



## **ALUMNAE AND DEVELOPMENT MANAGER INFORMATION FOR APPLICANTS**



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## **MANCHESTER HIGH SCHOOL FOR GIRLS**

Manchester High School for Girls is one of the leading independent girls' day schools in the country. It is a selective, academic school and last summer's public examination results at both Advanced and GCSE level were excellent, placing the School amongst the top schools nationally.

For 147 years, Manchester High School for Girls has taken pride in giving girls an academic education of the highest quality. Founded in 1874, the School has made a pioneering contribution to the development of women's education. All three of Mrs Pankhurst's daughters were educated here. The School takes its inspiration from its traditions and continues to produce students who distinguish themselves in many professions, becoming role models of successful and influential women. The character of the School has also been shaped by its accessibility to girls from a wide variety of social, cultural and religious backgrounds so that a community has developed which both values individuality and promotes tolerance.

The School is a non-denominational, independent day school, which has charitable status. It is also a member of the Girls' Schools Association and of the Association of Governing Bodies of Independent Schools. Since 1893, the School has provided means tested financial support for a significant number of girls. A range of school bursaries is currently offered in order to make places available to those from low income families, and currently approximately 10% of girls in the Senior School are in receipt of some form of financial assistance. The girls are drawn from a broad geographical area including Greater Manchester, Cheshire, Derbyshire and Lancashire. Special buses transport most of the girls to school and there is a supervised 'girls only' bus serving both the preparatory and the senior girls who live in the Hale, Altrincham and Bowdon areas. Admission to the Senior School is by examination and interview. Entry to the Preparatory Department is from the age of 4 and sometimes occasional vacancies are available for entry at other ages. Admission is selective by means of an assessment for infants and an entrance examination in Mathematics and English for the juniors.

The Senior School caters for girls from eleven to eighteen and the Preparatory Department provides for girls from four to eleven. Most girls in the Preparatory Department progress into the Senior School. The majority of our eleven-year-old entrants, however, are drawn from many other schools, both independent and maintained primary. Some are admitted at sixteen to pursue Sixth Form courses. Currently there are 239 girls in the Preparatory Department, 566 in the senior school and 179 in the Sixth Form.

### **The Curriculum and Timetable**

Upon entry, girls are placed in one of four parallel form groups in which they are taught for most subjects, although setting is implemented in some subjects. All follow an extensive, strongly academic programme of study, culminating in outstanding examination results at GCSE and A-Level. In 2021, 99% of A-level grades awarded to MHSG students were A\* to B. These results are in line with the fantastic performance of our students in years when examinations went ahead as usual. For instance, in 2019, 91% of our students' A-level grades were A\*– B and in 2018, 93% were A\*– B.

95% of all GCSE grades awarded to our students in 2021 were grade 7 or above – and the majority of our Year 11 girls chose to stay on to join the MHSG Sixth Form. We're very proud of the girls' excellent academic performance in this and previous years. The average grade awarded at GCSE level has consistently been above a 7/A grade over many years.

The School offers a wide choice of subjects at A-level and GCSE, with over 20 subjects offered at each level. Girls take the equivalent of 9 or 10 GCSEs and, currently in the Senior Sixth 3 or 4 A-level subjects. Almost all leave to pursue a degree at a university of their choice and, each year, a significant number gain admission to Oxford or Cambridge.

### **Pastoral Support, Care and Guidance**

Highly effective systems of student support have been established where the roles of the Form Tutor and Heads of Year are pivotal. The work of the pastoral team is greatly enhanced by the School Nurses and the School Counsellor. Other key staff who contribute to the provision of pastoral support, care and guidance include the Director of Sixth Form Studies, a Learning Support Co-ordinator, Well Being Co-ordinator and Head of Careers. Administrative support for the work of the Deputy Head (Pastoral Care) and the Heads of Year is provided by the Pastoral Secretaries.

### **Current staffing**

The staff of the Senior School consists of the Head Mistress, two Deputy Heads, Bursar, five Assistant Heads and 76 teachers (51 full-time and 25 part-time). The Preparatory Department is led by the Head of the Department, who is responsible to the Head Mistress, supported by a Deputy Head, with 18 teachers (15 full-time and 3 part-time) and 9 teaching assistants. The Deputy Heads, the Bursar, the Director of Sixth Form Studies, the Head of the Preparatory Department and the Development & Marketing Director form a Senior Leadership Team working closely with the Head Mistress. In addition, there are 13 technicians, a full-time professional librarian with 2 assistants, 4 visiting speech and drama teachers and a large team of visiting instrumental music teachers. A school doctor is in regular attendance and there are 2 part time school nurses. The Head's Personal Assistant is also the Office Manager and there are 15 other ancillary staff supporting the offices of the Head and the Bursar, as well as providing administrative assistance for the staff. In addition, there is an Estates Manager and 7 maintenance staff.

