

Office Administrative Assistant (Communications and Events)
Part time (15 hours per week)

Do you possess strong administration skills? In your capacity as an Assistant for Communications & Events, you will be responsible for aiding in communications and event coordination, as well as offering general administrative support to the Foundation office

What will you be doing day-to-day?

- Assisting in the creation of diverse and effective communications including regular email newsletters and an annual digital magazine
- Supporting the execution of alumni engagement and fundraising initiatives through social media and websites
- Co-ordinating and providing assistance for both internal and external events, including those relating to careers, alumni engagement and fundraising
- Assist in the preparation of materials, reports and presentations as required by the OWBA Committee

What are we looking for?

- Previous administrative experience in a customer facing role
- Proficiency in using social media platforms (e.g., Instagram, Facebook, Twitter, LinkedIn)
- Excellent IT skills
- Excellent written communication skills
- Prior experience in event organisation

Application Process

Please send a fully completed application form, and any supporting information, to recruitment@westbuckland.com

Interviews will be arranged upon receipt of suitable applications.

West Buckland School Foundation exists to support and promote West Buckland School through the funding of bursaries, capital projects and general projects awarded at the discretion of the Trustees.

Old West Buckland Association (OWBA)

The main purpose of the OWBA is for former students, staff and parents of West Buckland School to keep in touch with each other using the OWBA office in the school as the focal point. A key part of our work is to bring together the community by organising events and updating them with the on-going successes of West Buckland School.

West Buckland School is the highest performing co-educational day and boarding school in the Southwest peninsula and a Top 40 UK Independent co-ed boarding school.

Safeguarding Policy Statement

West Buckland School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and adhere to our safeguarding policies and procedures. 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).

This post is identified as being within the scope of Regulated Activity and requires a cleared Enhanced Disclosure from the Disclosure and Barring Agency. As such all previous criminal convictions deemed to be expired under the Rehabilitation of Offenders Act are required to be declared, this may not negate the applicant from being appointed.

Safeguarding questions will be asked to all candidates during the interview process. In line with KCSIE guidance the school will conduct an internet search of shortlisted candidates on Google and Social Media and limited to the information provided on the application form. Any information that is publicly available online and relevant to safeguarding or your suitability to work with children might be discussed at interview.

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 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 Safeguarding Officer or to the Headmaster.

Equal Opportunities

West Buckland School is committed to equality of opportunity for all staff and applications are encouraged from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships. In line with KCSIE guidance the school will conduct an internet search of shortlisted candidates on Google and Social Media and limited to the information provided on the application form. Any information that is publicly available online and relevant to safeguarding or your suitability to work with children might be discussed at interview.

Data Protection

The school is registered under the Data Protection Act 2018. The information you supply when requesting a job pack will be held in electronic format for monitoring and evaluation purposes and in connection with any future contact. We keep applications from unsuccessful candidates for a period of six months from the closing date after which they will be destroyed. If you do not wish your application to be retained during this period, please indicate this in a covering letter with your application.