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Head Teacher: Mr R W Shadbolt  
Contact: Faith Green, HR Officer

## **Fundraising and Promotion Officer**

**Grade 9 (£25,951 - £28,485)**

**37.5 hours a week**

Wood Green School is a popular, 11-18 mixed comprehensive school with an excellent academic and pastoral reputation. It has a thriving Sixth Form.

We need a highly effective Fundraising and Promotion Officer to provide a role that combines initiating and managing a range of income streams with active promotion of the school.

You will be responsible for assisting in the design and delivery of fundraising projects, identifying and approaching potential donors and writing bids to a variety of grant sources. You will be the staff link to the Wood Green PTA, supporting this group with their fundraising efforts. You will maintain contact with former students. In addition, you will play a key role in promoting Wood Green School through in-house publications, through contact with prospective parents and in the media including social media.

You will have:

- Excellent communication skills, both oral and written
- High standard of both literacy and IT skills
- Experience of working within a fundraising or marketing environment
- Experience of social media platforms
- Experience of dealing effectively with a wide range of people and working as part of a team

**Pay scale: 9 Hours: 37.5 hours per week, all year, although term time only plus 2 weeks could be considered.**

For details and an application form please visit our school website

[www.wgswitney.org.uk](http://www.wgswitney.org.uk)

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

**Closing Date: 6<sup>th</sup> October 2017 at 12 noon**