

Events and Communications Manager

Starting Date: ASAP

MAGDALEN COLLEGE SCHOOL



Introduction

from the Master, Helen Pike



Magdalen College School is a remarkable place. We are now well into our sixth century, and our former pupils include scholars, war heroes, musicians, Olympians, two Nobel Prize laureates, a Hollywood film director, and a saint.

Our success in public examinations, in securing places at top universities, and in an astonishing array of co-curricular pursuits ensures that we continue this proud tradition. We do so by nurturing the individual potential of each of our pupils, and above all we believe that learning is as fun as it is fulfilling.

William of Waynflete founded Magdalen College School in 1480: schoolmaster, bishop of Winchester and Lord Chancellor of England. Being of humble origins, Waynflete was determined that others of ability should be given the opportunity to learn, to serve and to prosper as he did. And so MCS offers a transformative education in our global university city, the community to which we contribute.

We attract and retain the best staff and MCS is a stimulating, welcoming and thriving environment in which both to learn and to work.

A lot happens at MCS. The various sections of our website (www.mcsoxford.org) including the recent News will give you an impression of our school.

Thank you for your interest.

H. L. Pike

Working at MCS

There are many benefits to working at Magdalen College School. Founded in 1480 by William of Waynflete, the school has a rich history and an enviable location at the heart of Oxford beside the River Cherwell.

MCS is one of the country's leading independent day schools. Shaped by its Christian Collegiate foundation and links with the university city of which it is part, it aims to inspire in all its pupils a desire to learn, flourish and serve.

There are around 950 pupils, boys aged 7-18 and Sixth Form girls, and 350 members of staff who learn and work on the School's central Oxford site. During the coming decade MCS will become a fully co-educational school from J1 to Upper Sixth, offering places to high achieving boys and girls as we prepare to commemorate our 550th anniversary in 2030.

Academic

The pupils are a joy to teach – gifted academically and talented across a wide range of other pursuits. Pupils wear their considerable abilities lightly; they feel a very strong connection to their school, are kind to one another and are inquisitive and motivated. Public exam results see the school consistently placed among the most successful schools in the UK. In 2026, 45% of A Level grades were A*, 83% were A*-A and 97% were A*-B. At GCSE, 58% of grades were Grade 9, 83% were 9-8, 93% were 9-7 and 99% were 9-6. Pupils are very successful in their university applications, with the vast majority gaining places at leading institutions, including around 25% gaining offers from Oxbridge.

Co-curricular

Co-curricular activities play a central role in life at MCS. The quality of the provision across sport, music and drama, as well as over 100 clubs and societies, is exceptional. There are around 40 music ensembles and over 70 concerts per year; some at MCS and some at venues around Oxford like the Sheldonian Theatre. There are 10-15 drama productions of various genre each year; some are performed at MCS, and some make use of theatres in Oxford such as the Playhouse and Burton Taylor. There is also a technical theatre academy. Sport is hugely popular and successful at MCS with a dual focus on participation and performance. Last year, 94% of all pupils represented the school in a competitive fixture and over the last few years we have won national titles in hockey, sailing and tennis. There are also numerous successes at local and regional level across all sports and a significant number of individual pupils are supported along talent pathways in various sports.

Pastoral

MCS places great value on the individual and is well-regarded for the quality of the pastoral care. Most teachers are also tutors, responsible for the day to day pastoral and academic care of their tutees under the leadership of the Heads of Year and Heads of Section. Tutor groups are organised through the house system which develops a sense of loyalty and identity and provides many opportunities for competitions from quizzing to football and from debating to singing. Our pupils are happy and have excellent relationships with each and with members of staff.

Remuneration

This is an all-year-round full-time contract with 38.75 working hours per week 08:15-17:00, Mon-Fri with one hour (unpaid) lunch. This role offers an attractive and competitive salary range of £30,500 to £33,000 per annum commensurate on skills and experience. Non-teaching staff are automatically enrolled/ can choose to enrol in the school's contributory Group Pension Scheme. This is a defined contribution pension scheme into which the employee contributes

5% of gross salary and the employer contributes 10%.

