



ST MARY'S SCHOOL ASCOT

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# APPOINTMENT OF AN ALUMNAE RELATIONS MANAGER



# WELCOME TO ST MARY'S SCHOOL ASCOT



Thank you for taking an interest in joining us at St Mary's School Ascot. Ours is a warm and caring community where we are passionate about bringing out the full potential of each of our 390 pupils. We are proud of the strength of our academic achievements and work tirelessly to build on our tradition of excellence both in and out of the classroom. As a full boarding school, we offer a wealth of co-curricular opportunities, meaning that life at St Mary's is vibrant, exciting and always good fun.

St Mary's offers a stimulating and fulfilling working environment. Our staff are talented, friendly, and absolutely dedicated to the work they do. They enjoy supporting each other, and take pride in helping us to provide the very best all-round education for the pupils in our care.

We know that the successful candidate will love working here. We look forward to hearing from you.

**Mrs Danuta Staunton**  
Headmistress



# THE VISION AND ETHOS OF OUR SCHOOL

The school's Vision is to provide a modern and holistic Catholic education of outstanding quality for young women to inspire and empower them to play their full part in the global community.

The school's Ethos to realise this Vision is:

- **Nurturing** in each pupil a sense of their own worth and talents by fostering their intellectual, spiritual and personal development.
- **Developing** in each pupil a love of learning and independent thought through a rigorous academic education.
- **Promoting** a strong sense of personal responsibility, kindness, cooperation and social justice founded in respect for the diverse needs of others in a global community.
- **Encouraging** each pupil to enjoy the full sacramental life and spiritual richness of the Catholic Church.
- **Fostering** a partnership between parents, school and the wider community.
- **Inspiring** in each pupil the confidence to collaborate and to lead through an enriching and fulfilling boarding experience.
- **Following** in the spirit of Mary Ward who cherished 'freedom of spirit, sincerity, and a cheerful disposition'.





# OUR KEY FEATURES

The Board of Governors defines the school through five features:

**A Roman Catholic school.** Over 97% of pupils and over 50% of staff are Roman Catholic. We have a full-time resident Catholic chaplain.

**A girls' school.** St Mary's puts the interest of girls first, allowing them to reach their full potential in all that they choose to do.

**A full boarding school.** Over 95% of our pupils are full termly boarders and the rest are day boarders. All staff contribute to the boarding life of the school.

**A relatively small school.** We are proud to be a small school which enables us to provide first class individual education and pastoral care to all our pupils.

**An academic school.** St Mary's has a strong record of academic excellence. There are over 120 pupils in the Sixth Form all following A Level courses, and all are supported in their journeys into higher education, including Oxbridge.



## ABOUT THE SCHOOL

St Mary's is a leading Roman Catholic girls' boarding school set in 55 acres of beautiful grounds in the Berkshire countryside, a 45 minute journey from London, and a 20 minute walk from Ascot train station. The school was founded in 1885 by the Institute of the Blessed Virgin Mary, drawing on the inspiration of the Institute's foundress, Mary Ward, who dedicated her life to promoting girls' education across Europe in the 17th century. Mary Ward's belief, that 'women in time will come to do much', infuses the very fabric of St Mary's to this day.

St Mary's is a boarding school, with only a handful of day pupils who live nearby. The majority of our intake is at Years 7 and 9. Very few girls leave at the end of Year 11. The girls follow a full and challenging academic curriculum throughout the school day. In the afternoons and evenings and on weekends, they take advantage of a vast range of activities, including visiting speakers, academic support sessions, clubs and societies, sport and trips.

The school continues to invest in the development of first class facilities. These include a state-of-the-art performing arts centre, a purpose-built sports complex and all-weather athletics track, two libraries, a new pupil refectory, and most recently a sixth form boarding complex.

The Headmistress is a member of HMC (Headmasters' and Headmistresses' Conference), the GSA (Girls Schools Association), CISC (Catholic Independent Schools Conference) and the BSA (Boarding Schools Association).

For more information about the school, please visit our website: [www.st-marys-ascot.co.uk](http://www.st-marys-ascot.co.uk)





## ABOUT THE ROLE

St Mary's is seeking to appoint a passionate and engaging Alumnae Relations Manager from September 2025.

