



TONBRIDGE
SCHOOL

PARENTS' ARTS RELATIONSHIP MANAGER

Part time, term time



THE DEPARTMENT AND POST

Tonbridge is proud to have a vibrant family of alumni, parents and friends who value the School's education and are committed to shaping a bright future for our pupils. The Tonbridge Society brings together the Old Tonbridgian Society, Parents' Arts Society, Tonbridge School Foundation and Careers and Mentoring.

This role sits within the Tonbridge Society team and provides support for both the Parents' Arts Society and the wider programme of Tonbridge Society events and activities. The team's goals are to engage parents, alumni and friends through events and shared activities that build connections, to enrich student life by offering careers support, mentoring and networking opportunities and to enhance educational experiences through fundraising that benefits current and future pupils.

The Parents' Arts Society was founded in 1992. It puts on a vibrant calendar of social and cultural activities each term, organised by a dedicated team of volunteer parents. All parents, whether current or past, are automatically enrolled as members with no membership fee.

With over 30 to 40 events per term, from London guided tours and local walks, to theatre and museum trips, hands-on workshops, visits to art galleries, Royal palaces and stately homes, we hope they will find something that captivates their interest. Highlights include the biennial Summer Ball and the Tennant Lecture Series (featuring speakers such as Sir Tim Waterstone and Sir Anthony Seldon).

At the heart of the Tonbridge Society is a simple goal: to bring people together, spark connections and build lasting friendships that extend far beyond their son's time at Tonbridge.



JOB DESCRIPTION

| | |
|----------------------|--|
| Job Title | Parents' Arts Relationship Manager |
| Reporting to: | Director of the Tonbridge Society |
| Main Purpose | To be responsible for the day-to-day management of all matters relating to the Parents' Arts Society (PAS), in particular the areas of event organisation and communications, and for organising other Tonbridge Society events as required. |

MAIN DUTIES

- To develop and deliver a programme of activities that are designed to nurture relationships with Tonbridge School's diverse audience of current and former parents in the UK and around the world.
- To support the planning and delivery of events and communications aligned with the Tonbridge Society parent engagement strategy, meeting agreed targets and reporting on results.

Parents' Arts Termly Programme

- To liaise with the PAS Chair, PAS Treasurer and Committee to develop a long-term programme of events and communications.
- To handle all event management of PAS events at Tonbridge School, including booking rooms, catering, and all necessary event facilities.
- To prepare and organise PAS committee meetings and AGM, including all correspondence, agendas, minutes, and reports.
- To be the focal point of general correspondence and queries for the PAS Committee and respond to parent requests and questions.
- To produce digital marketing materials for the PAS termly programme launch, including website content. E.g. Event banners.
- To work with the PAS Chairman and Committee to identify volunteer members to become future committee members.

Tonbridge Society Events and Communications

- To develop, manage and deliver a range of events and communications for parents, as organised by the Tonbridge Society, e.g. New Parents welcome pack event invitations; Headmaster's Thank You drinks; Novi Wine Tasting/Welcome event.
- To be responsible for the administrative support and delivery of the Tennant Lecture Series and '475 Anniversary' Lecture Series and co-ordinating the promotion of these to the Tonbridge Society audience.
- To take responsibility for the administration and delivery of the Tonbridge Society Business Breakfasts event programme.
- To work closely with the Tonbridge Society team to facilitate management of parent records and information for the Tonbridge Society portal (Tonbridge Connect) and database (Toucan Tech).

Fundraising Support

- To assist the fundraising and development team to identify parents who are potential donors to the School and support fundraising initiatives such as Giving Day and Headmaster's Thank You Drinks.
- To increase awareness of the School's activities, achievements, aspirations and needs, financial as well as non-financial, amongst parents and other supporters of the School.

Team Support and Development Responsibilities

- To support the PAS Chair and PAS Treasurer as and when required.
- To attend and be a visible presence as necessary at Tonbridge Society activities/events.

- To undertake any other duties as may be reasonably required 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 Protections 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

Skills and Abilities

- Fully computer literate and confident with various computer systems (Microsoft Office, OneDrive, Microsoft Teams, etc.).
- Excellent verbal and written communication skills with an ability to deal with a wide range of people including staff, parents and external organisations in a professional and friendly manner.
- Excellent customer service and front of house skills.
- Commitment to excellence, and strong attention to detail and accuracy.
- Proven organisational skills and a proactive, 'can do' attitude with a positive outlook.
- Team player with willingness to support others in their roles.
- Efficient, well organised, with a flexible and professional approach, and a good sense of humour.
- Ability to prioritise workload and work on own initiative.
- Awareness of issues involved in working within an educational environment.
- Honest and trustworthy with the ability to exercise discretion, understanding and confidentiality in the execution of duties.

Knowledge & Experience

- Proven experience of organising and promoting events.
- Experience of working in an educational setting would be an advantage but is not essential.

HOURS OF WORK

This is a part-time post of 34 term time weeks plus an additional 3 weeks in the Easter and Summer holidays, a total of 37 weeks per annum.

The total working hours are 21.75 per week, nominally Monday, Tuesday and Thursday from 9am to 5.15pm with a one-hour unpaid lunch break.

Flexibility will be required to support evening events that may take place on any day of the week.

REMUNERATION AND BENEFITS

Competitive salary dependant on qualifications, skills and experience.

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 <https://www.tonbridge-school.co.uk/careers/>

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

hrdept@tonbridge-school.org 01732 365555

Closing Date: Friday 22 May 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**

Tonbridge School
High Street
Tonbridge
Kent TN9 1JP
+44 (0)1732 365555
hrdept@tonbridge-school.org

TONBRIDGE-SCHOOL.CO.UK

Tonbridge School is a registered charity No. 1097977

The information contained in the brochure is accurate at the time of going to press