



ROEDEAN

Join the Roedean Team

Alumnae Officer

Girls First: Empowered, Encouraged, Engaged

ON SITE FARM	FOUNDED 1885	50 % BOARDING
4 OFFERS FOR OXBRIDGE		BEST EVER GCSE & A LEVEL GRADES IN THE LAST 2 YEARS
ACADEMIC MENTORING PROJECTS	45 ACRES	
FLOOD-LIT ALL-WEATHER PITCH ON SITE	125 CO-CURRICULAR ACTIVITIES	355 -SEAT THEATRE
GIRLS FROM OVER 35 COUNTRIES	£11m BOARDING REFURBISHMENT	
ISI (NOVEMBER 2021) EXCELLENT IN ALL AREAS	ON THE CLIFFS OVERLOOKING THE ENGLISH CHANNEL	125 YEARS ON CURRENT SITE
		525 STUDENTS ON ROLL

Welcome to Roedean



Roedean is an extraordinary school on an extraordinary site – the girls play cricket and hockey with the sea's blue in front of them and the green of the South Downs behind them, the Maths and Humanities classrooms have perhaps the best views of any in the country, and which other boarding houses have been likened to a boutique hotel? But it is not just the location, but the strong academic focus with a genuine belief in the importance of creativity and an all-round education that makes Roedean unique.

This is an exciting time for Roedean which is marking the 140th anniversary of the foundation of the School, although it moved to its current site in 1898. Ever since its foundation, Roedean has been renowned for providing girls with an exceptional holistic education, and this certainly remains the case today: the girls excel in many fields, achieving excellent academic results, while also playing music beyond diploma level, debating in the Oxford Union finals, playing Netball in Sri Lanka, and throwing themselves into partnership work in the community and beyond. Students achieve Advanced 1 in Ballet, design and race their F24 electric car, exceptional artists can finish A Level Art in a year and then complete a certificated foundation year before applying for direct-

entry Art degrees, and a team of 6 students successfully swam across the Channel to France in June 2022, after which a student in Year 12 made the crossing solo in July 2025.

The School numbers around 525 students, and about half of that number are day girls, joined by boarders from over 35 countries.

Roedean is clearly thriving and, in addition to the evident success in the Arts and particularly STEM subjects, as well as in many areas of school life beyond the curriculum, it is wonderful that the findings of our last three ISI Inspection reports in 2016, 2021, and 2025 all highlighted the excellence in Roedean provision and outcomes for students. Despite current pressures, it is clear that the School is in fine fettle, and where it will be in the coming years is an exciting prospect.

Roedean really is a great place to work – we hope that you would like to join us.

Niamh Green
Head

The Role

The Alumnae Officer will manage and lead on all aspects of Alumnae Relations on behalf of Roedean School. The postholder will lead the co-ordination and delivery of all alumnae activities, including events and communications. They will be line managed by the Director of Marketing & Admissions and help with prospect research and stewardship.

Main Duties

Alumnae Relations

- Lead the planning and management of community events
- Facilitate the development and coordination of all alumnae networks
- Be a key point of contact for all members of the Roedean Community
- Work alongside Marketing to develop alumnae communication channels including the Roedean Community Network, the School website, hard copy publications and social media
- Work closely and collaboratively with the Director of Marketing & Admissions to ensure alumnae and other stakeholder activities are aligned with the Development Plan, the fundraising strategy, and support the Roedean brand
- Personally follow up after events in a timely, efficient and professional manner
- Liaise with the Head, Senior Team, other staff and current pupils on all alumnae relations matters
- Write letters, respond to e-mails, organise meetings and visits, answer telephone enquiries and liaise in all ways with alumnae, parents, former staff and other members of the community
- Personally follow up after events in a timely-efficient and professional manner
- Write copy for and produce 'The Roedeanian' alongside the Marketing team

Database Management

- Ensure the correct systems are used for gathering, verifying, recording and updating information on alumnae, parents, former staff, prospects, donors and partners. Ensure that records/data on the database are maintained accurately and continuously improved, including liaising with members of the community when their contact details are updated and running regular database health checks
- Run the annual data upload in the summer to the Roedean Community Network (RCN) database
- Actively seek information on former pupils, parents and staff, using web-based resources and data tracing techniques
- Help the Director of Marketing & Admissions with reports for the Head, Senior Team and Council as required including donation information and prospect analysis
- Ensure regular database health checks, for example merging duplicate records and ensuring system updates and enhancements are reviewed
- Ensure that all returned consent options are accurately recorded on the RCN database and liaise with members of the community to update their options, including promoting opting in to fundraising communications
- Support the Old Roedeanians' Association (ORA) by ensuring that all ORA members are accurately recorded as such on the RCN database, produce mailing lists for the OR Magazine and ORA AGM, as well as to support other administrative duties

Gift Management

- Ensure appropriate procedures are in place and followed to copy, record and file all cheques, standing orders, bank transfers and Gift Aid received, in liaison with the Bursary
- Ensure appropriate thanks and correspondence to donors and recording of responses
- Support the Bursary to ensure the School meets its obligations under the Gift Aid scheme and processes tax claims expediently

