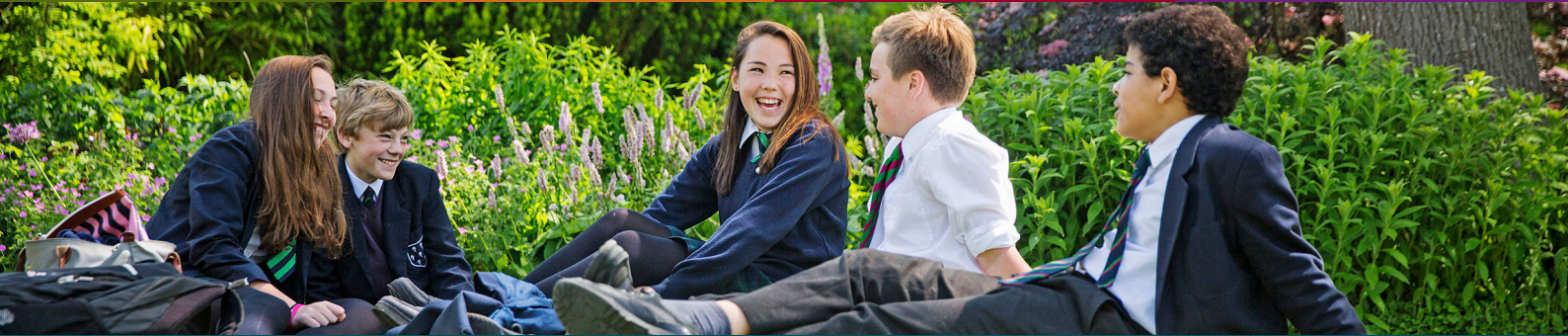


SEVENOAKS SCHOOL

JOB DESCRIPTION



Appointment of Development Officer (Database & Research)





The School

Founded in 1432, Sevenoaks enjoys a global reputation as a centre of academic excellence and a flagship school for the International Baccalaureate. A co-educational day and boarding school, it offers a stimulating, intellectually demanding and balanced education for pupils from the age of 11 to 18.

Inspiring facilities, together with expert, enthusiastic and imaginative teaching, provide rich opportunities for students participating in lessons, and a wide variety of sports and the performing arts.

The school's international make-up and outlook promote the principles of tolerance and open mindedness. About 350 pupils board in the seven boarding houses, and students originate from some 40 countries worldwide.

In 2013 the Independent Schools Inspectorate (ISI) awarded Sevenoaks School the rare accolade of 'Exceptional' for its students' achievement. Sevenoaks was also the highest performing fully co-educational school, and the one with the largest cohort, in The Sunday Times Parent Power's top 50 fee-paying schools for the IB in 2015. In November 2017 we were, for the second time in ten years, awarded The Sunday Times Independent Secondary School of the Year.

This excellence is achieved by bright, motivated

students, inspired by highly qualified and dedicated teachers in well-resourced classrooms. The school has over 150 teaching staff, well supported by a large number of ancillary staff. A professional pastoral team of specialist tutors, boarding house staff and year heads give care and guidance, promoting student welfare and happiness. The mutual respect shared by students and staff generates a harmonious and purposeful atmosphere.

Further information about the school can be found at: www.sevenoaksschool.org

The Role

The aim of this role is to support the advancement of Sevenoaks School through the effective administration of the Development database and high-level research supporting all Development programmes.

Reporting & Delegations

This position reports to the Associate Director (Fundraising) and works closely on a day-to-day basis with the staff of the Development Office, academic and support departments.

Duties & Responsibilities

Responsibilities include, but are not limited to:

Database



- In conjunction with the Director of Development, Associate Director (Fundraising) and the Development team, maintain and improve the effectiveness of the Foundation database.
- Widen and maintain the quality of the data via the most effective methods of data audit and cleansing.
- Manipulate the database, with responsibility for the accurate inputting of constituent information and gifts, and reporting on fundraising activities, performance and forecasts.
- Ensure all reporting requirements of donors, trusts and foundations are managed to support reporting and stewardship.
- Provide regular reports on fundraising, performance and forecasts.
- Manage data imports and exports in conjunction with Development Officer (Database and Admin).
- Manage gift processing in line with the Foundation's Gift Acceptance Policy.
- Administrate Gift Aid claims as required.
- Develop protocols and guidelines for Foundation and School 'authorised' users to access, maintain and manipulate to achieve the mission of the School and Foundation.
- Provide database training and support to Development team and other Foundation database users.

