



CANDIDATE INFORMATION PACK

# DEVELOPMENT OFFICE ADMINISTRATOR

# WELCOME

## I am delighted that you are considering this opportunity at North London Collegiate School.

North London Collegiate School (NLCS) is one of the country's leading academic day schools, and a forward-thinking, inclusive and vibrant community.

The School provides an ambitious academic education and achieves some of the best results in the UK. The focus in the classroom is on fostering a deep love of learning and our teachers are passionate subject experts. The School has a strong intellectual tradition but it is also defined by an ongoing commitment to innovation. The school's new innovation hub will be a centre for creative thinking and pioneering curriculum development.

Pupils benefit from an exceptional range of activities beyond the classroom through our co-curricular and academic enrichment programmes. We welcome over 250 visiting speakers per year, we offer 18 different sports, host over 40 concerts and several ambitious dramatic productions each year, publish multiple student-led magazines, and offer activities as varied as Model United Nations, Chess, VEX Robotics and Magic Club.

Our pastoral care is focused on developing happy, independent and resilient young women. Our pupils are free to be themselves at School but ready to embrace the opportunities of the world beyond NLCS.

At NLCS, we deeply value our staff and are committed to their well-being and professional growth. We understand that a supportive and nurturing environment is crucial for everyone, not just our students. Our comprehensive staff development programme and strong support network ensure that our staff thrive both professionally and personally.

We are now looking for a new Development Office Administrator who will play a key role in enabling the success of the School's fundraising and alumnae activities. This position will contribute to the success of capital and bursary campaigns, conduct research, maintain the CRM database, and assist with the organisation and delivery of events. The ideal candidate will possess strong administrative, organisational, and interpersonal skills, along with a keen understanding of fundraising best practices and data management.

If you would like to join this dynamic and friendly community of pupils and staff, we would be delighted to receive your application.



**VICKY BINGHAM**  
**HEADMISTRESS**





# THE SCHOOL



North London Collegiate School has an international reputation for academic excellence, combined with exceptional pastoral care and extra-curricular achievement. NLCS is an academically selective girls' school. There are 790 students in the Senior School, 233 of them in the Sixth Form, and approximately 310 in the Junior School. The School takes pride in the religious and social diversity of its intake.

The School's aims are to provide an ambitious education for all its pupils and to enable each girl to make the most of her own gifts. The highest priority is to maintain an exceptional team of staff, both academic and professional, who are dedicated to each pupil's development and share our passion for excellence. All pupils are expected to learn to recognise academic excellence and realise that it is attainable.

Alongside these aims for the classroom, staff strive to make school a place where the whole personality can grow. Good relations between staff and pupils, and between girls themselves, are fostered. At NLCS, education is much more than passing examinations and the girls are encouraged to try themselves out in a variety of ways. Staff strive to maintain a community which is tolerant and teaches service to others.

Set in over 30 acres of parkland, the School has extensive facilities. These include a new Wellbeing Centre which underlines the School's commitment to ensuring that NLCS continues to provide as rounded and supportive a pastoral offering as is possible.

In 2024, 70% of GCSEs were a grade 9, and a notable 89% of grades were 9/8. At A-Level our students achieved an impressive 46% A\* grades, 84% A\* - A and 96% A\* - B. In addition to A-Levels, we offer the International Baccalaureate in the Sixth Form and we have an outstanding record of success. Our students gained an average point score of 41 in 2024, placing us again among the best IB schools in the world.

Places are heavily oversubscribed, and entry is extremely competitive.

Our leavers receive offers from an impressive range of university destinations including Oxford, Cambridge, Harvard, Yale and Princeton, as well as other leading universities such as Warwick, Edinburgh, UCL and Imperial. We are extremely proud of our alumnae (Old North Londoners), who have achieved international prominence in a wide variety of career pathways from music, drama and the arts through to science, sports, politics and law.

We have an extensive schedule of extra-curricular activities including a weekly speakers' programme for all students in Years 11, 12 and 13. NLCS students regularly reach the finals of national and international competitions, such as F1 in Schools, chess, Young Enterprise, coding and debating.

There is also a remarkable commitment to outreach and charity work, reflecting the rich and harmonious diversity of the School.

To find out more about the school, click [HERE](#).



