



St George's
WEYBRIDGE

Candidate Information Pack

Database and Administration Officer



www.stgeorgesweybridge.com



St George's Weybridge

Thank you for your interest in joining the staff at St George's Weybridge. We are delighted that you are considering our School and we hope that you will wish to apply for this position once you have found out more about us.

Founded in 1869 by the Catholic order of Josephites, St George's Weybridge has become the largest independent Catholic school in the country. Academically autonomous, the College and Junior School work together to a 'one-school' principle, educating in excess of 1,600 students across the two school sites.

At St George's we seek to inspire a love of learning in our students and to encourage all to fulfil their aspiration and potential within an atmosphere of mutual respect and compassion. We acknowledge that each child is an individual with unique talents and abilities. Our role is to identify and develop these talents by providing them with every opportunity to achieve in the classroom, on the sports field and on the stage.

It has been an exciting time here at St George's Weybridge, with Rachel Owens joining us as Headmistress at the College, bringing her vision and enthusiasm as she leads the College in the next stage of its development. And to mark our forthcoming 150 year anniversary, work is underway on an exciting new architectural development for the College that will transform our current activity facilities. The Junior School, led by Antony Hudson, goes from strength to strength, with the latest addition, "The Ark", with its state of the art classrooms, resource areas, IT suite and outdoor learning areas.

Our Schools are supported by a strong Business Team made up of passionate and dedicated individuals working across a broad spectrum of departments, all pulling together to provide professional business services enabling the delivery of an outstanding Georgian education. The heads of each of the nine business departments form the Business Management Team which complements the activities of the College and Junior School Senior Management Teams.

We hope this pack provides you with useful information about both St George's Weybridge and this pivotal role and that you will consider applying for this job – we recognise that a great deal of thought and time goes into preparing such an application and we assure you that we will, in turn, give your application serious consideration.



Mrs Rachel Owens
Headmistress, St George's
College



Mr Greg Cole
Bursar and Clerk to the
Governors



Mr Antony Hudson
Headmaster, St George's
Junior School

Our Georgian Family Ethos

The distinctive Josephite traditions upheld by St George's College and St George's Junior School encourage a strong sense of family where all students are valued and encouraged to fulfil their potential in an atmosphere of mutual respect and compassion.

This atmosphere aims to reach out to all families, our alumni known as 'Old Georgians', the local community and the wider world.

St George's College and St George's Junior School are proud to have a reputation for being friendly schools, where all students are individually known and valued equally whatever their strengths and weaknesses. Great care is taken by the teaching staff to ensure that all of those in their care develop into quietly confident, compassionate and perfectly balanced individuals, which will prepare them to play a responsible role in the shaping of society.

Christian values have always permeated every aspect of School life. St George's College and St George's Junior School are Roman Catholic schools which welcome students from all Christian denominations. It is our wish that during their time at St George's, our boys and girls will grow up within a community where Christian beliefs and principles are a guide for all that we do. This is evident in the liturgical life of our Schools and in the many ways we have of reaching out beyond our community. St George's Weybridge has clear policies about equal opportunities and does not tolerate any form of harassment or bullying.



Working at St George's Weybridge

At St George's Weybridge, we employ a number of full and part time staff in a wide range of teaching and business posts. Our salaries are competitive and we offer a range of excellent employee benefits. Staff will undertake a full induction programme on joining St George's and continuous professional development is actively encouraged and supported.

Conveniently situated, both schools are supported by great road and public transport links. The grounds of St George's Weybridge are stunning with the College sitting in 100 acres of park land and the Junior School on a 52 acre site. The facilities offered at both schools are exceptional with many more exciting developments underway.

St George's prides itself on offering a harmonious and supportive environment for all staff and the Josephite ethos of "Coming home to school" is experienced not only by our pupils but extended also to our staff.

What Our Staff Say

"From the moment I drove into St George's College, I felt a great sense of welcome and belonging. The recruitment process was effortless and accommodating. The general attitude and friendliness of staff at St George's has enabled me to settle in very quickly and comfortably into the Georgian Family. Students at both the College and Junior School are really lovely, along with the grounds that are a joy to walk around. I feel very proud working for such a wonderful place, which clearly values and appreciates its staff."

