



THE PORTSMOUTH GRAMMAR SCHOOL

JOB DESCRIPTION

Job Title **Development Assistant (Temporary)**

Line Manager: **Development Director**

Contract: **Full Time, Year Round**

The Portsmouth Grammar School is a leading co-educational school located in the historic heart of Portsmouth. The school is an IB World School and offers the IB Diploma alongside A Level.

The school, from its foundation in 1732, has a long tradition of philanthropic support from many benefactors whose generosity is commemorated at the school's Founder's Day service held in St Thomas' Cathedral each July. The Development Office is well established within the school.

The role of the Development Office is to develop and maintain relationships with alumni, parents, pupils, staff and others who share an interest in the school's development; and to raise funds in support of the school's stated objectives. This is an exciting time to join the Development Office as the school is in the early stages of a major capital fundraising project.

A full-time Development Assistant is required to enhance, maintain and extend the alumni database and provide administrative support to the Development Director and the Alumni Relations and Events Manager. This is an established role within the Development Office.

The post is offered on a temporary basis as the current post holder covers a period of maternity leave within the Department. It is expected the appointment will be for six months in the first instance and may be extended up to a full year.

The post of Development Assistant is a full-time, year round position. The hours of work are 37.5 hours per week, 9.00am to 5.00pm Monday – Friday with a 30 minute unpaid lunchbreak each day. There will be an occasional requirement for work outside of normal hours to support evening/weekend events.

The start date will be in late June / early July 2018 and this can be discussed further at interview.

Principal Duties:

The Development Assistant reports to the Development Director.

The Development Assistant's primary responsibility is to update the school's fundraising database, The Raiser's Edge.

The Raiser's Edge is a customer relationship management (CRM) database and training will be provided as needed. Tasks will include:

1. Ensuring records for alumni, donors, parents, staff and other supporters are maintained accurately and efficiently and that data remain consistent across the database
2. Logging all alumni interactions, including general correspondence, event attendance and donations
3. Enriching the data set by identifying and recording information about higher education, careers and relationships between constituents
4. Supporting the Alumni Relations and Events Manager in establishing strong relationships with alumni
5. Routinely and promptly preparing correspondence on behalf of the Development Director, including donation acknowledgment letters
6. Routinely providing regular financial and analytical reports to the Development Director on income, direct debits, standing orders, Gift Aid collection etc.
7. Liaising with the school's Bursary, in the monitoring of direct debits and standing orders and the reconciliation of gift records
8. Preparing mailing lists (postal and email)
9. Monitoring mailing returns (postal and email)
10. Actively searching out lost alumni and undertaking targeted research on them
11. Managing the sale of a small range of PGS merchandise

He or she will also:

12. Prepare applications to charitable trusts and foundations
13. Support the Development Director and the Alumni Relations and Events Manager in all fundraising activities
14. Assist in putting together the bi-annual alumni magazine, OPUS
15. Help in managing the alumni groups on Facebook and LinkedIn
16. Attend and help out at school and alumni events as necessary
17. Provide general administrative support to the Development Director and Alumni Relations and Events Manager
18. Undertake any other tasks as may be required from time to time.

Key skills:

Good IT skills and experience of Microsoft Outlook, Word and Excel

Experience in using a CRM database (specifically The Raiser's Edge) or a willingness to undertake training

Ability to work well in a small team
Excellent attention to detail
Ability to interact well with people at all levels
Good verbal and written communication skills
Proactive and capable of working without day to day instruction
Highly numerate
High degree of flexibility
Well organised with a good memory
Good sense of humour
Supportive of the aims and ethos of PGS
Willingness to undertake all safeguarding training required by the school

A flexible approach regarding working pattern is essential to be able to support occasional evening/weekend events.

Contract of Employment:

All conditions of employment are detailed in a separate contract issued by the Bursary.

The Portsmouth Grammar School prides itself on being a caring employer and all staff are encouraged to discuss any aspects of their terms and conditions of employment initially with their line manager and, as necessary, with the Bursar who signs all contracts of employment on behalf of the Governing Body.

Benefits:

The school is a strong supporter of Continuing Professional Development (CPD) and support staff wishing to undertake appropriate professional training can apply for financial support towards any associated costs.

Key financial benefits of employment at PGS include a generous salary structure and leave allowance. The pro-rata annual salary for this temporary appointment will be based on an annual salary of £20,814 and will be paid pro-rata in accordance with the length of the contract. The annual leave entitlement is 25 days and this will also be calculated pro-rata according to the length of the temporary contract. A two course lunch is provided to all staff during term time.

Support staff are usually required to take their holiday entitlement during the school holidays and not during PGS term times.

The school will auto-enrol eligible support staff into the NEST pension scheme and also offers an alternative pension scheme with Scottish Widows whereby if the employee contributes 6.5% of salary the school will contribute 8.5%. We also have a non-contributory death-in-service policy.

Other benefits include the acceptance of the Government's Child Care Vouchers as well as being an approved operator of the 'salary sacrifice' Cycle to Work Scheme. Additional benefits include free use of the school's Sports facilities which include a well-equipped Fitness Centre.

The school is always looking for innovative ways to improve the working conditions and remuneration of its employees and welcomes suggestions from all staff.

How to apply:

PGS is committed to safeguarding children and the successful applicant will be subject to an Enhanced Disclosure DBS check.

Further information is available on the website at www.pgs.org.uk under the 'About Us' section and any queries regarding the vacancy should be emailed to HR@pgs.org.uk.

An electronic application would be preferable, submitted to HR@pgs.org.uk. All applicants should complete a support staff application form, with a full curriculum vitae and a covering letter addressed to The Headmaster, The Portsmouth Grammar School, High Street, Portsmouth, Hampshire PO1 2LN. Please include email addresses whenever available. All applications should be accompanied by the names, addresses, email and telephone numbers of two referees.

The closing date for receipt of applications is noon, Monday 4 June 2018 and early applications are encouraged. Interviews are scheduled to take place on Friday 8 June 2018.