Futures

- Work alongside the Assistant Head: Futures to progress the mentor programme and Futures events. This will include:
 - o Future Fridays - identify and invite speakers to participate
 - o Futures Fair – invite participants, logistics and all comms
- Mentor programme - recruit new mentors, update the mentor spreadsheet, meet with students to match them with suitable mentors (obtain parental permission)
- Work with the Director of Sixth Form to arrange relevant career-focused events for existing students and relevant alumnae
- Help students source work experience and mentoring sessions from within our community
- **Other**
- Work at a number of evening and weekend events, which may involve travel to events around the UK and overseas
- Any other reasonable requests by negotiation with the Head
- All job descriptions are subject to review to meet the changing needs of the School

Person Specification

Essential

- Cooperative and effective team player
- Able to form positive relationships with alumnae, parents, students, staff and others who have an interest in the School
- Excellent communication skills and the ability to build a rapport with a wide range of people
- Excellent IT skills (word, excel, outlook, data entry, web cms)
- A motivated self-starter who is a fast learner
- Diplomacy
- A clear understanding of GDPR
- Ability to prioritise workloads and multitask
- Positive and flexible attitude
- Ability to work flexible hours which will include some evenings and weekends.

Desirable

- Experience of creating communication materials
- Experience of working in the independent education or university development sector
- Sympathy and understanding of independent schools sector and fundraising

The School does not have a licence to sponsor migrants under the worker or temporary worker routes. Individuals who wish to work at the School will therefore need to hold or establish immigration status that allows them to work in the UK. The School is legally required to check that all successful job applicants hold the right to work in the UK before work can commence.

The Package

Salary: Depending on experience

Hours: 37 hours per week, full year. Part-time will be considered. The post holder will be required to work flexibly when required to attend events. This will include some evenings and weekends.

Holidays: 22 days per annum (pro rata for part time) rising to 27 days (pro rata for part time) after 5 years' service. It is expected that all leave will be taken during school holiday periods.

Other Benefits include:

- **Pension** – Contributory pension scheme
- **Remission of fees** for a daughter attending the school, in line with the current policy of the School Council, subject to the usual standards and procedures for admission (currently 40 % - pro rata for part time staff)
- **Death in service benefit**
- **Dining and refreshment facilities** throughout the school day whilst on duty
- **Sports and Leisure** – use of the swimming pool, fitness suite and tennis courts (subject to availability). Weekly yoga classes are available after work
- **Wellbeing** – Staff have access to a confidential advice and telephone support service. Regular staff social events
- **‘Cycle to Work’ scheme**
- **Free parking on site**

Safeguarding

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's Designated Safeguarding Lead or, if he/she is the School's DSL, to the Head and relevant agencies.

Roedean is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

Roedean is an equal opportunity employer and we welcome the unique contributions that everyone can bring to Roedean. At Roedean School we are committed to building a diverse and inclusive workplace, so we encourage you to apply even if your past experience does not align perfectly with every qualification or experience in the information provided.

How to Apply

Applications should be made via the My New Term Application Form. This can be found by clicking the 'Apply Now' button on our website (www.roedean.co.uk/Vacancies). Please note we do not accept CVs.

If you have any questions about the role, please contact Louisa Butler, Recruitment Manager - vacancies@roedean.co.uk

Closing date for applications is 9am, 5 January 2026.

Due to the need to appoint quickly, we reserve the right to interview and appoint at any stage of the process.

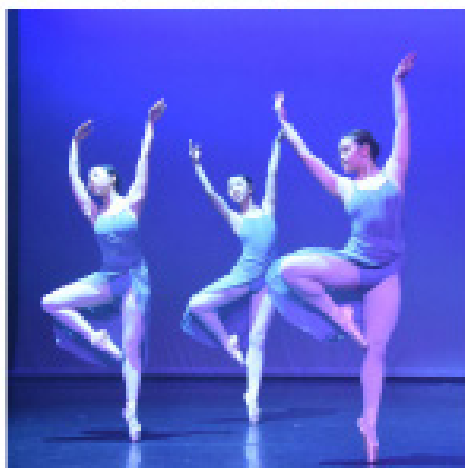
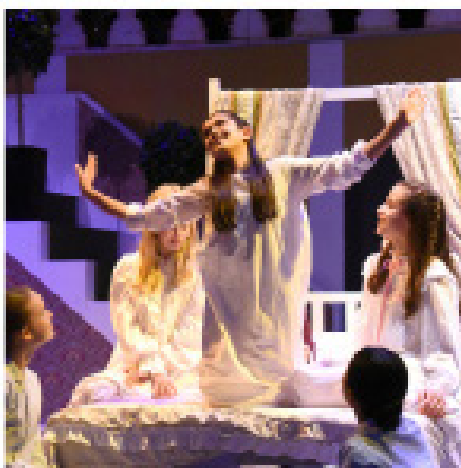
This job description may be reviewed from time to time in light of changing circumstances and if it is necessary to amend/alter this, those concerned will be consulted.