Research

- Serve as the Foundation's lead on alumni, prospect and donor research including due diligence.
- Research constituent information to support prospect identification and segmentation.
- Support the development of a robust prospect pipeline for the Foundation to meet its fundraising goals.
- Provide bespoke research as required to support the Foundation's cultivation, solicitation and stewardship activities.

Database & Information Management

- Serve as the Foundation's lead on DPA, GDPR, PECR, GiftAid and all relevant legislative and regulatory matters.
- Develop and implement strategies to maintain and improve data including, but not limited to parents, alumni prospects, donors and the wider community.
- Working in accordance with all relevant UK and EU law and regulations including Data Protection Act e.g. DPA, GDPR and PECR.
- Develop and implement strategies to support effective and efficient data access and management via the Foundation database to support of core School and Foundation operations.



- Coordinate School and Foundation data requests moderating compliance with UK and EU law and regulations.
- Ensure the Foundation is collecting and maintain permissions and consents in line with GDPR guidelines.
- Manage the relationship between School and the Foundation with key data service providers.
- Manage data compliance in respect of the data-sharing agreement between the School and the Foundation.

Other Duties

- Provide support to members of the Development team as required.
- Be a visible member of the Development team in the school and act as a point of contact in relation to data administration and research.
- Undertake other activities and projects as determined by the Director of Development, and Associate Director (Fundraising).

The Person - Experience & Qualities

- The successful candidate will enjoy working with others and will have excellent interpersonal skills. They will be a very strong communicator, in writing, by phone and in person, used to dealing with a variety

of individuals.

- They will need have exceptional knowledge and experience CRM database management and high-level research.
- A working knowledge of fundraising and development in schools is essential.
- A proven ability in planning and prioritising individual workload and line management of staff would be advantageous.

Hours of Work/Working Pattern Requirements

It is envisaged that for the right candidate this will be a full time, all year round post, working 40 hours per week. There will be some out of hours work and travel with this role.

Salary

The salary for this role will be assessed based on the successful candidate skills, knowledge and experience.

Pension

Membership of the support staff Group Personal Pension Scheme is available for the person in this role. If the successful applicant does not join the pension scheme and is eligible for Auto Enrolment, then they will be enrolled at the



appropriate time in the school's Auto Enrolment pension plan. Further details can be obtained from the Personnel department.

Holidays

Holiday entitlement is 28 days paid holiday per annum including public holidays. All holiday needs to be approved in advance by line management. It is also expected that holiday will be taken during the school holidays.

Offer

The successful applicant will be offered the role subject to the satisfactory completion of a number of background checks including but not limited to; the right to work in the UK, an enhanced DBS check (see below) the taking up and verification of references, the verification of career history, and a suitable medical report. We also reserve the right to contact any previous employers for a reference.

Under the Protection of Children Act 1999, as amended, employment at Sevenoaks School is classified as a regulated position and exempt from the Rehabilitation of Offenders Act 1974. An Enhanced Disclosure Certificate, satisfactory to the school, will be obtained from the Disclosure and Barring Service before the successful applicant is permitted to start work.

Child Protection

All staff have a responsibility for promoting and safeguarding the welfare of children with whom they come into contact and are required to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If, in the course of carrying out their duties, a member of staff becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must immediately report their concerns to the Deputy Head (Pastoral).

Note

This job description is not intended to be a comprehensive statement of procedures and responsibilities, but instead sets out the principal expectations of the school in relation to the post holder's professional responsibilities and duties. We are looking for an individual who is adaptable, flexible and willing to carry out the wide range of duties that are likely to be required to make a success of this role. The school is also constantly evolving and the post holder should expect to learn new skills and adapt to new structures as required to meet the changing needs of the school.

Application

If you wish to be considered for this role, please complete the online support staff application form at <http://www.sevenoaksschool.org/support->



vacancies/. The form must be completed in full and submitted electronically. CV's can also be submitted but cannot replace any information on the application form which should be submitted in full.

Please contact the Personnel Office at personnel@sevenoaksschool.org or telephone 01732 467740 if you have any questions about a completed application.