Oliver

"I can honestly say I love working at St George's and enjoy coming into work every day. The people at St George's make the school what it is today and I feel extremely lucky to be part of this community."

Laura

"St George's Weybridge is a fabulous place to work, set in beautiful grounds and with an ethos where everyone shares and embraces each other's skills and knowledge. From day one, I have found everyone to be warm and welcoming and there is culture that evokes mutual respect amongst staff and students alike. I definitely feel part of the 'Georgian family'!"

Angela

"Since day one the staff and students have been extremely friendly and helpful to me, there is a lot of respect between staff and students and this combined creates the perfect learning environment for everyone at the college, staff included."

Toby

The Role

Job title:	Database and Administration Officer
Line Manager:	Director of Development
Salary:	Up to £27,000pa, dependent upon experience
Hours:	08.30-17.00, Monday to Friday plus additional hours as required to satisfy the requirements of the job which includes some evening and weekend work.

Overall summary of role:

Working closely with the Development Team, the Database and Administration Officer is responsible for the performance, integrity and security of the Development Office database (Raiser's Edge). This position will be involved in the planning and development of the database as well as the day to day maintenance of data.

Main duties & responsibilities:

Database Management:

- Act as the database administrator for the Development Team and as the main point of contact for all Development data.
- Manage user accounts, data maintenance, global changes, consent/contact preferences, gift entry, reporting, queries, data cleansing with the goal of providing current, consistent and accurate data.
- Deliver and develop accurate reporting, tracking and data exports.
- Create and implement operating and processing procedures and ensure all entries conform to these procedures.
- Assist and guide the team on the implementation of new systems as and when needed.

Event Support:

- Process all event responses and manage ticket income.
- Provide day to day support for all Development events and other school events as requested.

Revenue Reconciliation:

- Process and track all gifts and pledges.
- Reconcile gift income on a monthly basis and at end of year.
- Process regular gifts.
- Process and record online donations/telephone donations and ticket payments.

Data Protection:

- Manage and record all GDPR preferences.
- Ensure all communications are GDPR compliant.
- Have up to date knowledge of data protection law and make team aware of any changes.

Office Administration:

- Diary management for the Director of Development.
- Provide support at meetings.
- Process and administer office invoices.
- Update expenditure/budget sheets.
- Assist with donor acknowledgements when requested.
- Provide cover for team members when requested by the Director of Development.
- Liaise with the Business Team and School staff.

This job description is indicative of the nature and level of responsibilities associated with this post. It is not intended to be exhaustive. Other tasks and responsibilities may be allocated as necessary from time to time.

Person Specification

Attributes	Essential Criteria	Desirable Criteria
Qualifications, education and training	<ul style="list-style-type: none"> GCSE A-C grade in Maths and English 	<ul style="list-style-type: none"> Educated to degree level or equivalent
Knowledge and experience	<ul style="list-style-type: none"> At least two years' database experience Strong working knowledge of the MS Office suite Experience of event organisation and administration Demonstrated knowledge of working with a CRM database, e.g. Raiser's Edge, Thank Q, Donor Strategy or equivalent 	<ul style="list-style-type: none"> Experience of working within an education setting Working knowledge of General Data Protection Regulation Knowledge of working with CMS (website management)
Skills and abilities	<ul style="list-style-type: none"> Excellent interpersonal skills with the ability to communicate clearly and effectively, both verbally and written Strong data analytical skills with the ability to present findings Meticulous attention to detail with high levels of accuracy Methodical approach to work with attention to detail Ability to work to tight deadlines 	<ul style="list-style-type: none"> Demonstrated ability of using social media tools such as LinkedIn, Twitter, Facebook etc
Personal qualities	<ul style="list-style-type: none"> Confident, calm and able to converse with a wide audience Commitment to achieving high standards, with accuracy Pro-active, self-starter with a positive outlook Flexible approach when the need arises 	<ul style="list-style-type: none"> Reliable, with discretion and diplomacy

Benefits

Pension:

Subject to meeting the qualifying conditions all Business Staff are automatically enrolled in our work place pension scheme, currently provided by Aegon. St George's Weybridge currently doubles the employee contribution up to a maximum of 10% of your salary or trebling to 15% for long-serving employees.

