



Haileybury

Job Description

Job Title : **Haileybury Connect Officer**
Responsible to : **Haileybury Connect Manager**
Department : **Partnerships**
Last reviewed : **March 2021**

Job Outline and Purpose:

The Haileybury Connect (HC) Officer will be responsible for supporting the HC and Partnership Managers in building relationships with the school's wider community.

The purpose of the role is to support the HC and Partnership Managers as they develop the school's relationship with its wider community, principally through the Haileybury Connect initiative.

Duties:

The post-holder will:

- collect appropriate data that will fulfil HC's strategic objectives
- maintain the Haileybury Connect's social media networks and increase participation across all platforms
- ensure all communications are dealt with promptly
- promote HC's activities in all their forms

Working with the HC and Partnership Manager, the HC Officer will:

- help implement the comprehensive Haileybury Connect programme of activity including its promotion, planning and preparation. Liaise with internal staff to ensure events information is shared and all requirements are met
- attend events as required
- evaluate events including compiling monitoring and evaluation reports where appropriate
- ensure continued good relationships with the current pupil body and inform leavers of HC and its activity

General Duties:

- complete all duties effectively, efficiently, accurately and within allocated timescales
- remain up to date with all appropriate practices, procedures and regulatory requirements within your allocated areas of responsibility
- undertake duties in line with established Haileybury practices and protocols
- ensure that all work is supported with an appropriate paper trail i.e. supported by a filing system that contains clear and accurate working papers
- make use of appropriate computer software, equipment and facilities in order to complete duties in the most efficient and effective way including word processing packages, spreadsheets, databases, etc.
- establish and maintain effective communication channels and efficient/effective working relationships with members of the College's staff
- keep the management team fully up to date and informed about all allocated areas of responsibility and to report any significant problems as appropriate and within a reasonable time frame

- undertake appropriate training to ensure that skills remain up-to-date and commensurate with the first class service required for this role
- undertake your responsibilities at Haileybury in respect of Data Protection. Staff members are responsible for ensuring that any personal data held by them is kept securely. This includes, appropriate use of computer ID's and passwords
- undertake your responsibilities to promote the safety and wellbeing of children and young people

It should be noted that this job description identifies the current principal duties of the post; it does not detail every task to be undertaken. The post-holder will be required to undertake any duties as required by the Line Manager, which fall within their capabilities or the requirements of the School.

Person Specification

Essential

- experience of producing newsletters and writing articles to a high standard
- excellent social and networking skills
- high level of computer literacy, including digital and social media skills
- excellent communication skills with all relevant client groups, both internally and externally
- good numeracy and literacy skills with high regard for grammar and accuracy
- a good telephone manner
- high level of attention to detail
- ability to work in a team and individually, using own initiative
- well organised with the ability to prioritise work to deadlines and under pressure
- commitment to excellence in independent education
- flexibility and calm manner
- enthusiastic with the ability to learn
- articulate, confident and dynamic personality
- self-confidence and resilience under pressure
- good diplomacy and problem solving skills
- ability to understand and operate within a school environment

Desirable

- experience of working with databases, preferably Raiser's Edge and NetCommunity
- understanding of fundraising or alumni relations work
- experience of an independent school environment or work in an academic institution

Child Protection at Haileybury

Though this role does not require the direct supervision of pupils, in addition to their job description, the job holder should be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons who they may come into contact with whilst at Haileybury.

Health & Safety at Haileybury

Under the Health and Safety at Work etc. Act 1974 and associated legislation, colleagues at Haileybury are expected to be comply with H&S requirements at all times, including but not limited to Risk Assessments, COSHH, PPE, Manual Handling and to follow Haileybury policies/procedures. Specifically, colleagues must continuously carry out all duties in a manner, which endangers neither themselves nor others. If you consider something is unsafe or likely to cause injury or ill health, you must rectify it if safe to do so, or report it to your immediate manager or the Health and Safety Manager.

Data Protection at Haileybury

The School will comply with its obligations under the prevailing data protection legislation when processing your personal data. For further detail in this regard you should refer to the School's Data Protection Policy and the Staff Privacy Notice which can be found on the website <https://www.haileybury.com/privacy-notice>

Code of Conduct Statement

Colleagues at Haileybury are expected to work together showing respect, courtesy and helpfulness, cooperatively working with a positive ethos and culture, whatever the staff member's position may be. Each individual should try to see and appreciate what others are doing and understand that the provision that we offer our pupils can flourish only with the active assistance of all concerned.