



Development Officer

Information for candidates

February 2025

We reserve the right to make an appointment before the closing date, so early applications are encouraged.

Introduction from the Headteacher



Dear Applicant,

Thank you for your interest in working at The Skinners' School.

The Skinners' School was opened in Tunbridge Wells in 1887. The current roll is 1141, with 332 in the Sixth Form.

Skinners' aims to achieve academic excellence for all its pupils, whilst at the same time developing their independence as learners. We also believe very strongly in learning outside the classroom, through co-curricular and extra-curricular activity. We are thus preparing our pupils for life beyond school and want them to play a significant role in their communities and in society as a whole.

We cherish our own community and value the excellent relationship between pupils themselves and between pupils, staff and parents. We are committed to being a sustainable school and to our collaboration with other schools in our vicinity.

Please browse our [website](#) to read more about the history of the school, see our academic record, read our latest news and more...

Edward Wesson
Headmaster
The Skinners' School



Our Values



The Skinnners' School is place of learning.

Students acquire not only qualifications, but a respect for scholarship and learning, as things worthwhile in themselves. We intend that they will also develop an appreciation of human achievement in the arts, humanities, languages, science and literature. Students must be diligent and open-minded, and they must develop the ability to think critically, to respect evidence, to distinguish between opinions and prejudices and to make balanced judgments of their own. Through involvement in our varied extra-curricular programme every boy should develop and grow intellectually, culturally, physically and spiritually and emerge as a well-rounded, flexible, articulate and collaborative individual.

Skinnners' is a caring school. No young person will learn effectively unless he feels happy, safe and secure. At Skinnners' we try to address the particular needs of every pupil through a comprehensive pastoral system. We value everyone as unique and we work together to develop self-respect, self-discipline and self-understanding. We aim to make responsible use of our talents and opportunities, strive for wisdom and

knowledge and take responsibility for our lives.

Skinnners' is a community. We respect others for themselves, not for what they have or what they can do for us. We believe that the capacity to form strong relationships is the foundation of a happy and fulfilled life. As such we strive to show others they are valued, to earn the trust and loyalty of others and to work together cooperatively. We do not tolerate bullying, violence, theft or abuse.

Skinnners' is at the heart of a wider community. We learn to take on our responsibilities as citizens. We respect and celebrate diversity. We promote opportunities for all. We place truth, integrity, honesty, loyalty and goodwill at the heart of what we do. The ethic of service is more highly valued by us than that of self-interest. We believe that from those to whom much is given, much is expected.

These values underpin our work and relationships at Skinnners' School; they are at the foundation of all that we do.as the hub of the community.



Skinner's Academies Trust



Skinner's Academies Trust is a new, collaborative Trust of five high-performing schools in Kent and London working together to improve outcomes for all our students. Launched in September 2023, the Trust educates a total of 4,500 students across primary and secondary phases and both comprehensive and selective schools.

The Trust builds on the longstanding collaboration and shared values across the family of schools supported by The Skinner's Company, one of the Great Twelve Livery Companies of the City of London. The Company is a major not-for-profit organisation

with a well-established reputation for philanthropy dating back some 700 years. Education is a core charitable purpose and its schools aspire to provide all their young people with the opportunity to make the most of their talents and fulfil their potential.

Skinner's Academies Trust's mission is to provide it's young people with the opportunity to make the most of their talents and fulfil their potential. To do that they ensure that each school has first-class teaching, management and leadership, and are supported and held to account by high-quality governing bodies.



Job Profile



POST: Development Officer

SALARY: Skinners' School Support Staff pay scale - Band 9 (£32,993 - £37,188)

RESPONSIBLE TO: Headmaster

RESPONSIBLE FOR: The administration and implementation of the school's fundraising efforts for capital programmes legacies and general annual giving.

WORKING PATTERN: Part time, 20 hours per week, term time only. This includes the opportunity for flexible working.

KEY RELATIONSHIPS: Headmaster, Development Board Chair, Old Skinners' Society President, governors, donors and trusts/foundations.

Job purpose:

To implement the school's fundraising strategy by:

- Working closely with the Headmaster, Leadership Team and Development Board to secure fundraising income from individuals, trusts and foundations, and corporate partnerships.
- Being a flexible and energetic all-rounder with wide-ranging skills.
- Having strong personal skills to strengthen relationships and excellent organisational skills to establish and maintain fundraising procedures and protocols.

Key responsibilities:

General

- Research and develop fundraising opportunities across all areas including individuals, major corporates and trusts and foundations.
- Maintain and develop an Old Skinners' engagement programme.
- Assist in the process of fostering a strong philanthropic culture, coordinating meetings, providing briefings and assisting with asking for donations.

