



IPSWICH SCHOOL

DEVELOPMENT ADMINISTRATOR

Part time, 39 weeks per year

Required as soon as possible

THE SCHOOL

Founded during the fourteenth century, Ipswich School is one of the foremost independent schools in East Anglia. It has more than 1,080 pupils aged between 3 months and 19 and is co-educational throughout. The most recent Inspection of the Senior School rated it as *Excellent* in all categories, a judgement of which we are very proud. The School operates a 5-day week, with representative sports played during the week and on Saturdays.

Find out more about us by visiting our website: www.ipswich.school.

IPSWICH SCHOOL DEVELOPMENT OFFICE

The Development Office was established in 2006 to work with the School's communities, including Old Ipswichians (OIs) and current and former parents, to encourage support for Ipswich School through events, volunteering and financial support.

Enjoying an Ipswich School education can be a life-changing experience and one which in a perfect world we would like to be available to all, irrespective of means. Every year, a number of pupils whose parents would not otherwise be able to afford the fees, come to the School through our bursary scheme. This is made possible by the generosity of past pupils (Old Ipswichians), parents and other benefactors. We are seeking to widen access to the School by increasing the number of bursaries available. In addition, we seek funding for capital projects as required.

Find out more about our alumni by visiting <https://www.ipswich.school/old-ipswichians/>

KEY RELATIONSHIPS

The Development Administrator is an important member of the Development Office. Reporting to the Development and Alumni Relations Manager, you will work closely with them and with the estates, catering and reprographics departments on occasion, as well as the Friends of Ipswich School and the Old Ipswichian Club. You will work part time in term time throughout the year.

This role is pivotal to the smooth running of the department in maintaining good records, excellent administration and timely and thoughtful correspondence.

MAIN DUTIES AND RESPONSIBILITIES

Database Management and Administration

- Work with the other members of the team to ensure that database records are accurately and effectively maintained with information received in response to general enquiries, death notices, updated forms, events, research and other correspondence.

- Create and run queries and produce data exports and reports for the purposes of assisting with communications, publications, fundraising, events and budget planning.
- Manage the gift aid process, including keeping records and submitting applications once every quarter.
- Keep up to date with relevant data protection guidance, the General Data Protection Regulations (GDPR) and any guidance from the Fundraising Regulator, the ICO and the Charity Commission, and work closely with the Development team to ensure all Development Office activities comply with data protection law and the School's privacy policies.
- You will be responsible for the timely and appropriate administration of obituaries through the portal, email, OI Journal, website and any other relevant media.
- Lead on banking and finance administration for the department with accurate record keeping.
- Support with production of some printed materials as needed.

Research and Assistance

- Carry out research for development team colleagues as required and requested.
- Assist the other members of the development team where needed.
- Support the Development and Alumni Relations Manager to deliver and organise events when required.
- Support the Development and Alumni Relations Manager to produce relevant information for events and help promote the events through the appropriate channels when required.
- Assist the Development and Alumni Relations Manager with the facilitation and distribution of the OI Journal.
- Help to facilitate email and postal communications to the Ipswich School community as needed.
- Help with the administration of new OIs (including former staff) into the database.
- Work with the members of the team to produce regular database and donor analytics on events and donations.
- Support the Development and Alumni Relations Manager to manage the OI social media accounts.
- Help to create work processes and how to's for the Development team
- Assist with website administration.
- Support Development team with proofreading of communications.

This list is not exhaustive and duties may be changed or added to as determined from time to time. The Development Administrator may be required to help with any aspect of the operation of the Development Office and will be expected to show flexibility in accordance with the needs of the Department.

