



**MAGDALEN COLLEGE SCHOOL**  
INDEPENDENT DAY SCHOOL FOR BOYS 7 - 18 AND SIXTH FORM GIRLS



## **INFORMATION PACK**

**Head of Development Services**

**Full-time, all-year round**

Closing date: Midday, Thursday 6<sup>th</sup> June

Interview date: Tuesday 11<sup>th</sup> June

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## Introduction from the Master, Helen Pike

The Waynflete Office makes a key contribution to life at MCS, and to its present and future flourishing. We are proud that the Office is held in high regard, and that our recent fundraising campaign is one of the most successful in the education sector in the UK. All our former pupils become Old Waynfletes on leaving the School, and they form part of a wide community to which the School contributes and from which it draws strength.

Magdalen College School is a remarkable place. We are now well into our sixth century, and our former pupils include scholars, war heroes, musicians, Olympians, two Nobel Prize laureates, a Hollywood film director, and a saint. Our success in public examinations, in securing places at top universities, and in an astonishing array of extra-curricular pursuits ensures that we continue this proud tradition. We do so by nurturing the individual potential of each of our pupils, and above all we believe that learning is as fun as it is fulfilling.



Magdalen College School was founded in 1480 by William of Waynflete: schoolmaster, bishop of Winchester and Lord Chancellor of England. Being of humble origins, Waynflete was determined that others of ability should be given the opportunity to learn, to serve and to prosper as he did. And so MCS offers a transformative education in our global university city, the community to which we contribute.

We attract and retain the best staff and MCS is a stimulating, welcoming and thriving environment in which both to learn and to work.

A lot happens at MCS. The various sections of our website ([www.mcsoxford.org](http://www.mcsoxford.org)) including the recent [News](#) will give you an impression of our school.

Thank you for your interest.

*H. C. Pike*

## **HEAD OF DEVELOPMENT SERVICES**

### **General Information**

#### **The School**

Magdalen College School, founded in 1480 by William of Waynflete, is one of the country's leading independent day schools. It is situated in an enviable location at the heart of Oxford beside the River Cherwell.

#### **About the Waynflete Office**

The Waynflete Office plays a vital role, nurturing strong links between the school and external audiences including alumni, parents, past parents and local communities in Oxford. These links are key to the mission of the school, particularly through volunteer and financial support and in enhancing the reputation of the school.

The Office is delivering a highly successful fundraising programme, most notably to support the new Sixth Form Centre. The campaign, which has raised almost £3 million, has also led the school to introduce a number of new activities to support relationships with its wider communities. These include a fortnightly alumni newsletter in addition to termly print newsletters, *The Bridge* (our annual alumni magazine), an annual Benefactors' Garden Party, as well as a programme of alumni events in Oxford and also recently in London, Cambridge and New York, an annual report to show the impact of support for MCS, and a legacy society.

The Waynflete Office comprises five staff and a senior member of the teaching staff, Alan Cooper, on alumni relations activity. The staff are Susie Baker, Director of the Waynflete Office, Head of Development Services, Senior Development Manager, the Communications and Events Officer, and the Data Insight and Research Officer. The staff work closely with the school's senior team, and the Master in particular, on an ambitious programme of fundraising, alumni relations, and external relations.

The wider staff reporting to the Director of the Waynflete Office include the school's specialist archives staff who have the important responsibility of enhancing the role and collections of the school Archive.





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## **The Role**

The Head of Development Services is an important post within the Waynflete Office. The postholder is the hub for the activity of this busy and ambitious Office, with particular responsibility for the administration of office systems and the use of the database.

**Reporting to: Director of the Waynflete Office**

**The main duties of the role will include, but not be restricted to:**

**Management, communications and stewardship**

- Act as the hub for all the activities of the Waynflete Office to ensure all audiences are stewarded well through the co-ordination of an extensive range of activities including events, communications and engagement with school activities and achievements
- Line management of the Communications and Events Officer and the Data Insight and Research Officer
- Oversee the planning and manage the Communications and Events Officer in the delivery of the events programme of at least 25 events each year in MCS, Oxford and other major locations, including overseas
- Manage the stewardship efforts for conveying appreciation and recognition to donors, including acknowledgment and recording recognition preferences
- Manage the Communications and Events Officer in the delivery of the website content, the e-newsletter for OWs and Friends and social media channels including Facebook, LinkedIn and Twitter
- Co-ordinate the production and distribution of publications, using freelance staff where necessary, to include the Bridge, Donor Report, fundraising brochures, leaflets and other publications

**Data**

- Lead on all database administration functions, including database maintenance, security setup, quality control audits and the accurate inputting of constituent information. Lead on maximising the use of Raiser's Edge NXT and on the creation of a continuously updated manual of procedures
- Work closely with MCS IT and third party suppliers to resolve any software issues, upgrades or policy changes, including use of and supervision of IT consultants when technical issues are not supported by in-house team