Holidays:

The post holder will be entitled to 25 days annual leave plus Bank Holidays, calculated from 01 January annually and subject to consultation with their line manager to ensure cover. Holiday entitlement rises to 30 days following the fifth anniversary.

Fee Remission Scheme:

All staff on permanent contracts of employment are eligible for School Fee Remission as per the scheme operating at the time.

Meals:

Staff are provided with lunch in the dining room, as part of the Student Supervisory Policy.

Life & Personal Accident Insurance:

Life insurance is provided through MetLife or Teachers Pensions, whereby a named beneficiary would be eligible to four times annual salary. In addition insurance is in place in the event of an accident leading to permanent disability or injury.

Employee Assistance Programme:

Marsh DAS provides a free confidential counselling helpline available 24 hours per day, 7 days a week and Benenden Membership with access to medical assistance and advice.

Employee Loans:

Staff can apply for interest free loans in the case of hardship or for training, travel costs or purchase of a bicycle.

Holiday Camps & Local Retailer Discounts:

Discounts are available to all permanent staff on holiday camps and activities hosted at St George's Weybridge. In addition a number of local shops and retailers offer discounts to staff at St George's.

Conditions of Employment

Additional working:

There is an occasional requirement to work additional hours as required to satisfy the requirements of the job, which includes evening and weekend work. Where possible advance notice would be given and where deemed appropriate hours adjusted/lieu time given at the discretion of the Director of Development. Overtime is not payable in this position.

There is a requirement for attendance at Open Mornings.

Initial Period of Employment:

Three Months

During the Initial Period of Employment, sick pay will be paid in accordance with current legislation.

Notice Period:

One week on either side during the Initial Period of Employment, thereafter:

Two Months

Pre-Employment Vetting Checks:

It is a condition of employment at St George's Weybridge that every applicant who accepts the offer of a job will be subject to criminal background checks through the DBS and will be required to provide documentary evidence to confirm their identity and right to work in the UK. The checks will be carried out at the School's expense. References will be taken up, including those from previous employers.

Safeguarding Children:

The post-holders responsibility for promoting and safe-guarding the welfare of children and young persons for whom he/she is responsible or with whom he/she comes into contact will be to adhere to and ensure compliance with the Safeguarding Policy Statement at all times. 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/she must report any concerns to the Head and/or Designated Safeguarding Lead.

Place of Work:

The Database and Administration Officer is normally based at the College, but may be required to work at the Junior School or elsewhere as directed by the line manager.

Dress Code:

Business staff are expected to wear smart business dress and conform to the St George's Dress Code as set out in the Staff Procedures Book. These norms are relaxed during school holiday time.

Data Protection and Confidentiality:

The post-holder will ensure Data Compliance regulations are upheld, including being familiar with current data protection legislation and associated School Privacy Notices and undertaking relevant training in data protection.

No Smoking Policy:

St George's College and St George's Junior School operate a no smoking policy.

Your Application

To find out more about the post or the school, in the first instance please contact Caroline Long, Director of Development, for a confidential discussion:

Tel: 01932 839341

Email: CLong@StGeorgesWeybridge.com

For an application form, please either contact humanresources@stgeorgesweybridge.com or visit www.stgeorgesweybridge.com. Applications are encouraged as early as possible together with a covering letter to humanresources@stgeorgesweybridge.com.

Closing date for applications: 15 June 2018

Interview date: w/c 25th June 2018

Please note that before making an application for any vacancy at St George's you should familiarise yourself with our **Privacy Notice, Safeguarding Policies, Recruitment Policy, DBS Code of Practice and Associated Policies** which are available at:

<http://www.stgeorgesweybridge.com/further-information/employment-opportunities>

St George's Weybridge is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

St George's Weybridge is an Equal Opportunities Employer and a registered Educational Charity. We look forward to receiving your application.

