



KING WILLIAM'S COLLEGE

Title:	External Relations Administrative Assistant (12 MONTH MATERNITY COVER)
Reports to:	Head of External Relations
Department Team:	External Relations
Job location:	King William's College



King William's College and The Buchan School are committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. The successful candidate will also require satisfactory references and confirmation of education. A medical examination may be required. If necessary this will be undertaken at the expense of King William's College. The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact will be to adhere to and ensure compliance with the school's 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, he/she must report any concerns to the Principal.



The School

King William's College was opened in 1833 through public subscription and the support of Bishop Barrow's Charity, which itself had been founded in 1668. For most of its history, the school operated primarily as a boys' boarding school supplemented by day boys. Girls were first admitted to the Sixth Form in the late seventies and the school became fully co-educational in 1987. In 1991, King William's College merged with The Buchan School, (situated in Castletown and founded in 1875), to provide education for young ladies, also under the auspices of Bishop Barrow's Charity.

The two sites now constitute one school administered by a single Board of Governors and with the same overall vision and ethos. The sites are less than two miles apart and The Buchan School provides Nursery and Prep curricula for children from 2 years to 11 years of age. King William's College provides a non-selective education up to IGCSE and all Sixth Form students take the International Baccalaureate Diploma. There are currently around 70 children at The Buchan Nursery, 160 at The Buchan School and 320 at King William's College. There are two boarding houses at College. The School is a Church of England Foundation although the pupil body includes those of many faiths.

The School is run on year-group lines for academic purposes, while the House system has been retained for social interaction including, Drama, Music and Sport. In 2002 King William's College began teaching the International Baccalaureate Diploma. Since then more than 1,000 students have studied the Diploma with us and we have become one of the largest and most established IB schools in Britain. We believe that it is an excellent preparation for both university and life beyond and it is the only qualification we offer in the Sixth Form.

The King William's College enjoys a magnificent setting facing Castletown Bay in the south of the Island. The site is dominated by the main school building with its quadrangle and clock tower. The Buchan site is constructed around an early Victorian country house, in a pleasant parkland setting on the edge of Castletown.

The Role

The External Relations Administrative Assistant has a key role in supporting the smooth running of the External Relations Office. This role supports the wide remit of the External Relations Department, which is responsible for the admissions, local and international recruitment, marketing, alumni and fundraising functions of the school. The Assistant will carry out a diverse range of administrative, marketing and business development tasks and activities, whilst striving to ensure that the service they provide is of the highest standard. The Assistant will have a particular responsibility for organising and coordinating the team's events and marketing, alumni and fundraising administrative duties.

The Administrative Assistant's hours of work will be from **8.30am to 4.30pm Monday to Friday, all year round**. However, the Assistant will be required to work outside these hours during key-related admissions events etc., as necessary.

Key Duties and Responsibilities

External Relations Administration and Database Management

- Distribution of newsletters and digital mailings to agents.
- Ensuring the relevant mailing lists are updated.
- Ensuring that records/data on the InTouch (alumni) database are maintained accurately and continuously improved, and can be utilised to support alumni and fundraising activity.
- Maintain all donor files.
- Create fundraising reports and other database reports as needed.
- Process donations and ensuring donors receive timely, correct and personal acknowledgements of their gifts.
- Handle all other administrative duties of the Barrovian Foundation as required.
- Process and respond to information requests from our key constituencies.
- Manage the School archives:
 - Ensure appropriate items and documents are processed into the archives;
 - Manage the proper storage, organisation and preservation of archive materials;
 - Manage the digitalisation of archive materials;
 - Assist individuals looking to access the archives for research.
- Support the coordination of the School's Mentoring Programme for alumni, including:
 - Coordinating the Alumni Internship Programme;
 - Seeking new opportunities for alumni work place experiences and guidance;
 - Recruiting University Reps.
- Ensuring stocks of marketing material are maintained and displayed at all appropriate points in the School and supplied to appropriate partners.
- Assisting the Head of External Relations with the department's administrative matters.
- Be aware of the crisis management plan, preparing for crises and helping deliver activity should a crisis occur.

Admissions Administration

- Applicant data entry on to iSAMS and MS Excel.
- Uploading KYC (passports/birth certificate) and applicant documentation to iSAMS.
- Coordinating previous school reference requests, including:
 - Requesting safeguarding information from new pupil's former school;
 - Recording reference request on iSAMS and MS Excel;
 - Ensuring printed copy of reference request on pupil file.
- Administering the leavers' process:
 - Distribution of leavers' notice form and liaising with families regarding missing information;
 - Data entry of leavers on MS Excel;
 - Contacting onward schools to ensure pupil transfer and recording details on MS Excel.

Events

- Coordinate the planning, preparation and execution of all External Relations events, locally and internationally.
- Ensuring attendee contact information is included on the relevant database.
- Ensure all follow-up after events is timely, efficient and professional.
- Sourcing and ordering promotional gifts.
- Securing feedback from events.
- Providing other support for events when necessary.

International Recruitment

- Coordinating and arranging travel and appointments for international recruitment activities.
- Assisting in the planning and coordination of agent visits to King William's College.
- Ensuring all agent records on iSAMS database and on file are maintained accurately.
- Requesting school contact detail for references from new agents and contacting schools to request references.
- Coordinating agent gifts and Christmas cards.

Other

- The list of duties is not exhaustive and you may be asked, within reason, to undertake tasks of a similar nature and level as requested by the Head of External Relations or SLT members.
- This is a description of the job as is constituted at the date shown below. It is the practice of KWC to periodically examine job descriptions, updating them to ensure that they relate to the job performed, or to incorporate any proposed changes. This will be conducted by the appropriate manager in consultation with the post holder.

Skills & Experience Required

The successful candidate will have strong time-management and organisational skills, together with general office experience and excellent IT skills, with the ability to produce professional documents using Microsoft Office. Strong interpersonal skills are essential, with a can-do approach, and the ability to work on his/her own initiative.

- Superior time management and organisational skills and ability to meet deadlines.
- Ability to work both independently and as part of a team.
- Familiar with MS Word, Excel and PowerPoint.
- Experience of organising events.
- CRM, database management and experience of email marketing software such as Mailchimp would be advantageous.
- Able to work under pressure and with tight deadlines.
- Organised enough to multitask and run several events and projects at the same time.

This job description is not exhaustive or exclusive. It may be changed with the needs of the service, but only with the prior consultation with the post holder.

Confidentiality

It is expected that the post holder will maintain a high standard of confidentiality in all of his/ her duties.

Applications

A completed application form together with a covering letter should be submitted by post to: Head of HR, HR Department, King William's College, Castletown, Isle of Man, IM9 1TP or by email to: hr@kwc.im