- Provide regular reports on fundraising activities, performance and forecasts as appropriate, for inclusion with Governors and all published reports, working with the Director of the Waynflete Office
- Ensure the Data Insight and Research Officer establishes systems to ensure that all reporting requirements of trusts, foundations and others are managed in an automated way through the database
- Manage data imports and exports in order to enable the Data Insight and Research Officer to import information from iSAMS, parents' survey, Leavers' surveys, Personal Information surveys and undertake duplicate record merging and clean-up tasks
- Develop the query tools and audience segmentation to be able to direct the Data Research Officer in data selections for mass email and postal communications, including secure uploads
- Act as the lead on data storage and management for the team, keeping an accurate and up-to-date record of any software or regulatory changes especially compliance with GDPR
- Offer the Director support on new aspects of 'moves management' through development of RE NXT

### **Financial Administration**

- Manage the successful delivery of payment platforms, including the use of credit cards, fortnightly bank liaison for direct debit payments and use of Blackbaud Merchant Services
- Train and ensure that the Data Research Officer and the staff of the Bursary are able to deputise in the use of all financial systems
- Manage the recording of all gifts on constituent records with accurate coding of accounts, Gift Aid, pledges and pledges fulfilled
- Oversee processing and claiming Gift Aid with the Finance Director
- Liaise with Bursary to check receipts, fund allocations and financial expenditure of the Waynflete Office
- Lead on financial reporting for international partners such as BSUF, CAF American Donors and CAF Canada
- Ensure annual stock-take and reconciliation takes place, including accurate transfers to donations accounts of profits



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### **Administration**

- Champion the school's mission, maintaining the highest standards of professionalism and integrity
- Support the Director of the Waynflete Office in the development of wider office systems and protocols
- Prepare the agenda for Waynflete Office meetings to also include the Archive posts and other colleagues whose activities intersect

### **Person specification**

#### **Essential**

- Educated to degree level or equivalent
- Excellent understanding of data administration and familiarity with modern database and related systems. High level of computer literacy, including Microsoft Word and Excel
- Demonstrable experience of managing projects
- Ability to work independently and to organise and prioritise own work, based on a thorough understanding and knowledge of wider office activities
- Excellent interpersonal skills; demonstrable creative and problem solving skills
- Able communicator in person and in written form
- An analytical mindset and superb attention to detail. The ability to switch between details and bigger impact of the collective details
- Appreciation and interest in the contribution that fundraising makes to the mission of Magdalen College School
- Appreciation of education and fully supportive of Magdalen College School
- A willingness to support colleagues and contribute to a happy and productive working environment in a fast-paced school



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- Awareness that the school environment requires particular regard to safety checks and procedures, which must be observed
- Adherence to policies of confidentiality and data protection

### **Desirable**

- Minimum of 3 years management experience, demonstrating the ability to lead a team
- Knowledge of fundraising and data analysis
- Knowledge of and prior use of Raiser's Edge
- Knowledge and experience of the education sector

### **Application process**

The application form for Support Staff is available from the Job Vacancies link on our website. To access, [click here](#). This should be emailed with a covering letter and full CV to the Recruitment Officer, Mrs Sarah Hunter ([applications@mcsoxford.org](mailto:applications@mcsoxford.org)), by Midday, Thursday June 6<sup>th</sup>. **We anticipate holding interviews on Tuesday June 11<sup>th</sup>. Please state in your application if you are able to make this date. We reserve the right to change the interview date if necessary.**

References may be taken up in advance, although this does not necessarily mean that a candidate will be called for interview. If you do not wish references to be called for at this stage, please make that clear on the reference section of the application form.

### **Safeguarding Policy**

Magdalen College School is committed to the safeguarding of pupils, and any offer of employment will be subject to an enhanced DBS disclosure, the receipt of satisfactory references and the school's pre-employment medical questionnaire, plus sight of relevant original ID.

### **Hours of Work and terms of employment**

This support role within the school is a full-time appointment with normal working hours of 8.15 a.m. to 5.00 p.m. Monday to Friday. It is not a term-time only role, therefore, applicants will be expected to work all year round. The post will involve some evening and weekend work. Although overtime is not available, reasonable time off in lieu will be given.

The salary on offer is £45,000 per annum.





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### **Pension**

Non-teaching staff are automatically enrolled in the School's contributory Group Pension Scheme. This is a defined contribution pension scheme into which the employee contributes 5% of gross salary and the employer contributes 10%.

### **Other Benefits**

The Waynflete Office is an active participant in professional organisations, so personal development activities are available. MCS staff can attend a large range of events at the Oxford Festival of the Arts free of charge.

All staff are entitled to the use of school sports facilities when available. A free lunch (when on duty) is provided in the Dining Hall during term time.

Please note that MCS is an inner-city school, with limited parking. Candidates who have been offered a post will be invited to make representations in the preceding Trinity Term to the Usher (Senior Deputy Head) for a parking space.

If you have any questions or require additional information, please contact the Director of the Waynflete Office, Mrs Susie Baker, [sbaker@mcsoxford.org](mailto:sbaker@mcsoxford.org)

*TRINITY 2019*