission of Magdalen College School
- Awareness that the school environment requires particular regard to safety checks and procedures, which must be observed
- Adherence to policies of confidentiality and data protection

### **Desirable**

- Experience of working with databases; knowledge of Raiser's Edge would be an advantage
- Previous experience of working in a development or communications environment would be an advantage
- A keen interest to develop in a fundraising and communications environment

### **Application process**

The application form for Support Staff is available from the Job Vacancies link on our website. To access, [click here](#). This should be emailed with a covering letter and full CV to the Recruitment Officer, Mrs Sarah Hunter ([applications@mcsoxford.org](mailto:applications@mcsoxford.org)), by **Midday, Thursday June 6th**. We anticipate holding interviews the week beginning June 10<sup>th</sup>. *Please state in your application if you are able to make this date. We reserve the right to change the interview date if necessary.*



**References may be taken up in advance, although this does not necessarily mean that a candidate will be called for interview. If you do not wish references to be called for at this stage, please make that clear on the reference section of the application form.**

### **Safeguarding Policy**

Magdalen College School is committed to the safeguarding of pupils, and any offer of employment will be subject to an enhanced DBS disclosure, the receipt of satisfactory references and the school's pre-employment medical questionnaire, plus sight of relevant original ID.

### **Hours of Work and Benefits:**

This support role within the school is a full-time appointment with normal working hours of 8.15 a.m. to 5.00 p.m. Monday to Friday. It is not a term-time only role, therefore, applicants will be expected to work all year round. The post will involve some evening and weekend work. Although overtime is not available, reasonable time off in lieu will be given.

The salary on offer is £25,000 per annum.

### **Pension**

Non-teaching staff are automatically enrolled in the School's contributory Group Pension Scheme. This is a defined contribution pension scheme into which the employee contributes 5% of gross salary and the employer contributes 10%.

The Waynflete Office is an active participant in professional organisations, so personal development activities are available. MCS staff can attend a large range of events at the Oxford Festival of the Arts free of charge.

All staff are entitled to the use of school sports facilities when available. A free lunch (when on duty) is provided in the Dining Hall during term time.

Please note that MCS is an inner-city school, with limited parking. Candidates who have been offered a post will be invited to make representations in the preceding Trinity Term to the Usher (Senior Deputy Head) for a parking space.



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If you have any questions or require additional information, please contact the Director of the Waynflete Office, Susie Baker, [sbaker@mcsoxford.org](mailto:sbaker@mcsoxford.org)

*TRINITY 2019*