



# Middleton Grange School

## Alumni Portfolio Coordinator

### Job Description

| CHARACTER | EXCELLENCE | SERVICE | FOR THE GLORY OF GOD |
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#### Directly Accountable to Principal

##### Functional Relationships:

- Senior Leadership Team
- Teaching Staff
- Support Staff
- Former students
- Former staff
- Former Board Members

To develop, maintain, and strengthen relationships between Middleton Grange School and its alumni community through effective database management, digital communications, content creation, alumni engagement initiatives, and school community networking. The role supports lifelong connections between former students, staff, board members, and the school.

#### Support Staff

Up to 100 hours per annum

Term Time Only, No Teacher Only Days unless at discretion of Line Manager

Covered by the most recent Support Staff in Schools' Collective Agreement – Grade 3, Step dependent on experience

#### Special Character

##### Key Indicators:

- Model Christian servanthood.
- Promote the Christian school and Christian education.
- Actively engaged in opportunities to enrich ability to teach in a Christian way.
- Develop strong relationships based on Christian principles with students, staff and other members of the School community.
- Integrate the School's Special Character with the New Zealand Curriculum.
- Implement initiatives which focus on the Special Character of Middleton Grange School

## **Responsibilities and Duties**

### **Alumni Engagement**

- Build and maintain connections with former students, staff, and board members.
- Encourage alumni participation in school events, initiatives, and networking opportunities.
- Identify and develop opportunities to strengthen alumni involvement and support for the school.
- Maintain regular communication with alumni.

### **Alumni Database Management**

- Maintain an accurate and up-to-date alumni database.
- Collect, verify, and update alumni contact information.
- Process Year 13 leaver registrations and alumni sign-ups.
- Ensure compliance with privacy and data management requirements

### **Communications**

- Plan, write, and distribute alumni newsletters and communications.
- Develop engaging alumni stories, profiles, and success features.
- Promote school achievements, news, milestones, and events relevant to alumni.
- Assist with the development and implementation of communication strategies that enhance alumni engagement.

### **Digital Platforms & Website Management**

- Manage and update the alumni section of the school website.
- Ensure website content remains current, accurate, and engaging.
- Coordinate content across alumni communication platforms, including Hail and social media channels.
- Monitor online registrations, applications, and alumni enquiries.

### **Content Development**

- Research and gather alumni achievements, testimonials, and historical stories.
- Interview alumni and obtain permissions for publication.
- Create written, visual, and digital content that reflects the school's values and heritage.
- Preserve and promote significant school history and alumni milestones.

### **Event Support**

- Support planning and promotion of alumni reunions, celebrations, anniversaries, and community events.
- Assist with alumni engagement activities associated with major school milestones.
- Coordinate alumni communications before and after events.

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## Skills and Experience

### Essential

- Strong interpersonal skills and ability to build relationships.
- Strong written and verbal communication skills.
- Excellent organisational and administrative abilities.
- Ability to work independently and manage competing priorities.
- Proficiency with Microsoft 365.
- Confidence using websites, databases, social media, and digital communication tools.

### Desirable

- Experience in communications, marketing, community engagement, or alumni relations.
- Knowledge of Hail or similar communication platforms.
- Graphic design and digital content creation skills.

This position description outlines the primary duties and responsibilities of the role. It is not intended to be exhaustive. The Principal reserves the right to vary duties and responsibilities to meet the changing needs of Middleton Grange School.

*Employee Acceptance of the above Job Description:*

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

September 2026

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