



**TUDOR  
HALL**

Development, Alumnae and Admissions  
Officer (Full Time).  
INFORMATION PACK

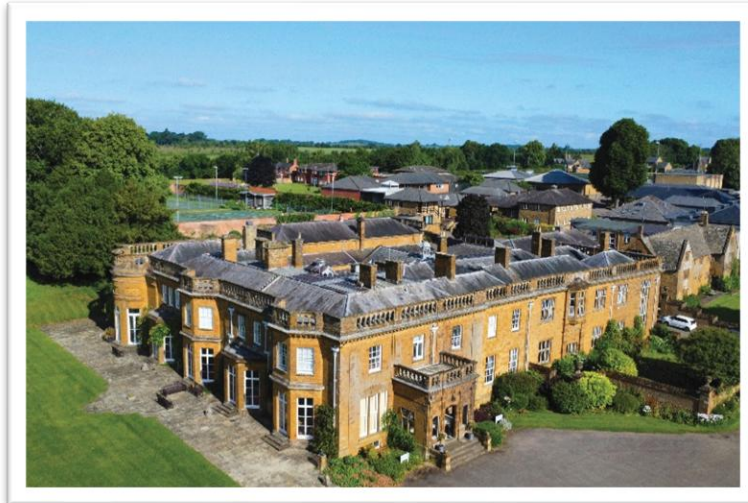




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## The School

Tudor Hall is an independent boarding and day school for girls aged 11 to 18. There are currently over 300 girls in the school of whom approximately 27% are day girls. The school is situated in beautiful parkland surroundings approximately one mile outside Banbury.



Tudor Hall is a successful school in many different ways – academically excellent from a broad intake with high levels of achievement in all areas of school life including art, drama, music and sport. We are progressive and outward looking in our vision for the school. The size of the school allows us to give our girls an individual education and our aim is to provide the best possible platform for the next phase of their lives.

Although Tudor is a well-run and carefully financed school, it does not have an endowment. In order to fulfil our vision, we need the support of the entire Tudor community – parents, both past and present, Tudorians, and friends.

The past 18 years have witnessed a £20 million investment in facilities at Tudor Hall. This has been possible through careful management of fee income and the support of parents, Tudorians and friends of the school. This investment has included the provision of a purpose-built dining hall and kitchen facility, extending and refurbishing the sixth form houses, new and increased staff accommodation, refurbishing the science laboratories, refurbishment of the IVs house, a new Drama Studio and most recently the construction of a new £6.2 million teaching centre. The school has recently launched a new fundraising initiative, Campaign 175, to mark the school's 175th Birthday and with a view to increasing the number of 100% bursary places Tudor is able to award.

More information about the school can be found on the school's website: [www.tudorhallschool.com](http://www.tudorhallschool.com)

The role of the Development Office is to develop a culture of giving at the school, establishing solid foundations upon which any future expansion can be built, and continuing the work of engaging individuals with the vision for the school, as articulated by the Headmistress.

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## Development, Alumnae and Admissions Officer

The main responsibilities of this role include a significant contribution to the ongoing administration of the Development and alumnae relations office, as well as, supporting the Registrar and ensuring that the Admissions and Marketing Office is covered throughout the year.

The role is full time, 37.5 hours a week and will be evenly split between the Development Office and Admissions. Development and Admissions events frequently take place on a Saturday during term time and time in lieu may be taken in agreement with the Headmistress.

The role reports directly to the Head of Development but will also liaise with the Registrar and Alumnae.

All staff share responsibility for safeguarding and promoting the welfare of the children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and enhanced disclosure through the Disclosure and Barring Service and adhere to the School's Safeguarding Policy.

Tudor Hall committed to providing a mutually respectful, safe and happy environment, where everyone can thrive and meet their full potential and where diversity is celebrated.

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## Duties and Responsibilities

The role includes the following specific areas of responsibility:

### Development and Alumnae Office

In the Development and Alumnae Office, the post holder will be responsible for implementing the school's busy and varied programme of alumnae and other events, in liaison with other members of the community and the management and ongoing development of the database (currently InTouch).

### Alumnae Relations

- working as part of the alumnae office team, cultivate and strengthen relationships with former pupils through events, publications and personal correspondence. (To a limited extent, this also extends to other groups within the school's former community including staff, parents, governors and other friends of the school.)
- planning and delivering a wide-ranging programme of alumnae and community events hosted by the school, both in and away from the school site;
- producing and circulating invitations, publications and communications material produced by the school, and liaising closely with other members of the team.

### Event Co-ordination and Delivery

- maintaining a proactive approach to event organisation, e.g. by suggesting / seeking out venues, speakers, and a variety of catering options;
- managing and coordinating logistics for events, including processing registrations;
- preparing event materials such as name badges, guest lists, seating plans, place cards and briefing notes for key staff;
- building and maintaining good relationships with other school departments (e.g. the school's caterers, housekeeping, the boarding community);
- monitoring the effectiveness of current events by producing post-event reports including finances, attendance, learnings and future recommendations;
- developing and utilising specific knowledge of the Tudor Hall community to ensure that the office runs events which are relevant and successful.