Benefits

There is a wide range of benefits available to staff, including a free lunch. The school has a fully equipped gym which is available for staff use, and staff may also enjoy access to the University of Oxford's gym and sports facilities for a significantly reduced membership fee. Tennis courts are available, and there is a comprehensive programme of staff sports clubs. Staff also have the opportunity to join choirs and music groups, and to get involved in drama productions.

Staff are encouraged to make use of the Senior Common Room within and after the school day, as an area for relaxation and shared discussion outside departments. Tea and coffee are served in the SCR at morning break, and cakes and fruit are available at the end of the school day. Staff socials and guest night dinners are regular features of each term.

School fee remission is available for permanent members of staff whose sons and/or Sixth Form daughters are offered a place at the school following entrance tests and interviews, and is currently 50% pro rata subject to a minimum FTE of 50%. In addition, 20% fee remission is available pro rata for permanent MCS staff who have daughters attending Headington School Oxford, subject to a minimum of 50% FTE.



The Role

The school is seeking to appoint a full-time Events and Communications Manager as soon as possible.

The Events and Communications Manager role is an exciting opportunity to play a central role in Magdalen College School's events, engagement and fundraising activities. As an instrumental member of the Waynflete Office team, the successful candidate will strengthen connections across the MCS community through highly engaging programmes and experiences. The role combines event planning and stakeholder management with communications, ensuring that the Waynflete Office delivers an exceptional experience for alumni, parents, donors and other members of the MCS community.

The main duties of the post will include, but not be restricted to:

Events

- Taking primary responsibility for the planning, coordination and delivery of the Waynflete Office's annual programme of alumni, donor, fundraising and community events;
- Managing all aspects of event delivery from concept through to post-event evaluation, including timelines, budgets, logistics, suppliers, venues and stakeholder communications;
- Producing detailed event plans, schedules and briefing documents to ensure smooth and professional delivery, including professional front-of-house support on the day;
- Liaising with internal colleagues, senior staff, volunteers, alumni and external suppliers to coordinate successful events;
- Managing invitations, registrations and event communications through Raiser's Edge and on the website;
- Preparing event materials including programmes, signage, presentations, guest lists, seating plans, name badges and briefing packs;
- Acting as the principal point of contact for event attendees and responding promptly to event-related enquiries.

Communications

- Acting as the first point of contact for general Waynflete Office enquiries by telephone, email and in person;
- Producing and distributing engaging communications including e-newsletters, invitations, event marketing materials and website content;
- Contributing to the annual Impact Report and alumni magazine, The Bridge;
- Posting content on LinkedIn, Facebook and Instagram, and maintaining the Waynflete Office pages on the MCS website.

Fundraising and Donor Engagement

- Assisting stewardship activities, including major donor visits and events;
- Coordinating photography and videography requirements for events and fundraising campaigns;
- Curating and maintaining a library of impact stories, beneficiary testimonials and donor quotations.

Administration

- Maintaining accurate records of communications, event participation and engagement activity within Raiser's Edge;
- Producing event reports, attendance analysis and engagement metrics;
- Supporting the development of new engagement opportunities and initiatives that benefit the wider MCS community.

Waynflete Office

MCS is a fast-paced environment where pupils and teaching colleagues succeed at the highest levels – the same level of energy and accomplishment is expected of the Waynflete Office.

Established in 2015, the Office aims to take an integrated approach to strengthening relationships with our alumni (Old Waynfletes), parents, past parents, and friends. These links are key to the mission of the school, particularly through volunteer and financial support and in enhancing the reputation of the school.

During the last decade, we have transformed philanthropy and placed it at the heart of school strategy. Fundraising for bursaries that help maintain the school's diversity of excellence is the focus of our activity, complemented by a range of events, communications and partnership endeavours that reflect the maturity of our ambitions. MCS also has plans for a Science, Library and Community Partnerships Building in the future, and the Waynflete Office will be planning our fundraising activity to support this ambition as well.

Our annual events include a Benefactors' Reception to celebrate donors to MCS, several Old Waynflete gatherings such as the OW Lunch, Christmas Drinks and reunions each July, and a drinks reception for parents of pupils in the Upper Sixth. In addition, we host other varied events such as panel discussions, dinners and webinars, all of which offer our vibrant MCS community the opportunity to engage with the school and reconnect with friends.

The office also produces a lively suite of publications and comms, from our annual magazine for alumni, *The Bridge*, to regular e-newsletters and fundraising brochures.

