

**WE TEACH
THE
FUTURE**

APPOINTMENT OF
**Alumni and
Development
Co-ordinator**





**“There’s magic in
the air at WHS”
Tatler Schools Review**

WELCOME

I first fell in love with Winchester House on a cold, blustery day when I was greeted not by silence, but by the joyful voices of a group of pupils singing with infectious enthusiasm. It was a moment that captured everything special about this school: a place where children feel safe to express themselves, where learning is filled with curiosity and laughter, and where every pupil is known personally.

Winchester House blends tradition with innovation, and academic excellence. Our small class sizes, dedicated tutor system and specialist teaching from Reception upwards ensure a truly personalised education. Beyond the classroom, our extensive facilities, including a state-of-the-art Astro turf, Science laboratories, and a Secret Garden, provide opportunities for exploration, play and challenge.

Above all, Winchester House is a place where children develop as individuals, learning not just facts, but the skills and confidence to shape their futures. It is a school that lives by its motto: Non Nobis Solum—Not for ourselves alone.

Please do not hesitate to get in touch with any questions regarding your application.

Antonia Lee
Head



ABOUT

Set in the heart of Brackley, on the borders of Northamptonshire, Oxfordshire, and Buckinghamshire, Winchester House is a day and boarding prep school for children aged 3 to 13 years.

We're town school with an adventurous spirit, with extensive playing fields, an outdoor pool and a magical Secret Garden for outdoor learning, our pupils return home (or to their boarding house) each day enriched, inspired, and, more often than not, a little bit muddy!

Winchester House is a place of exploration, curiosity, and opportunity—where ambitious minds, risk-takers, and creative thinkers are nurtured in a warm, family-friendly environment.

Here, learning is an adventure, and every child is encouraged to embrace challenge, develop resilience, and find joy in their successes.

Our Creative Curriculum, introduced in Nursery and running through to Year 4, immerses pupils in term-long topics that spark curiosity and independent

thinking. From Year 5 onwards, pupils move into a specialist subject model, preparing them for Common Entrance with an inspiring and rigorous academic programme.

Small class sizes, passionate teachers and specialist subject instruction from an early age provide the foundation for success - many of our pupils go on to achieve scholarships at leading senior schools.

But academic results are just one part of the story. A Winchester House education extends far beyond the classroom. Our co-curricular programme is designed to ignite new passions and develop well-rounded individuals. Whether through Sport, Drama, Music, outdoor education, or community engagement, our pupils grow in confidence, develop leadership skills, and learn the value of teamwork, creativity, and perseverance.

At Winchester House, our motto *Non Nobis Solum*—Not for ourselves alone—runs through the heart of everything we do.







In January 2021, Winchester House became part of The Stowe Group. The Stowe Group comprises Stowe School, Swanbourne House School, Winchester House School and Ashfold School. The Group's formation has given pupils and staff at Winchester House access, not only to Stowe's world-famous estate, but to its expertise in teaching and learning as well as governance. The Stowe Group launched its Change Makers vision along with the Change 100 programme to raise £100m for transformational bursaries. The Stowe Group is part of Allied Schools, an association of independent schools which uphold the Protestant and Evangelical principles of the Church of England.

The Stowe Group does not aim to produce stereotypes or mould pupils into conventional all-rounders. Change Makers are encouraged to grow in their own way and celebrate the differences between them. Nurturing the emotional, physical and mental well-being of each pupil is of paramount importance and our culture is characterised by teamwork, collaboration and mutual respect. Mindful of their ethical, intellectual, physical and social development, we educate and support our pupils to achieve fulfilling lives. Our goal is to inspire pupils and staff to be Change Makers who will shape positive futures for themselves, their families and the global community.



Through a broad and inclusive education, pupils are educated and prepared for life. They gain knowledge and understanding in a wide range of academic disciplines as well as developing core skills in critical thinking, intellectual curiosity, innovation, communication, technology, creativity, team-work and collaboration, self-reflection and lifelong engagement. Excellent facilities support our educational aims and are shared with the wider community. We strive for excellence and celebrate achievement, valuing education as a journey and not a destination in the belief that all pupils can exceed their potential. Learning is learnable and everyone can improve.

Our aim is to encourage personal development by creating a flourishing, vibrant, cohesive, caring and socially inclusive community which embraces pluralism, diversity and intercultural understanding. We celebrate differences by giving everyone a voice and then listening to multiple viewpoints. We believe it is our collective responsibility to develop the cognitive, physical, emotional and spiritual well-being of everyone in our community.

We are committed to the development of character, with particular emphasis on tolerance, resilience, honesty, humility, courage, compassion, gratitude and service. While many pupils compete at the highest level in sport, our aim is to provide a wealth of co-curricular activities which pupils of all abilities can access and enjoy. Through teaching, coaching and counselling, we will do our utmost to support pupils to be their best, do their best and feel their best. We honour the legacy of Change Makers from the past by looking forward to a future where wealth is not a barrier to success. We are building an endowment to support Change 100 which will promote social mobility by allowing unprecedented access, regardless of financial means or circumstances, to a Stowe Group education. We have developed partnerships with local schools, explored international opportunities and strategic links with universities, businesses and NGOs. We strive to attract and retain employees of the highest calibre.



ALUMNI AND DEVELOPMENT CO-ORDINATOR

Department: Development

Accountable to: Deputy Head

Start date: As soon as possible

Hours: 15 hours per week, term time only

PURPOSE OF JOB

Building good alumni and community engagement (friend-raising) across Winchester House School from which to build future fundraising opportunities within the Winchester House community.

