



TONBRIDGE  
SCHOOL

# HEAD OF COMMUNITY ACTION

Full time, Term time



## THE DEPARTMENT

Tonbridge School is one of the leading boys' boarding schools in the country and is highly respected internationally. Founded in 1553, the School combines a rich history with a forward-thinking approach, offering an exceptional education to around 800 boys, aged 13 to 18 at its Tonbridge campus and around 300 boys at its preparatory school, The New Beacon, in Sevenoaks.

Community engagement and partnerships are central to a Tonbridge education. We aim to ensure that our boys are connected in a meaningful way to the world, developing a strong sense of belonging to, and serving, their local and wider communities. We have a broad and varied programme of community and charitable initiatives throughout the year, including weekly volunteering projects, sharing our skills, resources and facilities. As well as significant charitable fundraising events.

The Community Action team is based on the Tonbridge campus and comprises of the Head of Community Action and Community Action Coordinator. The department has two offices, and a meeting room space. The team is supported by The Deputy Head of Co-Curricular, the Director of Community Engagement as well as other members of staff throughout the year.



## JOB DESCRIPTION

<b>Job Title</b>	Head of Community Action
<b>Responsible for</b>	Community Action Coordinator
<b>Reporting to</b>	Deputy Head Co-Curricular
<b>Main Purpose</b>	To lead the School's programme of activities for boys in developing a sense of community and social responsibility

### MAIN DUTIES

- To work with the Deputy Head Co-Curricular (DHC) and the Director of Community Engagement (DCE) in designing and overseeing all aspects of the Community Action year.
- Coordinate and oversee a wide range of community events as agreed with the DHC.
- Coordinate and oversee all aspects of Wednesday afternoon Community Action partnerships.
- Work closely with the DCE to review and audit the activities of Wednesday afternoon Community Action projects.
- Design and coordinate projects for boys and staff on Community Giving Day.
- Work with the DCE to continue to develop links with local schools and other groups to create new opportunities in relation to partnerships.
- In conjunction with the DHC, provide leadership with the School's fundraising activities for charitable organisations, including supporting pupils' initiatives, and the termly School fundraisers (e.g. Pink Day) and collections (e.g. Christmas Toy appeal and Food Bank donations), Child Action Lanka partners charity.
- Coordinate the Tonbridge Community Council in order to propagate effective dialogue with boys in respect of the School's community and fundraising activities.
- Manage the workload and priorities of the Community Action Coordinator.
- Manage the department budget.
- Organise, manage, and report on fundraising activities.
- Work closely with the Lower Master with the Novi community activities.
- To undertake any reasonable request or other related duties as required by your Line Manager.

### CONFIDENTIALITY

The successful candidate must maintain the confidentiality of information regarding the School, its staff and its business. Information must not be communicated to other persons in or outside the School except in the recognised course of their duties.

### CHILD PROTECTION

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he or she is responsible, or with whom he or she comes into contact will be to adhere to and always ensure compliance with the School's Safeguarding and Child Protection Policy. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School he or she must report their concerns to the Designated Safeguarding Lead or to the Headmaster.

### PERSON SPECIFICATION

#### Experience and Knowledge

- Excellent people skills with the ability to build relationships quickly and to interact in a pleasant and professional manner, with both internal and external stakeholders.
- Excellent written communication skills.

- Experience of working in an educational setting and within the structure of a school would be an advantage but is not essential.
- An understanding of the value of Tonbridge School partnerships.
- Fully computer literate and confident with Microsoft Office: OneDrive, Teams etc.
- Experience of working in the voluntary or charity sector would be an advantage.
- Experience of event management and Health & Safety would be an advantage.

### **Skills and Abilities**

- Ability to multitask and prioritise tasks to cope with the multifaceted nature of the job, work under pressure and achieve deadlines.
- Proven organisational and time management skills and a 'can do' attitude.
- Ability to work on own initiative and to take direction as required, whilst working as part of a team to deliver organisational objectives and a culture of continuous improvement.
- Willingness to be involved in the School Community and with local community groups.
- Proven organisational skills and a 'can do' attitude.
- Experience of budget management and fundraising.

### **Personal Attributes**

- Team player with willingness to support others in their roles.
- Confident, professional, and positive attitude with a flexible approach to work.
- A commitment to excellence.
- Efficient, well organised, with a flexible and professional approach, and a good sense of humour.
- Honest and trustworthy with the ability to exercise discretion, understanding and confidentiality in the execution of all duties.
- Driving licence and the ability to drive minibuses would be an advantage.

### **HOURS OF WORK**

This is a full-time, term-time post of 37.5 hours per week for 34 term-time weeks with an additional two weeks, one which must include working the week after the end of the academic year, i.e. first week of the School's summer holiday.

Normal working hours are Monday to Friday, 9am to 5.30pm, with a 1-hour unpaid lunch break.

From time to time, you may be required to work additional hours or vary your work times if occasions arise when it is necessary for the satisfactory functioning of the School; this will be by mutual agreement between you and your Line Manager.

### **REMUNERATION AND BENEFITS**

Competitive annual salary dependant on skills and experience, and generous benefits package including:

- Pension scheme
- CPD opportunities
- Lunch provided free of cost during term time
- Staff fee remission
- Staff car parking
- Subsidised Sports Centre membership (staff rates)
- Subsidised EMF Theatre tickets (selected performances)
- Membership of the School Library

**Tonbridge School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to any post, including checks with past employers and the Disclosure and Barring Service.**

## APPLICATION PROCESS

### SUBMITTING AN APPLICATION

Full details and an application pack may be found at <http://www.tonbridge-school.co.uk/jobs>

Apply via our online application form or, send your completed application form to:

[hrdept@tonbridge-school.org](mailto:hrdept@tonbridge-school.org)

01732 365555

**Closing Date: Tuesday 10 March 2026 at 10am**

**We reserve the right to interview and appoint prior to the closing date for applications, so early applications are encouraged.**



**TONBRIDGE  
ONLY CONNECT**

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**TONBRIDGE-SCHOOL.CO.UK**

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