



THE KING'S SCHOOL
CHESTER

Development Officer Applicant information



Willow
Lodge

Discovering the *world*



KING'S
JUNIORS

Igniting *curiosity*



KING'S
SENIORS

Seizing *opportunity*



KING'S
SIXTH FORM

Becoming *exceptional*

EVERY OPPORTUNITY. ENDLESS POSSIBILITIES.

About us



THE KING'S SCHOOL

King's is an academically selective, co-educational independent school originally founded in 1541 for the 'poor and friendless' children of Chester. Almost 500 years later, King's is a thriving, dynamic and forward-thinking school of 1100 pupils that is considered to be one of the very best of its kind in the country.

At King's we aim to make the very most of every individual student in the school, both academically as a selective school with a great tradition of scholarship, but also in terms of character development, confidence and wellbeing. This is achieved by a broad curriculum, extensive co-curricular programme, excellent pastoral care and highly committed and professional staff. We want our pupils to remember their time at school with real fondness whilst relishing the prospect of successfully making their mark on the world and leaving it a better place.

The school enjoys a spacious and well-resourced site on the southern outskirts of Chester, having moved from a city centre location in 1960. Our state-of-the-art infant school, Willow Lodge, was built 6 years ago with the Junior School being impressively extended a year beforehand. There is a major site development plan in progress for the Senior School, including the recent construction of a new £5million Sports Centre, The Rohan Ingleby Pastoral Centre and the imminent redevelopment of the sixth form centre. The school retains close links with Chester Cathedral where it holds regular services, including a traditional Service of Nine Lessons and Carols at Christmas.

King's comprises the Senior School (ages 11-18), the Junior School (ages 7-11) and the Infant School (Willow Lodge, ages 3-7). There are currently 768 pupils in the Senior School (220 in the Sixth Form), 220 pupils in the Junior School and 114 in the Infants, supported by almost 250 staff (teaching and support).

Further information about the school can be found on our website: www.kingschester.co.uk

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THE ROLE AND OPPORTUNITY

The King's School, Chester is one of the most successful, diverse and forward-thinking independent schools in the North West. We have a unique heritage and culture of learning excellence dating back to Henry VIII, which continues to 'colour the lives' of our students through university and beyond.

We have an exciting opportunity for a **Development Officer** to join our small team. We seek a highly organised, enthusiastic and flexible person with outstanding interpersonal skills that will support our small but dynamic Development team.

Reporting to the Head of Development, the Development Officer role assists in managing relations with the ongoing community of King's current and former pupils, parents, staff, Governors and friends, providing social opportunities, cultivating relationships and fundraising for our bursary fund.

Main purpose of the role

The **Development Officer** will work with the Head of Development in establishing a successful Development Office, managing all aspects of alumni relations, database administration, event co-ordination and support fundraising efforts. The nature of the post requires a flexible attitude to work.



Personal Qualifications and Qualities

- Excellent administrative ability and be capable of managing multiple priorities
- Excellent inter-personal and telephone communication skills
- Demonstrable experience of event planning
- Proven experience of managing a database
- An ability to work well in a small team
- Developed writing skills
- A high degree of enthusiasm for the role
- Flexible with a pro-active approach to new ideas and opportunities
- Ability to work on social media platforms

Complementary skills

- Experience of the Raiser's Edge database system (desirable but not essential)
- Preparing web content and working on social media platforms
- A working knowledge of WordPress and Photoshop (desirable but not essential)

Responsibilities of the role

Research

- Co-ordinate efforts to encourage all school leavers to become active members of the School's alumni community
- Co-ordinate efforts to improve and measure levels of alumni engagement
- Co-ordinate efforts to seek out and re-engage with lost alumni
- Improve the quality and levels of data held on all alumni with full consideration of the school's policies and current laws
- Support the Head of Development in identifying, researching and creating detailed profiles and briefings on major donor prospects, charitable foundations and other organisations
- Ensure accurate and timely recording of the identification, cultivation and solicitation of major donor prospects onto the Raiser's Edge database



Communications

- Design and organise initiatives to support the Development Office's goal to increase the number of contacts held for members of the King's community
- Regularly research and write news items relating to Alumni
- Assist with mailings to donors and other members of the King's community
- Co-ordinate alumni e-communications
- Co-ordinate efforts to engage with alumni via all social media channels

Events

- Create and initiate ideas for Alumni events
- Co-ordinate the organisation, planning and execution of internal and external Alumni and other fundraising events

Fundraising Support

- Support the Head of Development with the cultivation and stewardship of relationships. This includes being a first point of contact including face-to-face, telephone, written and electronic communication.

Administration

- Handle all other administrative duties of the Development Office as required

Hours

- Occasional travel to support events, twice per year in London and Henley
- On occasions, will be required to work evenings and weekends to support events and time off in lieu will be given for this

- When the department is launching a new fundraising campaign additional hours may be required and time off in lieu will be given

SALARY AND BENEFITS

- This is a term time only role, working 37 hours per week Monday to Friday (full time) 8.30am-5pm (working 36 weeks of the academic year)
- Part time hours will be considered for the right candidate (upwards of 3-4 days)
- A full time equivalent salary of **£20,855** per annum (actual salary **£16,684 per annum**)
- Free staff lunch on the days you work during term time
- Health and wellbeing initiatives
- Employee assistance programmes to support you personally and professionally
- Teachers' Pension Scheme or Scottish Widows Group Personal Pension Plan
- The support of skilled and enthusiastic management and colleagues to enhance your development
- Cycle to work scheme
- Free gym access
- Free swimming pool access
- Free onsite car parking

For more information and to apply using our application form, please see the schools website.

This job description does not define in detail all responsibilities and the responsibilities and activities in the job description may be varied to meet the changing demands of the school at the direction of the Development Manager.



The role is deemed to be in regulated activity as there is an opportunity for contact with children on a day to day basis, but the contact would be minimal.

IMPORTANT - The King's School is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. All offers of employment are required to undertake screening relevant to the post, including checks with past employers and the Enhanced DBS check. In line with our commitments to safeguarding, the King's School uses preferred agencies and is unable to work with any agencies where Terms of Business have not been agreed by both parties prior to an engagement.

Our Child Protection and Safeguarding policy can be found on our School Website.

THE PROCESS

Candidates for this post should apply by **Monday 23 May 2022 at 9.00am** by sending completed application forms to recruitment@kingschester.co.uk

A curriculum vitae will **not** be accepted in place of the completed application form.

Interviews

The HR Coordinator, Amie Beaumont, is available to discuss the role informally with prospective candidates and can be contacted via alb@kingschester.co.uk or 01244 689 496