Why Work at Roedean?



At Roedean, we are seeking dedicated and enthusiastic members of staff, who are keen to prioritise the girls' well-being and happiness at all times. We are looking for those who enjoy working as part of a team, and who appreciate the importance of the girls' all-round experience at school. We are hoping that the girls will become life-long learners, always keen to undertake new challenges and learn from their experiences, and

Roedean has the same wish for its staff; the school is happy to provide support and training to facilitate the professional development if needed. All members of staff at Roedean enjoy strong and meaningful relationships with the girls, characterised by mutual trust and respect, and this was highlighted in our outstanding ISI Inspection report.



The School Today

Roedean numbers around 525 girls, bringing together students from over thirty-five countries around the world and those who live very locally; these different cultures and experiences add a great deal to the girls' experience, particularly in our increasingly globalised society, and ISI Inspectors remarked that 'the cultural development of pupils is excellent', and commented on the 'mutual tolerance and respect' which came from the integration between pupils from different countries, and between the day girls and those who board.

Founded in 1885 by three sisters to provide 'a thorough, physical, intellectual and moral' education with 'as much liberty as is consistent with safety', the School has always broken the mould. Today, Roedean is determined to empower the girls to challenge themselves to realise their considerable potential; they are given the opportunity to grow up at their own pace, not constrained by finite expectations, and they have the freedom to develop their talents and passions.

Roedean's ethos is clearly focused on the remarkable benefits of a holistic approach to education, in which academic pursuits are complemented by a wide range of co-curricular activities, and the founding Lawrence sisters would be delighted with their legacy today. With over 125 activities on offer every week, the girls enjoy international travel opportunities, a Farm on the school site, the annual House Drama Festival, and our flood-lit all-weather pitch at the heart of the School. Roedean girls excel in a range of sports, and many musicians and dancers perform

beyond Grade 8 level – all such activities have their own intrinsic value, but they also have huge benefits for the girls' academic endeavours. Our 'Wild Fridays' programme sees all of Year 7 and 8 spending every Friday afternoon outside, learning bushcraft skills and orienteering, looking after the animals on the Farm, and outdoor adventure – and they love it! All girls in Years 9 and 10 undertake Bronze and Silver Duke of Edinburgh's Awards, and some also have the opportunity to join the CCF contingent at Lancing College.

Our partnership with St Mark's Primary, in the Whitehawk estate, is hugely rewarding for the pupils at both schools – there are a range of joint weekly activities, we fund-raised and built a Library on their site from scratch, and one year-group comes to Roedean each week for a morning of academic and sporting enrichment. Furthermore, the Roedean Academy, a programme of academic enrichment for Year 10 students, brings together academically gifted and engaged students from six local schools in the maintained sector with those at Roedean, to challenge their academic expectations and broaden their horizons.

Philanthropy is also central to what we do. 100 hot meals are sent each week into the community to feed the homeless in Brighton, 12 girls travel to Moldova each year to teach English to Ukrainian refugees and Moldovan orphans, and the community raised over £48,000 for a range of charities last year.



ROEDEAN'S ETHOS

At Roedean, there can be no doubt that the girls' rounded education 'makes a considerable contribution to their personal development' (ISI Inspection), and it is precisely this which produces independent and creative young women who will make their mark in the world. In the same way that Roedean encourages the girls to pursue a

variety of interests, we expect the staff to be committed to the busy life of this boarding school; it is wonderful when staff join the orchestra or play in the staff-student sports fixtures, and the girls love it when members of staff congratulate them on their role in the previous night's play or the goal they scored in the fixture at the weekend.

ROEDEAN'S CAMPUS AND FACILITIES

Roedean is located on a beautiful 45-acre campus, and owns a further 75 acres of land adjacent to the site. It is the only school in the UK to be set within a National Park and on a coastline, as well as being in the boundaries of a vibrant city. The Grade II listed main building and Keswick House were designed by the leading Victorian architect and Roedean parent, Sir John Simpson, who also designed the original Wembley stadium. The main building incorporates the four main boarding houses, the dining rooms, the Library, and the teaching and administration spaces. Later additions include the Chapel, Science Laboratories, the Theatre and dance studios, the Music wing, Keswick House, and Lawrence House. We also have

an indoor swimming pool, a Sports Hall, which includes a multi-gym, and numerous playing fields to the front and side of the school. With a £1½ million refurbishment of the Sixth Form facilities in 2019, a small Farm on site with sheep and pygmy goats, a refurbishment of our 355-seat Theatre in 2021, and an all-weather flood-lit pitch at the heart of the School, Roedean certainly has wonderful facilities and buildings. A transformation of the Library was completed in April 2024 and delivers an outstanding study, research, and exhibition space within the School's original school hall, further enhancing Roedean's academic provision.





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Charity No: 307063