The Alumnae Relations Manager will take the lead on supporting and developing relationships with the alumnae community. The successful candidate will work closely with the Development & Alumnae Director to engage alumnae, former staff, and former parents, fostering a strong sense of community and ensuring continued involvement with the school.

St Mary's is unique in being the country's only Catholic, all girls, full boarding school and our relatively small size (just under 400 pupils) means that our community has a very special quality. Known for excellence in both academic delivery and nurturing pastoral care, St Mary's is consistently regarded as one of the best schools in the country. Notable Alumnae include Ana Botín, Alex Polizzi, Louise Minchin, Lady Antonia Fraser, Marina Warner, Annoushka Ducas MBE and Lady Justice Whipple.

The Ascot Alumnae Association (AAA) with approximately 3,250 alumnae in the UK and worldwide is supported by the AAA committee and the Alumnae Relations Manager.

AAA Connect, the private social media networking platform for alumnae, was launched in 2018 and there are currently 1,500 alumnae registered online. Once registered, alumnae can create a personalised profile, indicating their preferred level of involvement in areas such as mentoring, careers advice and participation in career events. They have the option to join networking and university groups and the business directory.

The Alumnae Relations Manager is responsible for organising and hosting alumnae events, including four reunions per year, the Alumnae Carol Service and the September drinks party. In addition, past events such as one-off networking gatherings have been popular and successful. This role involves producing the AAA magazine, a high-quality annual publication which features contributions from alumnae about their work, endeavours and experiences. The Alumnae Relations Manager will also play a key part in fostering relationships with individual alumnae.

In addition to alumnae focused events, the Alumnae Relations Manager plays a key role in school events particularly with the Sixth Form, such as the careers event, the mentoring programme and the Sixth Form Ball. The role includes researching potential alumnae speakers, initiating contact to secure their participation, and working with the Sixth Form team to finalise arrangements. The Alumnae Relations Manager will also suggest potential speakers for the Inspirational Women series of talks and for International Women's Day events.

The Alumnae Relations Manager is an important role within the school and reports to the Development & Alumnae Director. They work closely with the Development & Alumnae Director in ensuring that the school's database of alumnae, former staff and former parents is accurate and up to date and will be a primary point of contact for these stakeholder groups. The Alumnae Relations Manager will work closely with other senior members of staff, including the Director of Communications, the Deputy Heads and the Bursar.



## PERSON SPECIFICATION

The successful candidate will have experience of working with diverse stakeholders to generate engagement and support. They will have excellent interpersonal skills, with the ability to build and maintain strong relationships. They will have an affinity for and understanding of the special quality of the St Mary's alumnae community. The ideal candidate will have exceptional communication skills and be confident in producing high quality written publications. Strong organisational skills, attention to detail and proficiency with technology are essential for success in this role. Ideally, they will have experience of using Raiser's Edge software or the willingness to learn how to make best use of this software package. They will be capable of managing long term projects and organising complex events. The successful candidate will work collaboratively and respectfully with others, and be supportive of the school's ethos.

## RESPONSIBILITIES

The responsibilities outlined below describe the type of tasks associated with this role. Duties and responsibilities may evolve over time as the needs of the school and requirements of the role develop.

- Be the main point of contact at St Mary's for alumnae;
- Support the work of the AAA Committee as treasurer and secretary which meets three times a year;
- Organise and host alumnae events as required;
- Explore and develop strategies to strengthen relationships with alumnae (e.g. through work experience, one-off events, networking opportunities etc);
- Manage communications between the school and alumnae, former members of staff and former parents, whether at global, group or individual level;
- Organise and host alumnae reunions. This includes:
  - Researching school lists to ensure accurate cohort information.
  - Communicating effectively with alumnae leading up to the events.
  - Preparing the event programme and working closely with school staff to ensure all logistical requirements are in place.
  - Researching and preparing exhibition material.
  - Organising reunion gifts.
  - Conducting post event follow up.
- Co-ordinate and attend the Alumnae Carol Service in London, working closely with the Senior Deputy Head. This includes:
  - Organising alumnae mailshots.
  - Booking venues and liaising with caterers and other relevant contacts.
  - Arranging rehearsal sessions for the AAA choir with the Director of Music.
  - Conducting post event follow up.
- Produce and edit the annual AAA magazine, researching potential articles, contacting alumnae for news updates, organising content and collaborating with contributors to finalise and seek approval of their articles, liaising with designers and printers and preparing the mailing list;
- Work with the Development Director to manage the Raiser's Edge database, ensuring all alumnae records are up to date and compliant with GDPR;
- Manage the St Mary's alumnae online platform, AAA Connect, which currently hosts over 1500 members;
- Produce and circulate monthly e-newsletters to alumnae and notifications of upcoming events;
- Undertake regular online searches of alumnae (e.g. news stories, obituaries, or using LinkedIn to transfer relevant information to Raiser's Edge) and keeping the Careers Advisor informed of potential contacts;