Specific

- Assist in establishing a Development Board, and a group of volunteers, developing a close working relationship with both.
- Support the Headmaster and the Development Board in the implementation of a capital fundraising programme.
- Assist in creating and embedding a legacy programme, aimed at Old Boys, past parents and friends of the school.
- Research trusts and collate information for funding proposals, including identifying and cultivation links with trustees.
- Write persuasive, and engaging copy for funding proposals.
- Ensure accurate records are kept on funder relationships and that timely reports are submitted to funders about the projects in progress.
- Keep up to date on funder trends and future opportunities including changes in funding priorities.
- Regularly report on progress with applications and monitor progress against funding targets.
- Establish and maintain a database for givers and prospects.
- Monitor fundraising income and report on a regular basis.
- Ensure gifts are processed correctly and logged on the database.
- Maintain Gift Aid declarations and prepare Gift Aid submissions.
- Ensure supporter acknowledgements and credit on publicity materials and sponsorship agreements are fulfilled.

Other duties

- Keep up to date with developments in the fundraising profession and wider Third Sector.
- Represent the school at fundraising and other events, as required.
- Any other tasks as agreed with the Headmaster.

Person Specification



Criteria

Attributes/Personal Qualities

- A genuine passion for life and vision of the school.
- Professional experience of working in a project management environment.
- Excellent oral and written communication skills.
- The ability to develop and maintain good relationships.
- Track record of meeting professional targets / goals.
- Budget planning and reporting experience.
- Experience of drafting proposals and submissions.
- Understanding of different funding sources and Gift Aid regulations.
- Excellent planning and research skills.
- Social networking skills.
- Good ICT literacy
- Strong organisational abilities, working effectively under pressure and meeting deadlines.
- Personable manner, with the confidence to deal with a range of stakeholders and volunteers.

Application and candidate selection process: our candidate charter



We want every candidate to have an informed, engaging and positive experience, and to support this we've created our Candidate Charter which outlines our commitment to you.

We will:

- provide you with clear, accurate and timely information;
- give you the opportunity to ask questions – and we will ensure you get the answers you need;
- respond to enquiries promptly and usually within 24 hours during the working week;
- adopt a fair and consistent assessment process;
- make sure you have all the documentation and details you need for an interview, well in advance;
- provide you with real insight about what it's like to be part of our team;
- ensure all offers are fair and equitable; and
- seek feedback on your experience at every opportunity, so we can continue to improve.



In return we ask that you:

- be honest and upfront about your experience, aspirations and motivations;
- provide open and accurate information when submitting an application;
- always give yourself the best opportunity to succeed – research who we are and how we work;
- let us know if situations change in relation to your interest – and help us understand why; and
- prepare yourself for interview and let us know how we can support you.

Our commitment to you:

- **Transparency** We will treat you with respect, honesty and fairness
- **Protecting your privacy** We will ensure your information is secure and handled sensitively
- **Understanding You** will be given everything you need to make informed decisions
- **Showcasing talent** We will provide a good opportunity for you to share your skills, experience and potential
- **Feedback** We will provide constructive feedback professionally and promptly
- **Listening** We welcome feedback and we'll act on what you have to share
- **Inclusivity** Our hiring decisions align with our commitment to create a high-quality, diverse workforce.



Safer recruitment in education: information for applicants



The Skippers' School is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.

The aims of our Safer Recruitment Procedures are to help deter, reject or identify people who might abuse children or are otherwise unsuited to working with them.

What we will provide

All applicants for all vacant posts will be provided with:

- a job profile outlining the duties of the post, including safeguarding responsibilities;
- a person specification which will include a specific reference to suitability to work with children; and
- The Skippers' School application form

All applicants for employment will be required to complete this application form, containing questions about their academic and full employment history and their suitability for the role.

In addition, all applicants are required to account for any gaps or discrepancies in employment history.

Interviews

At least one member of each interview panel will have completed Safer Recruitment Training. The selection process for every post will include exploration of the candidate's understanding of child safeguarding issues.

References

References will be requested at the selection stage directly from the referee. They will be asked about:

- the referee's relationship with the candidate;
- details of the applicant's current post and salary;
- performance history and conduct;
- any disciplinary action involving the safety and welfare
- of children, including any in which the sanction has expired;
- details of any substantiated allegations or concerns relating to the safety and welfare of children; and
- whether the referee has any reservations as to the candidate's suitability to work with children.

If the referee has any reservations, the Trust/Academy will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.

We will also carry out online searches for all shortlisted candidates to identify any incidents or issues, related to suitability to work with children.

Pre-employment checks

- an enhanced DBS check is required for all successful applicants;
- prohibition and overseas checks will also be completed if necessary.



How to apply



Candidates should submit a completed application form, including details of key achievements and responsibilities, along with a covering letter which fully addresses the competencies outlined in the job description and person specification.

Completed applications should be emailed to the Headmaster's Secretary, Mrs Wendy Dray at wendy.dray@skippers-school.org.uk

The closing date for applications is **12pm on 13 January 2025**.

Candidates will be invited for interview shortly thereafter. We reserve the right to make an appointment before the closing date, so early applications would be welcomed.

Further information about the school and an application form can be found on our website [here](#).



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