### **Extra-curricular activities**

There is a wide variety of extra-curricular activities, which are well supported by girls and teachers. Many take place at lunchtime but, in addition, there are numerous theatre visits and field trips which offer the opportunity for students to develop and follow their interests and talents in music, drama, sport and academic areas. Every year there are drama productions and music festivals; the School's performance activities have an excellent reputation. There is a full schedule of sporting fixtures including netball, cross-country, hockey, athletics, tennis, rounders, swimming and water polo. All girls in Year 7 attend a residential induction course and there are regular opportunities to participate in sport tours and other trips abroad.

### **Accommodation**

In the last sixteen years, an ambitious refurbishment and development schedule has seen the classrooms, laboratories and specialist subject accommodation transformed. Modernisation of the dining room and kitchens, library, main hall, lavatories, three ICT suites, two language laboratories and greatly improved work facilities for staff have completed the upgrades. The construction of an impressive Sports Complex, with fitness suite and climbing wall to augment the existing swimming pool, Astroturf pitch and dance studio was completed in September 2006. A free membership scheme for staff to the Fitness Suite is available. A first floor extension and refurbishment of the Preparatory Department providing four additional classrooms was completed in August 2012. A state of the art Sixth Form Centre was completed in summer 2014.

### **Development and Marketing Department**

The School's Development and Marketing Department consists of Director of Development and Marketing, an Alumnae and Development Manager, a Marketing and Communications Manager, Registrar and Admissions Assistant. Marketing is responsible for overseeing anything related to the Manchester High School for Girls 'brand' and promoting what is on offer here to prospective parents and students through advertising and PR, including maintaining the School's various social media platforms and website.

The Development aspect of the department's work involves maintaining links with over 4,000 members of the School's alumnae community and raising funds for the School's Bursary Fund. Development is heavily involved in organising a number of flagship events in the Manchester High calendar, including the annual Founders' Lecture. The links the department has are vital in enabling

the School to build close working relationships with the Manchester business community. Development also supports the Careers Department by managing Project Pankhurst (our alumnae mentoring scheme for Sixth Formers) and the 'Insight Into...' careers evenings.

### **Inspection and Future Plans**

The Independent Schools Inspectorate (ISI) conducted a regulatory compliance and educational quality inspection of Manchester High School for Girls in November 2019. The School was found to be fully compliant with all of the regulatory requirements and achieved the highest possible rating of "excellent".

Our current strategic objectives run from 2021-2024. The School is continuing to work to maintain a culture in which learning is pre-eminent and in which change is welcomed in the pursuit of improvement.

## **AGREED STATEMENT OF EDUCATIONAL PURPOSE AND AIMS**

### **Purpose**

Manchester High School for Girls was founded in 1874 "To impart to the girls the very best education which can be given and to fit them for any future which may be before them".

Today, the School upholds these founding principles by encouraging each individual pupil to achieve educational excellence across a broad range of learning opportunities, both inside and outside the classroom. For each pupil, this all-round education fosters an awareness of their own value and a sense of responsibility towards others, both within our community and across the wider world.

### **Aims**

Manchester High School for Girls aims to educate and empower our pupils by:

- Supporting our pupils to develop an understanding of the value of education as an end in itself, instilling a lifelong love of learning, whilst striving for academic excellence alongside cultural awareness and understanding
- Inspiring pupils to achieve high academic standards within a culture of innovation, where they fulfil their individual potential
- Providing a broad and diverse range of subjects and extra-curricular activities that offer each individual pupil the opportunity to develop their talents and flourish
- Educating the whole child and prioritising their wellbeing so that pupils leave School with a sense of self-awareness, self-worth, self-discipline and an ability to contribute with confidence in an increasingly competitive and technological world
- Drawing on the School's social, cultural and religious mix of pupils to enable all to live and grow in an atmosphere of mutual respect and compassion
- Encouraging qualities of caring, kindness, honesty and loyalty, fostering high moral standards

