



Income Generation & Partnership Manager

Starting September 2026

28 hours per week

Working Pattern: 8:15am – 3:30pm, M-F

Term-time plus: 38.4 weeks of the year

Starting salary ELM8 £36,873 - £39,820 FTE

Actual Salary – £24,293 - £26,234 per annum

We are looking to appoint an enthusiastic, efficient, and organised **Income Generation & Partnership Manager** to join our growing school. The successful candidate will be responsible for driving the school's income-generating activities, building strong partnerships, managing communications and alumni relations, and supporting community engagement. This is an exciting opportunity for a proactive professional to make a measurable impact on the school's growth and sustainability.

A key aspect of this role will be building constructive partnerships with other organisations that serve our school community well, particularly local charities, independent schools, businesses, and both further and higher education establishments.

Duties will include:

- Develop and manage the school's marketing and communications strategy, including social media, newsletters, and promotional materials.
- Build and maintain strong relationships with alumni, parents, local businesses, and community partners.
- Identify, write, and submit grant applications and other funding opportunities.
- Manage lettings and commercial use of school facilities, ensuring compliance and maximising income.
- Support the PTA and community fundraising initiatives.
- Coordinate and deliver events that promote the school and strengthen community engagement.
- Monitor and evaluate the impact of income generation and communications activities, reporting to school leadership.

Successful candidates will:

- Have previous experience in a similar role, preferably within a school or educational setting.
- Possess excellent communication, interpersonal, and networking skills.
- Be confident, enthusiastic, and flexible, with the ability to work independently and as part of a team.
- Demonstrate initiative, creativity, and a results-driven approach.
- Be highly organised, with strong project management, IT, and digital skills.

In return we offer:

- A supportive and values-led community where every staff member is integral to our collective success
- A vibrant and collaborative team
- A school where wellbeing is a core component of our everyday practice
- Excellent professional development opportunities
- Local Government Pension Scheme, including generous employer contributions.
- Free on-site parking
- Discounts at retailers, a cycle to work scheme and a free flu vaccination

Closing date: Monday 16th March 2026 at midday

Interviews: w/c Monday 16th March 2026

Applications will be considered as they are received. We reserve the right to make an appointment prior to the closing date.

