



# New Hall School

Catholic independent HMC boarding & day school (1-18) for 1,250 students  
Co-ed Nursery (1-4), Pre-Prep Division (4-7) & Preparatory Division (8-11)  
Girls' Division (11-16) • Boys' Division (11-16) • Co-ed Sixth Form (16-18)  
The Avenue, Boreham, Chelmsford, CM3 3HS

New Hall School requires, as soon as possible a full time or term time only

## Alumni Officer

**Competitive salary, excellent benefits & CPD**

An exciting opportunity has arisen to join the Admissions, Communications & Development Department as Alumni Officer; you will play a leading role with events and communications in support of the alumni of the School.

The successful candidate will be customer-focused, with excellent database management, administration and communication skills. Candidates should have a proven track record in writing creative, engaging content across a range of media, with excellent attention to detail, copy proofing and editing skills.

The salary for this role is £20,105pa-£24,304pa (at September 2018 rates)  
The salary is pro rata for term time only (between £14,685pa and £17,752pa)

There is a possibility of renting a room in a shared School house, adjacent to the campus, for £400pcm.

**Closing Date: Midday, Friday 5 April 2019**

**Interview Date: Thursday 11 April 2019**

Excellent benefits • free parking • superb working environment • London Stratford 20 mins by train

New Hall is committed to safeguarding pupils.  
There will be an enhanced DBS check prior to appointment.

For further details & an application form please visit:

[www.newhallschool.co.uk/job-opportunities](http://www.newhallschool.co.uk/job-opportunities)

Alternatively, please contact the HR Department on 01245 467 588

  
Independent  
School of the Year  
2016