## THE POST, JOB DESCRIPTION AND PERSON SPECIFICATION

### JOB DESCRIPTION

<b>The Post of</b>	Alumnae and Development Manager
<b>Responsible to:</b>	The post holder will be directly responsible to the Director of Development & Marketing
<b>Salary:</b>	Points 29 to 31 of the support staff salary scale (currently £27,814 to £29,654)
<b>Hours:</b>	37 hours per week, over 5 days 08.30 a.m. – 4.30 p.m. Monday – Thursday and 08.30 a.m. - 4:00p.m. Friday, with a 30 minute unpaid lunch break each day. This post may require occasionally working additional hours for evening or weekend events.
<b>Holidays:</b>	The holiday year runs from 1st September to 31st August. In addition to the usual public holidays, you are entitled to 25 paid working days' holiday in each full holiday year worked, increasing to 28 paid working days' holiday after 2 years' continuous service and increasing to 33 paid working days after 5 years' continuous service, accruing pro rata in each calendar year.

#### **The Post**

The post is permanent and full time. The person appointed will manage fundraising and development at Manchester High School for Girls as part of the Development and Marketing Team and the post holder will be line managed by the Director of Development and Marketing. The staffing of the Department comprises of the Director of Development and Marketing, the Alumnae and Development Manager, the Marketing and Communications Manager, the Registrar and Admissions Assistant.

Experience of cultivating relationships, fundraising, events management and handling personal data is essential. Previous experience in a similar role in a charity setting, with knowledge of fundraising legislation, would be a distinct advantage but is not essential.

#### **Purpose of Appointment**

To cultivate meaningful relationships with alumnae and partners while developing fundraising avenues for the School's bursary appeal.

#### **Key Responsibilities:**

##### **Data Management**

- Maintain up to date Raiser's Edge records of school alumnae, parents, partners and donors, in line with GDPR legislation
- Use Raiser's Edge records to prepare appropriate mailing lists for alumnae and fundraising communications
- Maintain accurate Gift Aid records of donors and liaise with the Finance Team to prepare quarterly R68 reports
- Prepare financial and analytical reports including a section in regular reports for Governors and Trustees

##### **External Relations**

- Continually develop meaningful and beneficial relationships with alumnae, parents (current and former) and members of the wider community to support the School's vision
- Lead on alumnae research, maintaining an up-to-date knowledge on the progress of former pupils
- Develop relationships with alumnae and the wider Manchester business community to support the 'Futures' programme (with a view to connecting them to the School's future goals and fundraising endeavours)

### **Event Management**

- Work alongside the Director of Development and Marketing to help deliver whole school events such as Open Days, Celebration and Awards Evening, The Founders' Lecture and Insight Into careers events
- Work in partnership with the Director of Development and Marketing to deliver a wide and varied annual programme of events for alumnae and supporters and create a calendar for the alumnae community
- Work within set budgets to assess event cost and ticket price, ensuring budget is managed effectively
- Manage end to end promotion of events to ensure maximum attendance; maintaining the online calendar, *High Flyer* diary dates and write-ups, mailshots etc.
- Liaise with venues, suppliers, print and design agencies, the School's Reprographics Department, Catering and Maintenance Teams to ensure that all preparation for events (booking of venues, mailing lists, invitations, catering etc) is organised to the highest standard
- Support the Director of Development and Marketing in preparing the necessary risk assessments for events
- Ensure all events information is logged on the database including donations via our online platform.

### **Fundraising**

- Work with the Development and Marketing Director to formulate and oversee fundraising campaigns for the bursary appeal.
- Identify potential major donors while also continuing to cultivate and care for existing donors
- Organise fundraising and cultivation events such as donor thank you drinks receptions etc
- Work in partnership with the Director of Development and Marketing to steward donors through the 'pyramid'
- Take opportunities to sensitively promote the Ivy Leaf Legacy Society, managing up to date records of members of the Society and coordinating their annual event

### **Additional Duties**

- To undertake any duties reasonably expected by the Head Mistress.

This job description may be subject to reasonable changes in the future to reflect changing circumstances and to aid professional development.

## **PERSON SPECIFICATION**

The School is looking to appoint a creative person of drive, determination and energy, who possesses exceptional inter-personal skills and who has a keen eye for detail. The successful candidate will relish the opportunities and challenges of managing an innovative fundraising and development section within the Development and Marketing Department.

