

External Relations Graduate Fixed-Term, Full-Time, Full Year Contract

Whitgift is a leading independent day and boarding school for boys, with approximately 1500 pupils including over one hundred boarding pupils and flexi boarding pupils. It is set in an attractive 48-acre parkland site in South Croydon enjoying excellent links to London, Surrey and the south coast.

We are seeking to appoint an External Relations Graduate to support the Development, Admissions & Marketing departments, in a role that requires professionalism, attention to detail and autonomy in a busy school environment.

OUTLINE OF POST:

Role Overview

Reporting to senior colleagues in the Development, Admissions & Marketing teams, this role requires a detail-oriented, self-motivated individual who is committed to continuous organisational learning and their own development. An essential part of this role is developing communications with alumni and parents, through e-newsletters, website development, social media, events and business networking.

Key Responsibilities

- To assist in delivering an excellent admissions experience by supporting core recruitment activities, including open events, school tours, admissions interviews, entrance examination days, and by responding promptly and professionally to parent enquiries via phone and email.
- Support the end-to-end admissions process through accurate data entry, record-keeping, and application processing using the School's Management Information System (MIS).
- Assist with marketing and communications by creating, updating, and distributing promotional content—such as digital newsletters, social media posts, and printed materials—to enhance the School's profile and contribute to pupil recruitment efforts.
- Support the implementation of alumni engagement strategies to strengthen relationships between the school and its alumni community, including supporting the planning and delivery of alumni events, producing content for alumni communications, fostering alumni involvement in school initiatives and updated the alumni website and social media.
- Support with maintaining and growing the alumni database, ensuring accurate records and effective use of CRM systems.
- Maintain links with current Sixth Form students through involvement in events, assemblies etc, to ensure Sixth Formers become alum with a keen interest to support the School in the future.
- Assisting with fundraising campaigns to support the School's strategic aims.
- Maintain a professional, welcoming approach to visitors who are OWs, parents and others.
- Maintain punctuality and flexibility, including the ability to work unsociable hours when required to support events.
- Uphold safeguarding responsibilities by adhering to school policies and statutory guidance to protect the welfare of children and young people.
- Handle sensitive and confidential information with absolute discretion, maintaining confidentiality at all times in accordance with data protection legislation and school policy.

Key Performance Indicators (KPIs)

- Admissions data – visits, applicant numbers, acceptance rates etc.
- Engagement data for marketing interventions.
- Alumni engagement – event attendance, email open rate, social media views etc
- Positive feedback from stakeholders regarding professional engagement and confidential handling of personal data.
- Self-driven work ethic with demonstrated ability to work autonomously and with great attention to detail.
- Reliable attendance and flexibility in meeting deadlines, including commitment to unsociable hours when necessary.
- Active participation in safeguarding training and organisational learning initiatives.

Person Specification

Essential:

- Excellent relationship-building skills
- Experience organising and delivering events or campaigns on budget and to deadline.
- Strong ability to communicate verbally and in writing, in various styles for differing audiences.
- Exceptional detail-orientation and impartial document scrutiny.
- High ethical standards, maintaining confidentiality and integrity.
- Proficiency in data analysis, reporting, and Microsoft Office tools.

Desirable:

- Event marketing, website development or social media expertise.
- Experience in alumni relations, fundraising or stakeholder engagement.
- Knowledge of Whitgift as an alum or someone closely connected to Whitgift or other schools in the independent sector.
- Competence in using CRM systems and digital platforms for data management and communications.
- Understanding of safeguarding and GDPR compliance.
- Ability to engage in wider School life through co-curricular involvement.

Essential Qualifications

- Recent graduate in any discipline.
- Previous relevant experience or internships preferred but not essential

Personal Attributes:

- Able to demonstrate a professional forward-facing persona to alumni, parents, staff and students.
- Highly self-motivated and disciplined, ability to prioritise working effectively with a variety of stakeholders.

- Open and proactive attitude towards organisational learning and development
- Robust organisational skills.
- Outstanding organisational and time management capabilities.
- Flexible and punctual, with readiness to work irregular hours as needed.

FURTHER INFORMATION

A competitive remuneration package, including:

- 25 days holiday plus bank holidays
- A Pension Scheme (with Life Assurance cover)
- Free access to an Employee discount Club
- Access to our onsite gym (available at select hours) and our swimming pool (when available, access is extended to staff)
- Membership with BUPA
- Onsite parking, when available
- Lunch is available onsite, during term time only.

CONDITIONS OF SERVICE

This position is offered as a one-year fixed term, full-time, full year contract and is expected to run from 17 August 2026 – 16 August 2027.

The External Relations Graduate will work 5 days per week and the hours for this role are 8.00am – 5.00pm (40 hours per week) with a one-hour unpaid lunch break. There will be occasional requirement for flexibility with start and finishing times to meet the needs of the school. Any changes will be mutually agreed in advance with your line manager.

The salary range for this post will be Point 15-18 on the John Whitgift Foundation Support Staff Salary Scale. The full-time salary will be between £29,968 gross pay per annum (at Point15) to £31,872 gross pay per annum (at Point 18), depending on qualifications and relevant experience.

We welcome applications from all parts of our community as we aspire to attract staff that matches the social and cultural diversity of our student intake.

For any queries, please telephone 020 8688 9222 or e-mail the Human Resources Department at SchoolHR@whitgift.co.uk.

We invite interested candidates to apply as soon as possible as applications will be reviewed on a daily basis, and interviews may take place at any time. This vacancy may close earlier than the stated deadline if sufficient applications are received, so early submission is encouraged.

In line with Home Office requirements under the Immigration, Asylum and Nationality Act 2006, all successful applicants will be required to demonstrate their right to work in the UK by presenting original documents evidencing their identity and eligibility to work in person. Right to work checks may also be completed using the Home Office online right to work checking service (share code).

The School also requires sight of original qualification and professional membership documents as detailed in the application.



Whitgift School (part of the John Whitgift Foundation) is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment. Where applicable, applicants must be willing to undergo child protection screening including checks with past employers and the Disclosure and Barring Service and online media checks. It is an offence to apply for a role at the school if you know that you are barred from regulated activity with children.

All roles within the school involve contact with children and are therefore classed as regulated activity. Child protection and safeguarding are the responsibility of everyone who works or volunteers in our school. All staff must be committed to providing a safe environment for children and supporting the school's safeguarding ethos.

The post is exempt from the Rehabilitation of Offenders Act 1974. Applicants are required to declare all convictions and cautions, even those that are "spent" unless they are "protected" under the DBS filtering rules, to assess suitability to work with children. Shortlisted candidates will be asked to disclose information relevant to safeguarding prior to interview.

April 2026