

THE LONDON ORATORY SCHOOL

Seagrave Road, London, SW6 1RX

Telephone: 020-7385 0102 Facsimile: 020-7381 7676

The school is a Roman Catholic academy in the trusteeship of the Fathers of The Oratory, London. There are 1340 pupils on roll including 80 boys aged 7 to 10 in the Junior House receiving a specialist music education, 920 boys aged 11 to 16 in the first to fifth forms and 340 in the sixth form, including 90 girls.

The school's Development Office is looking to appoint an enthusiastic and numerate person to manage donations to and prepare the monthly accounts of the *Friends of The London Oratory School* (a company and charity in its own right) which receives voluntary contributions from parents through the *Parental Contribution Scheme* (PCS). The administration of the *Friends* is separate from the school and has its own computer system and only appointed persons handle details regarding the charity. Confidentiality and discretion are essential in this post. This is a part-time position for 15 hours per week during term time and the distribution of those hours is flexible to suit the successful candidate.

The successful candidate will have attention to detail and will pick up computer software easily. Donations are currently managed through software called *The Raiser's Edge*, although the Development Office is considering alternative software including *Microsoft Excel* to manage the donations in the future. A candidate bringing relevant experience or knowledge is essential. Additional hours (overtime) are available from time to time helping with banking etc in the school's Finance Office.

Applicants **must complete an application form** which, along with further details, can be found on the school website www.londonoratory.org/vacancies. Applications made without a school application form will not be considered.

Applicants should submit a full application form naming two referees, to the Procurator by email (procurator@los.ac) by 9am on Friday 21st September 2018. Interviews are scheduled to take place during week beginning 24th September.

DATABASE AND GIFT ADMINISTRATION OFFICER

OVERRIDING REQUIREMENTS

Terms of the engagement

The appointment is subject to the provisions of the Handbook for Non-teaching Staff.

The standard hours of the post are 15 hours per week, term time only (38 weeks per year). The timing of the hours is negotiable with the successful candidate and could, for example, be split over two days or five. Additional hours (overtime) are available from time to time helping with banking etc. in the school's Finance Office. This overtime is paid on hourly claimed basis. Holiday pay is included in the hourly rate of pay.

Job title

Database and Gift Administration Officer

Establishment grade

The establishment grade of the post is Clerical Officer 3 (CO3).

Salary

£7,471 per annum, inclusive of holiday pay, to be paid into the employee's bank account in twelve equal payments on the last working day of each calendar month. Overtime would be paid at a rate of £13.11 per hour.

Responsible to

Jackie McRoberts, Development Officer

Accountable to

The Procurator, Robert Jones

Pension Scheme

The Local Government Pension Scheme is available to all members of non-teaching staff. More details are available from The Procurator.

JOB DESCRIPTION

GENERAL REQUIREMENTS

The Database and Gift Administration Officer is expected to have a good working knowledge of IT, to be familiar with appropriate computing and IT procedures, and to be proficient in the use of Microsoft Word and Excel, databases and the use of the Internet, and to keep up-to-date with developments in these areas.

The Database and Gift Administration Officer will work with the Development Officer on a regular basis. The Development Office offers an efficient, helpful and effective service to parents of the *Friends* Parental Contribution Scheme.

All members of the support staff are expected to be flexible and to assist with duties outside their normal area of responsibility from time to time.

The nature of the work demands that discretion and confidentiality are of utmost importance at all times.

The duties and responsibilities set out here are not exhaustive and may be changed or added to in the light of subsequent developments and the best interests of the exigencies of the school.

PARTICULAR RESPONSIBILITIES AND DUTIES

The Database and Gift Administration Officer will work closely with the Development Officer and assist her with the *Friends of The London Oratory School (FLOS)* administration. He or she will be responsible for managing the *Friends* database (currently on *Raisers Edge*); for the day to day processing of all new contributions and amendments to current contributions; providing information to the Development Officer for decision-making and discussion purposes with the Trustees of the charity.

In general, the responsibilities and duties of the post include:

- Processing all new contributors on *The Raiser's Edge*.
- Ensuring that data is kept up-to-date on *The Raiser's Edge* with contact details, name changes, leavers and in-year joiners.
- Producing termly reports and management information on contributors to the PCS as requested by the Development Officer.
- Managing the BACS direct debit system for the PCS including preparing and submitting BACS files three times a month. Follow up on rejected direct debit notices.

- Recording cheque payments on *The Raiser's Edge* and follow-up on due and late cheques.
- Undertaking a monthly reconciliation on the *Friends* bank accounts, within a few days of the end of the month.
- Producing quarterly Gift Aid claims and submitting them to HMRC.
- Working closely with the Development Officer in managing year-end procedures for the *Friends* in preparation of the Annual Report and Financial Statements.
- Working with auditors from the appointed auditing firm to ensure correct financial procedures are followed; providing accurate financial information and reports. The *Friends* currently undergoes an annual Examination & Report at the beginning of each tax year.
- Managing communications with new contributors and responding to queries quickly and efficiently.
- Managing the *Friends* filing systems including Gift Aid Declarations and Direct Debit Instruction forms.
- Working with the Development Officer and Procurator to consider alternative methods for administering the *Friends* database and recording and processing donations.
- Assisting, on an overtime claimed basis, the Finance Manager with banking and other bookkeeping tasks.