PERSON SPECIFICATION

Initiative, flexibility and excellent organisational skills are pre-requisites for this post, together with a proactive, confident and positive approach to being asked to undertake a variety of tasks. You will be able to interact easily with staff, parents, former and current pupils, and will have:

ESSENTIAL

- Experience of managing a database (the Development Office uses Toucan Tech, and training will be given as necessary).
- Good literacy, numeracy and communication skills.
- Good interpersonal skills.
- Attention to detail and accuracy.
- Good keyboarding/ICT skills, including MS Word and Excel, including the production and maintenance of spreadsheets, graphs, pivot tables and the ability to mail-merge.
- A good understanding of financial record keeping.
- Experience of managing social media accounts, in particular Facebook, Instagram and LinkedIn.
- Ability to maintain strict confidentiality.
- Highly organised with exemplary workload management skills.
- Self-motivated with a positive attitude.
- Ability to work both independently and as part of a team and at times, under pressure.

- Ability to think innovatively, creatively and analytically.
- A commitment to excellence and the highest standards of professional conduct.
- Ability to be resilient and work dynamically in accordance with the changing needs of the department.

DESIRABLE

- A clear interest in the field of Development and alumni relations.
- Past experience working in administration in a school environment.
- Experience in event management.

HOURS OF WORK, SALARY AND BENEFITS

- This is a part-time, permanent post, subject to the completion of a 6-month probationary period.
- The hours of work will be 15 per week during state school term time (39 weeks per annum) – days and times to be agreed with the Development and Alumni Relations Manager (with a 30 minute break for lunch each day). There is the opportunity for some flexibility around when these hours are worked each week, and this can be discussed further at interview.
- Please note you are always expected to work your normal hours on the two days prior to the start of the Michaelmas (Autumn) term each year, and on the INSET day (currently in February each year). These days are staff INSET days for training and development activities and they are included in the definition of Ipswich School term time.
- The starting pay for this post is £8,200 per annum, which includes statutory holiday pay in accordance with the Working Time Regulations. Annual leave may only be taken outside of the 39 weeks work required in this post.
- You may be required to work outside of normal office hours to assist with events. In these circumstances overtime is not payable, but 'time off in lieu' for hours worked outside of the working hours can be taken with prior agreement of the Development and Alumni Relations Manager.
- Salaries are paid monthly in arrears by BACS on the last working day of each month and are reviewed annually.
- After 3 months' service and/or in line with workplace pension legislation, you will be entitled to join a defined contribution pension scheme, which includes life cover.
- You will have access to Smarthealth, the School's wellbeing app for staff which offers 24/7 GP access and mental health support.
- Free lunch is provided in the Dining Hall during term time when you are on duty and staff are able to use the School's swimming pool and fitness gym (in compliance with appropriate rules and regulations).
- The School runs an appraisal scheme for its support staff to assist in the review and development of their role and the post holder will participate in this scheme.

CLOSING DATE AND INTERVIEW ARRANGEMENTS

Completed application forms should be returned **by 10am on Monday 28 July 2025** to the Director of HR, Ipswich School, 25 Henley Road, Ipswich, IPI 3SG. You can also email your application to hr@ipswich.school

Please note that interviews for shortlisted candidates are likely to take place on **Wednesday 30th or Thursday 31st July 2025**.

Please advise us of any special requirements you may have if you are called for interview. If your special requirements mean that you need to submit this application in a different format please contact us.

PLEASE NOTE

- Ipswich School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Applicants must be willing to undergo child protection

screening, including checks with past employers and the Disclosure and Barring Service. Having a criminal record will not necessarily be a bar to obtaining the position. The Ipswich School policy on the recruitment of ex-offenders and the Code of Practice relating to the Disclosure and Barring Service are available on request.

- Ipswich School's employees are responsible for promoting and safeguarding the welfare of children and young people they are responsible for, or come into contact with. The post holder must adhere to and ensure compliance with the School's Safeguarding Children Policy at all times. If, in the course of carrying out his/her duties, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School he/she must report any concerns to the School's Designated Safeguarding Lead.
- Ipswich School's employees are expected to attend training in safeguarding children as directed.
- Applicants are advised that in the interests of the health and safety of all its pupils and employees, Ipswich School operates a No Smoking Policy and employees are expected to comply with the statutory restriction on smoking in public places.

July 2025