### **Essential Criteria:**

- educated to degree level or equivalent professional qualification

- an excellent knowledge, and proven successful experience, of building relationships and forming partnerships with a view to raising funds
- knowledge and experience of handling large amounts of personal data in accordance with legislation
- the ability to deliver a rolling programme of events, working on more than one project at a time
- excellent budgetary control, organisation skills and a keen eye for detail
- self-motivation, self-direction, initiative, and the ability to work as part of a team and to tight deadlines
- the ability to multi-task and be flexible in the approach to work
- excellent inter-personal and communication skills, from written to face-to-face conversations
- the ability to solve problems and to suggest imaginative solutions
- empathy with the principles, ethos, aims and aspirations of the independent school sector, girls' day schools and MHSG in particular
- a high degree of computer literacy
- smart appearance
- a commitment to continuous professional development

**Desirable Criteria:**

- experience of a similar role in a charity setting

**Child Protection and Safeguarding**

This role involves contact with children and engagement in “regulated activity” as defined on page 55 of the DFE document “Keeping Children Safe in Education 2021”.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1014057/KCSIE\\_2021\\_September.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1014057/KCSIE_2021_September.pdf)

Manchester High School for Girls (the School) is committed to acting in the best interests of the child and will take actions to enable all pupils to have the best outcomes. The safety and welfare of children is the statutory responsibility of all those who come into contact with them in the School.

All staff, volunteers and governors will be pro-active in trying to identify possible safeguarding issues and will report concerns immediately to one of the School's Designated Safeguarding Leads (DSLs).

## ADDITIONAL INFORMATION

### Salary and Other Benefits

- There is a 50% discount on school fees for the daughters of full-time members of staff. For part-time staff, the discount is pro-rata
- There is a generous staff training budget. All colleagues are encouraged to continue their professional development.
- There is a contributory pension scheme for support staff to which the School makes a contribution. This is a voluntary scheme, details of which are available to the successful candidate.
- Tea, coffee and biscuits are provided at break and at the end of the school day. A separate staff dining room with an extensive and reasonably priced choice of food and waitress service is available from 12 noon to 2.00 p.m. serving subsidised meals to all staff. Light refreshments are provided for colleagues who remain in school for evening events.
- We offer an Employee Assistance Programme alongside a number of free staff wellbeing initiatives.
- There is a fitness suite in the Sports Complex and a free staff membership is available subject to appropriate medical assurances.
- We offer free on-site parking.

### Other Information

- This School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- MHSG is committed to equal opportunities for all of its employees and its policy is available on request.
- The School has a no-smoking policy throughout the premises, and a smart dress code.
- Applicants should note that the School is committed to safeguarding and promoting the welfare of children. All applicants who are offered employment will be subject to an enhanced criminal record check and the Children's Barred List check for the Child Workforce from the Disclosure & Barring Service (DBS) which must be cleared before the appointment is confirmed. Candidates will be required to submit the subsequent DBS certificate to the School prior to their employment. All candidates are also required to present their examination qualifications for inspection at the interview stage
- In accordance with the Asylum and Immigration Act 1996, the Governing Body will require candidates to provide documentary evidence at interview that they are legally entitled to live and work in the United Kingdom.
- Manchester High for Girls adheres to the Data Protection Act 2018. We will obtain information about you including any criminal convictions you may have. All information will be kept confidential and it will only be used to process your application. If your application is unsuccessful, all your information will be deleted from our systems and disposed of in a secure manner.
- Upon appointment the successful candidate will be required to complete a medical questionnaire which will be kept on their confidential personnel file.
- The School website, **[www.manchesterhigh.co.uk](http://www.manchesterhigh.co.uk)**, is regularly updated and has a wide range of additional information, including the full ISI Regulatory Compliance Inspection and Educational Quality report from November 2019.



## ARRANGEMENTS FOR APPLICANTS

- I. Please apply by submitting to the Head Mistress at [recruitment@mhsg.manchester.sch.uk](mailto:recruitment@mhsg.manchester.sch.uk):
  - a fully completed application form, including examination grades, dates of awards and the names and contact details of two referees, one of whom must be your current or most recent employer. Applicants should note that we write for references during the selection procedure and the School will check with past employers as to the suitability of a candidate to work with children.
  - a supporting letter outlining how your experiences and/or personal qualities would enable you to contribute to the development of a thriving department and school.
2. The closing date for receipt of applications is **9:00am on Monday 6<sup>th</sup> December 2021**.
3. Interviews will take place during the week commencing **Monday 13<sup>th</sup> December 2021**.
4. Unfortunately, we are not able to acknowledge all applications, but applicants who have not been invited for interview by the date indicated above should assume that, on this occasion, their application was unsuccessful.