KEY TASKS

1. Managing Alumni correspondence

The Alumni and Development Co-ordinator will be charged with reaching out to, building and sustaining a programme of contact with our alumni and wider Winchester House community – encouraging and inspiring them to feel engaged and re-connected to the school.

2. Arranging and implementing occasional Alumni events

The Alumni and Development Co-ordinator will manage a modest budget in arranging and implementing occasional gatherings that allow alumni and the outside school community to gather at the School and rekindle their connection with the School.

3. Researching prospects in Alumni and parent cohorts

In support of the work of the Head of Prep-School Fundraising, the Alumni and Development Co-ordinator should work to identify Potential Major Donors (PMDs) from within the emerging database of alumni. At a broader level, the Alumni Co-ordinator should support the work of the Head of Prep-School Fundraising in creating engagement, positive alumni relationships and opportunities for Fundraising.

4. Developing and managing community wide fundraising

As appropriate, working with the Head of Prep-School Fundraising in promoting and communicating community-wide fundraising initiatives.



HEADING ONE

5. Arranging Annual Parent events

The Alumni and Development Co-ordinator will also be involved in liaising with The Friends of Winchester House and supporting associated events.

6. Developing and Populating the Alumni Database

The Database of alumni and prospects is the lifeblood of any Development function. From the earliest stages of the Alumni and Development Co-ordinator's role, they will be responsible for managing and populating this database – using whatever internal records already exist, social media to generate interest and responses, using connections and contacts to find past members of the Winchester House community, desk research and whatever other channels may be appropriate.

7. Producing an Annual Magazine / Bulletin

As and when budget allows the co-ordinator should look to create an appropriate form of newsletter for those on the alumni database, working with the Head and other members of the Winchester House staff community. This will build over time to keeping them informed of news and progress at the School, enabling them to make contact with each other, and promoting upcoming gatherings and plans.

PERSON SPECIFICATION

The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form

Attributes	Essential	Desirable
Qualifications		• Education to degree level, with strong ability in written English
Specialist Skills and Experience	• Planning and priority setting: doing what's important to the department's objectives, rather than just urgent; scheduling daily activities and planning for peaks and troughs in workload • Being able to manage multiple tasks at any one time • PC and database skills: experience in handling data and using databases • Proficient communicator, particularly with internal departments and external suppliers	• Experience in marketing, Public Relations, Communications or related career. • Desktop design skills • Experience using website content management systems • Fluency in a wide range of social media channels and ability to create engaging content
Personal Qualities	• Excellent organisational skills • Personally organised • Energetic, congenial and enthusiastic personality • Excellent people management skills, strong communicator • Strong team-worker – ability to thrive in a small, closely-knit, and dedicated team • Willing to work flexible hours for events and planning meetings as required	

This job description and Person Specification reflects the present requirements of the post and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder



In the role we are looking for
Change Makers who are:

Professional	1	2	3	4	5
Creative Problem Solvers	1	2	3	4	5
Kind	1	2	3	4	5
Flexible	1	2	2	4	5
Collaborative	1	2	3	4	5
Communicator	1	2	3	4	5

Value scales:

1. This value is the least important to the role
2. This value has some significance to the role
3. This value is desirable to the role but not essential
4. This value is important to the role
5. This value is essential to the role

COLLEAGE BENEFITS

For more details on all benefits, please follow this link:
www.stowe.co.uk/our-people/working-for-us/colleague-benefits



Enhanced holiday entitlement

Your contract will provide details of the exact holiday entitlement you will receive



Volunteer leave

Up to 2 days paid leave for volunteering



Free refreshments



Enhanced holiday entitlement

Your contract will provide details of the exact holiday entitlement you will receive

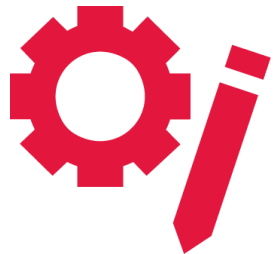


Each person reward and recognition

Discounted shopping, cashback and access to diesel fuel card

Shopping discounts

Through the 'Discounts for Teachers' website



Learning and Development opportunities



Wraparound childcare

Free wraparound childcare available for all colleagues at Prep Schools



Free annual flu vaccine



£85 Annual Golf Membership

For you and immediate family (applies to permanent colleagues only)



Employee wellbeing programme

Including free access to counselling services, physiotherapy and more

YOUR APPLICATION

An application form can be completed via The Stowe Group Recruitment hub on The Stowe Group vacancy page.

If you need any help with the application process, please contact recruitment@stowe.co.uk or call 01280 818005.

Deadline for applications: Sunday 9th November 2025

However, this role may close early if we receive suitable applications.

Salary: £29,610 per annum which equates to a pro rata'd salary of £8987.00 for 15 hours per week.

Interviews: to be held week commencing 17 November 2025.

Offers of employment are made subject to receipt of satisfactory references, DBS clearance and online background check carried out by our third-party partner, SP Index.

This job description reflects the present requirements of the post and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment and undergo appropriate checks.

The Stowe Group is committed to providing outstanding safeguarding of the children in our care. You will be required to adhere to the School's safeguarding policy and guidelines and ensure that the safeguarding of children underpins everything that you do. Every member of staff of The Stowe Group has the responsibility to safeguard children.



A photograph of three children walking away from the camera on a green grassy field. The child on the left is wearing a dark hoodie and shorts. The child in the middle is wearing a dark short-sleeved shirt and shorts. The child on the right is wearing a dark short-sleeved shirt with red and white stripes on the sleeves and shorts. In the background, there is a building with a corrugated metal roof and a goalpost. The text "WE TEACH THE FUTURE" is overlaid in large, white, bold, sans-serif capital letters, slanted upwards from left to right.

**WE TEACH
THE
FUTURE**