# DEVELOPMENT OFFICE ADMINISTRATOR

## THE ROLE

The Development Office Administrator will play a key role in enabling the success of the School's fundraising and alumnae activities. Sitting within the Development team, the role-holder underpins our efforts to build strong relationships with donors at all levels, to engage with our parent body, and to strengthen our alumnae community. This position will contribute to the success of capital and bursary campaigns, conduct research, maintain the CRM database, support our communication to and work with alumnae, assist with the organisation of events. The ideal candidate will possess strong administrative, organisational, and interpersonal skills, along with an understanding of fundraising best practices and data management.

## LINE MANAGER:

Director of Philanthropy & Alumnae Relations

## CONTRACT & HOURS OF WORK:

Approximately 37.5 hours per week, with the option to work either term-time only or all year round. We're committed to finding the right candidate, so we are happy to offer flexibility with hours and working pattern.

## ACTUAL SALARY:

£29,224 - £32,258 FTE for 37.5 hours all year round. This will be pro rated for reduced hours or weeks.

## MAIN RESPONSIBILITIES

### Fundraising and Alumnae Relations:

- Support the execution of fundraising campaigns.
- Assist in the coordination and delivery of fundraising and alumnae events, including through guest list management, adhering to high standards and budget constraints.
- Manage the processing and acknowledgment of all incoming gifts, ensuring timely and appropriate donor recognition.
- Collaborate with the Finance team to produce accurate and comprehensive financial reports related to fundraising activities.
- Conduct thorough research and support the preparation of compelling applications to potential funding sources.
- Assist in the preparation and submission of excellent reports to funders.
- Proactively review donor commitment timelines and provide the Director of Philanthropy and Alumnae Relations with timely updates for follow-up actions.
- Maintain meticulous records of pledge payment schedules, process payments, and ensure timely collection of donations.
- Contribute to the preparation of regular reports for Governors, the Senior Team, and the Development Committee.
- Coordinate and schedule meetings with donors and potential donors, and alumnae.
- Provide comprehensive administrative support to the Director of Philanthropy and Alumnae Relations, and as required, to the Alumnae Relations Manager.
- Maintain up-to-date knowledge of fundraising legislation and best practices, ensuring adherence to all relevant regulations.

### Database and Research:

- Manage and maintain the CRM database (Raiser's Edge), ensuring accurate and timely input and updates of constituent information, generation of queries and reports, and gift entry.
- Conduct in-depth prospect research to identify potential new donors and fundraising streams from current and past parents, alumnae, and corporates.
- Oversee the annual data migration process across all stakeholder groups, ensuring data integrity and accuracy through regular record updates and collaboration with external agencies.
- Develop comprehensive research briefs on individuals and organisations.
- Organise and execute mail merges and the distribution of mailings.
- Ensure all data usage complies with GDPR and PECR regulations and adheres to the School's privacy notice.

*The postholder will also be required to undertake any other duties as reasonably required by the Head and Line Managers.*



# THE PERSON

The successful candidate will demonstrate strong team building, communication skills, warmth and empathy. They will have a high level of organisational and interpersonal skills, be committed to maintaining the nurturing and supportive ethos of the school, and be an enthusiastic, caring and positive role model within the School community.

## GENERAL SKILLS REQUIRED

Excellent interpersonal skills, with the ability to relate well to people on all levels, and to show ambition for the School and its direction

Ability to work effectively as a member of a team, and to work independently while juggling multiple priorities

First class organisational and administrative skills with the ability to remain calm under pressure and to work to tight deadlines

Excellent written and spoken English

## PERSON SPECIFICATION

**It is highly desirable that applicants have the following attributes:**

## EDUCATION & QUALIFICATIONS

An excellent level of education, including but not restricted to a degree or equivalent

## SKILLS & ABILITIES

Meticulous attention to detail

Ability to maintain confidentiality and handle sensitive information

Experience of handling data

Strong IT skills

## EXPERIENCE & KNOWLEDGE

Experience of working in a busy administrative role

Experience of working in the fundraising or the charity sector

Knowledge of Raiser's Edge

## OTHER

Personal integrity, honesty, energy, stamina and enthusiasm

A sensitivity to the needs of young people and a commitment to their support, care and nurture

Ability to maintain strict confidentiality

Enthusiastic, and self-motivated to get the job done to the highest standards

# EQUALITY, DIVERSITY & INCLUSIVITY



North London Collegiate School condemns unequivocally discrimination and inequality in all its forms.