### Database

- maintaining and updating records in a timely manner and on a continuous basis and retaining a high quality of data integrity; this may also include research relating to the finding of lost alumnae;
- ensuring that the database is updated with information about school leavers (both pupils and staff) so that any mailings to, or contacts with, these constituents can be implemented efficiently and effectively;
- querying the database to provide the data required for mailings as and when required;
- querying the database to produce / compile reports on alumnae and other friends of the school, as and when required;
- producing any other reports from the database as and when required;
- continuing to develop the range of filters and reports used to query the database and extract useful information.

Training on the Development database InTouch will be provided.

### Admissions and Marketing

Admissions and Marketing work closely to ensure that events run smoothly and that the departments are aligned and functioning effectively. The Admissions department is the first point of contact for prospective parents, and therefore first impressions are critical. It is the team's responsibility to ensure that the journey from enquiry to joining is as smooth as possible, providing excellent customer service in a timely manner.

Main duties include, but are not limited to:

- supporting the Registrar to build relationships with prospective parents and their daughters;

- arranging visits for prospective families which will include a tour and a meeting with the Headmistress;
- managing the admissions database and generating reports, as required;
- assisting with the administration of Entrance and Scholarship assessments, as required;
- working with the Registrar and Marketing Team to help plan Open Days, Assessment Days and Taster days, New Girls' Days, and other Admissions events as required;

#### Office Administration

- Supporting the general administration of the Marketing, Admissions and Development Offices.

## Person Specification

The successful candidate will:

- be a self-starter – able to pick up any task quickly and effectively;
- have a high level of interpersonal and customer care skills;
- be organised, proactive, flexible and calm under pressure;
- able to work collaboratively;
- be discreet and tactful in all matters where sensitivity or confidentiality is critical;
- be in sympathy with the Christian ethos of the school.

## Selection criteria

The successful candidate will have:

- proven IT skills to include confident use of Microsoft Office packages and, ideally, experience of iSAMS and relational databases;
- experience and enjoyment of a front-line position working with a variety of people;
- an ability to organise tasks and systems in an efficient and effective manner;
- experience of event planning and management;
- an ability to remain calm under pressure, resolve problems and meet deadlines under these conditions;
- a high degree of literacy to draft invitations and other correspondence on behalf of the department;
- tact, discretion and complete reliability.

This list is not exhaustive and may be varied from time to time.



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## Working at Tudor

We are in an enviable position in one of the most accessible parts of the UK surrounded by beautiful countryside and yet within walking distance of Banbury. Direct trains from Banbury station to London Marylebone take 55 minutes, to Birmingham 45 minutes, with many more direct destinations accessible including Newcastle, Manchester, Reading and Bournemouth. Access to junction 11 of the M40 is at Banbury with links to London and the Midlands.

The local area around Tudor Hall is made up of pretty ironstone villages and is home to great walking and cycling with plenty of places to stop for a drink or a bite to eat. Stratford upon Avon is half an hour away, the regency town of Leamington Spa is also close by. Both offer a great array of independent shops, places to eat, cultural and leisure activities. We also have Oxford and everything that it offers within striking distance.

The community at Tudor Hall is friendly and welcoming with many staff living on site. The full boarding nature of the school means that there is always plenty going on in the evenings and at weekends and new staff feel they very quickly become a valued part of the community.

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## Benefits

Tudor offers competitive working conditions and benefits including:

- All employees are auto-enrolled into a pension scheme after three months' service;
- Training opportunities for personal and professional development;
- 40% day fee pupil discount (pro rata for part-time staff);
- Childcare vouchers – tax initiative designed to help working parents save money on their registered childcare costs;
- Personal Accident Insurance including dental cover and a confidential counselling, advice and information service;
- Active staff social group offering clubs and activities including: 5-a-side football, running club, aerobics, yoga, chess club, staff band, choir and orchestra, staff quizzes and parties;
- Free on-site parking;
- Subsidised meals in term time;
- Access to school library, gym, swimming pool and other sports facilities;
- Annual flu vaccinations.



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## Terms and conditions as per Employment Contract

Post:	Development, Alumnae and Admissions Officer.
Hours:	Full Time, 52 weeks per year (37.5 Hours) with flexibility. Some Saturday working during term time with time off in lieu with prior agreement.
Salary:	Subject to experience expected range £32,500 - £35,000. Paid monthly in arrears not later than the last working day of the month. Reviewed annually on the 1 <sup>st</sup> September each year.
Probation period	Sixth Months
Holidays:	6.6 weeks inclusive of Bank Holidays. Public and Bank Holidays occurring during school terms may well be working days.
Pension:	The School offers a Support Staff defined contribution pension scheme. Full details will be provided on appointment.
Retirement:	The post currently has no normal retirement age but the School reserves the right to set a retirement age at any time in accordance with the applicable law from time to time.
Sick pay:	The employee's benefits during periods of authorised absence through illness or injury are the same as teachers in the maintained sector.
Notice:	The employee's appointment may be terminated by either party giving to the other not less than eight weeks' notice in writing.

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## How to apply

The closing date for applications is 11:00 Monday 18<sup>th</sup> August, 2025. Interviews will take place on Thursday 21<sup>st</sup> August.

Please send a covering letter addressed Ms Julie Lodrick, Headmistress summarising your suitability for the post along with the completed application form to [recruitment@tudorhallschool.com](mailto:recruitment@tudorhallschool.com).





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Wykham Park, Banbury, Oxfordshire OX16 9UR [www.tudorhallschool.com](http://www.tudorhallschool.com)