- Prepare alumnae content for the school website and school magazine as required by the Director of Communications;
- Work closely and collaboratively with the school's Careers Advisor on mentoring for pupils, careers advice and networking events for pupils;
- Coordinate the alumnae arrangements for leavers, including leavers' letters and AAA subscriptions;
- Coordinate all elements of the Sixth Form Ball;
- Oversee the school's archive;
- Work closely and collaboratively with the Development & Alumnae Director;
- Any other duties as reasonably required by the Headmistress.

## Other duties:

This job description sets out the main duties of the Alumnae Relations Manager. No job description can be fully comprehensive and the Alumnae Relations Manager will be required to support the Headmistress in any work reasonably required to support the operation of the school.





## WORKING AT ST MARY'S

**A Catholic school.** Nearly all pupils and about 50% of the staff are Roman Catholic. It is not a requirement of this post that applicants should be Catholic but all staff at the school are expected to be sympathetic to the religious and boarding character of the school.

**Full-Time/Part-Time.** This is a part-time appointment.

**Salary.** A competitive salary based on experience will be offered.

**Accommodation.** The post holder is not required to be resident on site and accommodation is not offered with this role.

**Working Days and Hours.** Core working hours will be from 8.30am until 4.30pm with 30 minutes (unpaid) for lunch. The Alumnae Relations Manager will have the following working arrangements:

- **Term time.** Required to work 3 days per week during term time (34 weeks per year). The specific days of the week to be agreed upon with their line manager.
- **School holidays.** In addition to term time, the role requires an additional 30 days to be worked across the school holidays, which includes half terms. There is flexibility in how these additional days are spread throughout the school holidays. The Working three days per week during term time, with the specific days to be agreed upon with their line manager.

Flexibility around the working schedule is essential for this position. On some occasions the Alumnae Relations Manager will be required to work evenings or weekends. Time off in lieu would be arranged flexibly on such occasions.

**Additional Days.** The Alumnae Relations Manager is required to attend one day of new staff INSET and a further six full days of INSET per year which are currently scheduled in the week before the start of each term. The individual is required to attend the school's annual Open Day which currently takes place on a Saturday during the summer term.

**Holidays.** Holidays must be taken during the school holidays and must not clash with INSET.

**Probationary Period.** The first six months of employment is a probationary period and during the probationary period the notice period by both the post holder and the school is two weeks.

**Notice Period.** On successful completion of the probationary period, the notice period for both the job holder and the school will be three months.

**Pension.** The Alumnae Relations Manager will be automatically enrolled into the school's workplace pension scheme provided by The People's Pension.

**Meals.** Staff are currently able to enjoy lunch in the staff refectory. This privilege is currently provided free of charge, but this is kept under review and the school reserves the right to change the arrangement.



## HOW TO APPLY

Please complete the online application form selecting Alumnae Relations Manager from the drop-down menu. <https://www.st-marys-ascot.co.uk/recruitmentapplicationform/>

A short letter of application addressed to the Headmistress, Mrs Danuta Staunton should be included with your application form. Closing date: **9am on Monday 5 May 2025**. Applications will be considered upon receipt.

We reserve the right to interview suitable candidates before the closing date or to close the vacancy prior to closing date if deemed appropriate. Interested applicants are advised to submit their application as early as possible to avoid missing your opportunity to apply. **Applicants must have a valid right to work in the UK.**

St Mary's School Ascot is committed to safeguarding and promoting the welfare of children and young people. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers, the Disclosure & Barring Service (DBS) and social media checks.







## ST MARY'S SCHOOL ASCOT

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