This is a very special high-performing environment and a great time to join us. You will be working in a school with a deep heritage in one of the UK's most beautiful cities. That heritage informs our team today; we are thoughtful about our role in Oxford, of Oxford, and for Oxford.

Getting the right person who can flourish in the Waynflete Office is vital.

CASE and IDPE

The School is a member of the Council for the Advancement and Support of Education (CASE), with Helen Pike serving on the Global Board, and of the Institute of Development Professionals in Education (IDPE), with Susie Baker serving as a Trustee.

Both of these organisations are professional membership bodies supporting staff working in development and communications in education. The School supports attendance at specialist conferences run by these organisations and with commercial providers who support our work.

The Candidate

The ideal candidate will be a collaborative and proactive team member who will:

Essential

- Be educated to degree level or equivalent;
- Have experience planning, coordinating and delivering events;
- Have strong organisational skills, with the ability to confidently manage multiple priorities, meet deadlines and work independently to prioritise their own workload;
- Have excellent spoken and written communication skills;
- Have excellent attention to detail and accuracy when working with data and records;
- Have the ability to build effective relationships with a range of stakeholders and to support colleagues, alumni, parents, donors and other members of the MCS community;
- Have the ability to review and interpret information, recognise connections and respond appropriately;
- Demonstrate a high level of professionalism when handling personal and confidential information;
- Demonstrate a commitment to the values and mission of Magdalen College School, and an understanding of the role that fundraising plays in supporting the school's objectives

Desirable

- Have previous experience of working in a development, communications or marketing environment;
- Have experience of working with a CRM or database, particularly Raiser's Edge.



Life in Oxford

Located at Magdalen Bridge, with views toward both the city centre and east Oxford, MCS is close to a wealth of cultural, entertainment, and educational venues.

The City

Oxford, renowned as one of the world's most prestigious university cities, has a rich history dating back over a thousand years. Established in the early medieval period, the city grew around its strategic location on the River Thames, which facilitated trade and transportation. By the 12th century, it became an educational hub with the founding of the University of Oxford, the oldest university in the English-speaking world.

With its blend of ancient and modern, there is an abundance of activities to enjoy. Whether visiting one of the many historic buildings, colleges, or museums, dining in a restaurant, attending a performance, or exploring local boutiques, Oxford offers a diverse array of experiences for all interests.

The University

MCS shares many links with the University. Staff can enjoy free entry to the Oxford Botanic Garden and Harcourt Arboretum, watch our choristers perform evensong in Magdalen College Chapel, or use the University sports facilities on Iffley Road.

During the university's full term, Oxford buzzes with activity, hosting numerous talks, performances, fixtures, events, and celebrations throughout the academic year.

The Arts

Oxford is celebrated not only for its academic heritage but also for its vibrant cultural scene. The Ashmolean Museum, the oldest public museum in the UK, showcases art and archaeology from around the globe. The city's theatres, such as the Oxford Playhouse, offer a range of performances, while the annual Oxford Literary Festival attracts renowned authors and literary enthusiasts alike.

The School's own dynamic programme of arts sees it stage some 14 drama productions each year, with annual productions at the Oxford Playhouse and on School Field, alongside a thriving partnership with the Pegasus Theatre. Every year, we perform a major musical concert at the Sheldonian Theatre, Symphony Hall Birmingham, and other prestigious venue, often inviting pupils from our partner schools to take part alongside us. We commission original pieces, working with composers such as Lin Marsh and Bob Chilcott. Our exciting visual arts programme gives pupils the freedom to explore original creations in multiple media, and opportunities to display their work to audiences within and beyond our community.

Accommodation and transport

Oxford offers a wide range of accommodation options to suit various preferences and budgets. While many colleagues live in the city, a significant number choose to reside in surrounding villages and towns, which provide easy access to Oxford. Commuters benefit from an extensive bus network and park-and-ride services, and the school is well connected by dedicated cycle lanes from all directions. Additionally, Oxford's excellent rail links make it easy to reach London in just under an hour.



Partnerships and Professional Development

Partnerships

We aim to equip our pupils to make a positive and lasting contribution to their communities, both now and in the future.

