



Highbury is a boys' Christian preparatory school which offers all-round, relevant and dynamic education within a caring environment, equipping its pupils with values, skills and knowledge to deal with the demands of a changing and challenging world.

FOUNDATION and ADMISSIONS OFFICER (January 2027)

Highbury is looking to appoint a full-time Foundation Officer who is passionate about strengthening the spirit and deepening the ties that bind our Old Boys with Highbury. In addition, raising funds for Highbury School for the benefit of bursaries and the development of the school, to ensure Highbury continues to reach its mission in centuries to come.

Responsibilities Foundation Office:

- Build relationships with past pupils and arrange events locally and nationally
- Maintain the database of past pupils
- Develop a fundraising strategy for the Highbury Foundation
- Develop fundraising campaigns
- Identify and communicate with potential donors
- Perform admin duties related to the Foundation

Responsibilities Admissions:

- Maintain the database of applications
- Arrange academic assessments
- Conduct all the related administrative work
- Communicate with parents throughout the admissions process
- Liaise with Marketing, Finance and Academic staff

Requirements:

- Tertiary qualification in a related field
- Advanced knowledge in fundraising skills/Alumni relations
- Excellent communication skills
- Great story-telling ability
- Data driven
- Self-motivated

- **CLOSING DATE FOR APPLICATIONS: 2 October 2026**

To apply for this position please complete the form at this link: [Link](#)

Highbury Preparatory School is an equal opportunity employer. Only shortlisted applicants will be contacted. Candidates may assume that their application has been unsuccessful if they have not been contacted by 30 November 2026.

Highbury School, in line with POPIA (Protection of Personal Information Act), will attempt to ensure the confidentiality of all applicants for this role. All reasonable measures will be in place to protect personal information but will be used in the recruitment, selection and reporting process. By submitting your application for this position, you are recognising and accepting this disclaimer.