



HOLMEWOOD HOUSE SCHOOL

Barrow Lane, Langton Green, Tunbridge Wells, Kent, TN3 0EB
Telephone: 01892 860000 Website: www.holmewoodhouse.co.uk



Graduate Internship Alumni and Development Assistant Fixed Term 12 Month Contract Term Time plus 4 weeks

About Holmewood House School

Holmewood House is a prestigious independent Prep School of 450 pupils aged 3-13 years, set amidst 32 acres of the most beautiful Kent countryside, just outside Tunbridge Wells. The School is a happy and supportive working environment, where we pride ourselves on the exceptional provision for our pupils and staff in all areas.

Holmewood House provides a broad, well-balanced curriculum with outstanding teachers in what is very much a family school where the positive relationships between the teachers and children allows staff to get to know and understand the individual needs of each and every child. They foster their talents and nurture their growth through a challenging and exciting curriculum.

The school wholeheartedly believes that emotional and social well-being, self-esteem, happiness and confidence are of prime importance and are in themselves inextricably linked to academic progress. Staff are excited by the curiosity and thirst for learning that each child, regardless of their ability, naturally displays. They work hard to allow each child to ask why, to query and to have the time to develop their thoughts into fresh discoveries and innovations and, in doing so, overcome the challenges faced. The end result is the celebration of learning – a reward in its own right!

The wonderful environment and outstanding facilities provide a strong framework upon which the ethos of 'allowing children to be children' can be achieved. Childhood is full of exciting new experiences which, parents and teachers relive, through the eyes and laughter of the children.

The relationship between home and school is of fundamental importance in ensuring every child is surrounded by the love, care and guidance which they require as they make their way through their educational journey. In short, the partnership allows the children to enjoy the most important journey of all: childhood.

Commitment to safeguarding

Holmewood House is committed to promoting and safeguarding the welfare of children and all staff, volunteers and other third parties are expected to share this commitment. The school adopts a rigorous safer recruitment process which is adhered to in the appointment of all new members of staff. As part of the safer recruitment process, all applicants must be willing to undergo child protection screening appropriate to the post including, but not limited to, checks with past employers and an enhanced Disclosure and Barring Service (DBS) check.

The role

To support the launch and growth of the school's alumni network and fundraising initiatives, and to take a lead in organising and preserving the school's alumni archive. This is a developmental role ideal for a graduate or undergraduate internee seeking experience in education, communications, development, archiving, events, or digital media. The postholder will provide administrative, communications, digital, and event support for the emerging alumni and development programme, while also overseeing a significant archival project (potentially overseeing the work of volunteers) to sort, catalogue, and preserve 80 years' worth of alumni materials and memorabilia.

You will report to The Head of External Relations.

Key Responsibilities

Database and Systems (ToucanTech)

- Clean and update alumni and parent contact records
- Assist with importing legacy data and segmenting mailing lists to define specific audiences
- Maintain GDPR-compliant records and consents
- Support with reporting and engagement metrics

Archival and Heritage Responsibilities

- Oversee the efforts to sort and assess 80 years' worth of alumni archive materials, including photographs, publications, correspondence, memorabilia, and ephemera
- Develop and implement a simple, accessible archive catalogue system (digital or physical)
- Label, tag, and categorise items using consistent standards
- Digitise priority materials where appropriate, ensuring long-term digital preservation
- Work with the Marketing and Development team to identify archival materials suitable for use in publications, displays, events, and online content
- Ensure appropriate conservation, handling, and storage of fragile or sensitive materials
- Develop an archive policy in line with best practice and recommend storage or access improvements where needed
- Liaise with teaching staff or pupils where archive materials might support the curriculum or school history projects
- Coordinate any future donations or loans of archival items from alumni

Communications & Social Media

- Draft and schedule email newsletters and event invitations
- Write short alumni profiles or spotlights for digital and print use
- Update and maintain the alumni area of the school website
- Coordinate alumni-focused social media content across key platforms (e.g. LinkedIn, Facebook, Instagram)
- Create engaging multimedia content (images, reels, carousels, etc.) aligned with the school's tone and branding
- Monitor and respond to social media engagement and alumni inboxes

Events and Engagement

- Assist in the planning and delivery of alumni events and reunions
- Coordinate event logistics (RSVPs, name badges, catering lists, etc.)
- Provide on-the-day event support
- Help with photography, live updates for social media, and post-event communications

General Support

- Attend regular team meetings
- Undertake administrative and other support duties as required
- Be a flexible and helpful member of the team

Data Protection

- Work with the Data Protection lead to ensure that the School's data management practices meet current GDPR guidelines.

Person Specification Essential Criteria

- Strong organisational skills
- Excellent written English
- Proficient in Microsoft 365 and/or Google Workspace
- Confident using social media (Instagram, Facebook, LinkedIn)
- Reliable, proactive, and adaptable
- Friendly and professional manner
- Ability to manage time and prioritise tasks independently
- Strong attention to detail
- Collaborative team player
- An empathy with the aims and ethos of the School.

Desirable Criteria

- Experience in content creation and/or social media management
- Knowledge of GDPR and data handling best practice
- Experience working in schools, charities, or heritage organisations
- Familiarity with archival or cataloguing methods
- Experience using design tools (e.g. Canva, Adobe Creative Cloud)
- Video or photo editing skills

Hours of work

8:30am to 5:00pm with a half hour lunch break

Holiday Entitlement

Annual leave: 20 days' holiday plus statutory Public Holidays.

The holiday entitlement runs from 1st September to 31st August.

Notice Period

One months' notice, following successful completion of a 3-month probationary period.

Salary

Range of salary £18,000 - £22,000 depending on skills and experience.

Pension & School Benefits

The successful candidate will be offered a range of benefits including a generous employer contributory pension depending on eligibility, free parking and free lunch/refreshments.

Start date

1 September 2025 or earlier if possible

Offer

The successful applicant will be offered the role subject to the satisfactory completion of a number of background checks including but not limited to; an enhanced DBS check, the taking up and verification of references, the verification of career history and fitness to undertake the role.

Safeguarding

All staff, including visiting staff, have a responsibility for promoting and safeguarding the welfare of children with whom they come into contact and are required to adhere to and always ensure compliance with the School's Safeguarding policies.

Application

If you wish to be considered for this role, please complete an application form which can be found on our website and email to: recruitment@holmewoodhouse.co.uk.

The closing date for applications is 9:00am, 28 July 2025.

If you would like more information on the role or require a hard copy application form, please contact Mrs Caroline Mulley on 01892 860000.