Each year, the school coordinates and hosts a wide range of partnership projects and events, professional development meetings for fellow teachers, and academic, cultural, and sporting enrichment opportunities for local children. Key elements of this extensive programme include The Bridge, a Saturday school for Year 5 and 6 children; an academic extension programme in a range of science and humanities subjects; monthly partnership activity days; and weekly in-school extension classes in mathematics. In all these areas, we aim to support our community by fostering connections between people and by bringing them together in enriching, collaborative activities.

Community Service Organisation (CSO)

Through the school's Community Service Organisation (CSO), Lower Sixth pupils spend one afternoon each week volunteering in the community. Collectively, they volunteer over 7,500 hours each year. The placements vary, offering each pupil an opportunity to discover something that captures their imagination. Activities range from mentoring primary school pupils in Maths and English, running language clubs, providing reading support, producing artwork for the walls of local hospitals, performing concerts in schools and care homes, to running practical science workshops in our teaching labs. Each year, a number of pupils choose to continue volunteering at their placements beyond the end of Lower Sixth.

Charity

Charity plays an increasingly important role in school life at MCS. Each year, the school votes to select a local charity to support, alongside our partnership school in Uganda, and every year group participates in fundraising activities.

The school's charity committee organises regular events to raise money and increase engagement across the school. Numerous staff and students take the initiative to hold their own fundraising efforts, from sponsored marathons and long-distance cycle rides to staff concerts, pupil-led talent shows, and House quizzes.

Professional Development

The school places a significant emphasis on the professional development of all staff. A half-termly CPD & Teaching Newsletter is distributed by email, which aims to highlight educational research and practical ideas, to share ideas from courses and conferences attended, to offer guidance on opportunities for CPD, and to highlight the work of colleagues in the area of teaching and learning. All colleagues are encouraged to attend at least one external CPD course each year, and also to visit another school, place of work or university, where appropriate. The Teaching and Learning Group meets before school twice per half term. Its purpose is to consider developments in educational research, to facilitate discussion of teaching and learning, to offer a forum for the sharing of good teaching practice, and to support colleagues in experimenting with new teaching techniques.

Early Career Teachers (ECTs) and the Waynflete Teaching Certificate

The School has well-established procedures to support ECTs and is the regional hub for ISTIP ECT induction. The School also aims to offer teaching staff joining the school without a teaching qualification the opportunity to develop their teaching craft and reflect on their professional practice though a structured programme of training and support. For such colleagues, the school offers the Waynflete Teaching Certificate, which may ultimately lead to Qualified Teacher Status through the Assessment Only route offered by the University of Reading.


MCS SPORT

Application Process

Candidates wanting to apply to this vacancy should complete and submit the online application form no later than Midday on Thursday 12th November 2026.

Documentation

Candidates should submit their application form via the website. Click here

The complete application should be submitted no later than Thursday 12th November, at midday; early applications are highly encouraged.

References

References may be taken up in advance. If you do not wish for your references to be called for at this stage, please make that clear on the reference section of the application form.

Interviews

We anticipate holding first-round interviews in the week commencing 16th November and second-round interviews in the week commencing 23rd November. We will be in contact with shortlisted candidates by telephone.

Please be aware that all shortlisted candidates will be requested to complete a 'Self-Disclosure' form before attending their interview.

We reserve the right to interview and appoint before the above dates.

Equal Opportunities

Magdalen College School recognises and is committed to ensuring applicants and employees from all sections of the community are treated equally regardless of race, gender, disability, age, sexual orientation, religion or belief, gender reassignment, marital and civil partnership status, or pregnancy and maternity. We welcome applications form all sections of the community.

Safeguarding Policy

Magdalen College School is committed to the safeguarding of pupils, and any offer of employment will be subject to an enhanced DBS disclosure, the receipt of satisfactory references, the school's pre-employment medical questionnaire, plus sight of relevant ID documentation and degree certificate(s). The enhanced DBS check is due to this role being exempt from the Rehabilitation of Offenders Act 1974.

MAGDALEN COLLEGE SCHOOL

INDEPENDENT DAY SCHOOL
BOYS 7-18 & SIXTH FORM GIRLS

Magdalen College School
Cowley Place
Oxford
OX4 1DZ
+44 (0)1865 242191
recruitment@mcsoxford.org

www.mcsoxford.org