Our School was founded on the principles of respect and compassion, service to others, and active, positive participation in society and the wider world. We cannot change the past, but we must learn from it. It is not sufficient to say that we are not racist – we must be actively anti-racist in our actions, policies and educational delivery. As a school, we are proud of our heritage of supporting, embracing and celebrating all the members of our community, as exemplified in our School Aims.

We recognise and celebrate the benefits of having a diverse school community, in which individuals value themselves, one another, and the different contributions that everyone can make to the school, our wider community and the world.

Our students are taught to value and respect themselves and others as they work hard to prepare to take leading roles in our future society.

In the provision of equal opportunities, the School recognises and accepts its responsibilities under the law and opposes discrimination based on the protected characteristics under the Equality Act 2010. We oppose all bullying and unlawful discrimination on the basis that a person

has a special educational need or learning difficulty, or because English is an additional language. We are committed to being an equal opportunities education provider, and to equality of opportunity for all members of our school community.

North London Collegiate School aims to ensure that all policies and practices conform with the principle of equal opportunities and comply with the public sector equality duty set out in section 149 of the Equality Act 2010.

We will tackle inappropriate attitudes and practices through our staff leading by example, through the Personal, Social and Health Education (PSHE) programme, through our supportive school culture and through our school's policies. Our teaching will reflect the diverse nature of our modern world and we will seek through our extracurricular activities, partnerships and School societies to challenge inequality and inequity, promulgate fairness and equality for all and to celebrate the differences that make us all unique and valuable members of society.

We believe that our School community is an agent for change in the world, and we continue to seek to ensure that more generations of young people leave North London Collegiate School empowered and enabled to take the next steps forward in their education and lives for their own benefit and for the good of society as a whole.

# TERMS, CONDITIONS & BENEFITS

## KEY DATES

### Closing date for applications:

Monday 12<sup>th</sup> May at 7.00am

### Interview Date:

Friday 16<sup>th</sup> May

### Start Date:

Required as soon as possible

## LOCATION

NLCS is a short walk from Canons Park and Stanmore stations.

Staff arriving at Edgware Station on the Northern Line can use our free Station Shuttlebus service.

For further information please visit our Travelling to School page [HERE](#).

## SALARY

Highly competitive salary, paid according to experience and qualifications.

## ANNUAL LEAVE

A generous annual leave allowance of 33 days for full time staff (3 days to be taken at Christmas).

## PENSION

Staff are eligible to join the Support Staff Pension Scheme.

## MEALS

A free lunch is available for all staff during term time. Thomas Franks, our dedicated caterer, accommodates all dietary requirements.

## FLEXIBILITY

Where the job allows, full time staff can apply to work from home for up to 2 days per week. We also offer condensed working during the school holidays.

## EYE CARE SCHEME

NLCS contributes towards eye care costs.

## CYCLE TO WORK SCHEME

The School is a member of the Cycle to Work Scheme, which allows staff to make Tax and National Insurance savings when purchasing a bicycle.

## CANONS SPORTS CENTRE

Canons Sports Centre is located in the beautifully landscaped grounds of NLCS.

Staff have free access to the Sports Facilities at designated times. This includes the Fitness Studios, Swimming Pool and Multi-Purpose Sports Hall.

## PERFORMING ARTS CENTRE

Our Performing Arts Centre which has a 350-seat theatre holds up to 40 productions and concerts each year.

Tickets are available to staff with the majority of performances being free or at a discounted price.

## FEE REMISSION

Staff are eligible for 60% fee remission for up to two daughters that meet the entrance criteria. The remission is pro-rated for part time staff.

## HEALTH CARE SCHEME

Staff are eligible to be part of a discounted health insurance scheme.

## SAFEGUARDING

NLCS is committed to safeguarding and promoting the welfare of young people and expects all members of all staff to share this commitment.

Applicants must declare any criminal convictions as the post is exempt under the Rehabilitation of Offenders Act 1974.

Appointments will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service and references from previous employers.

We are an Equal Opportunities employer.



