QUEEN ELIZABETH'S
WAKEFIELD











DEVELOPMENT OFFICER

Information for Candidates

November 2026

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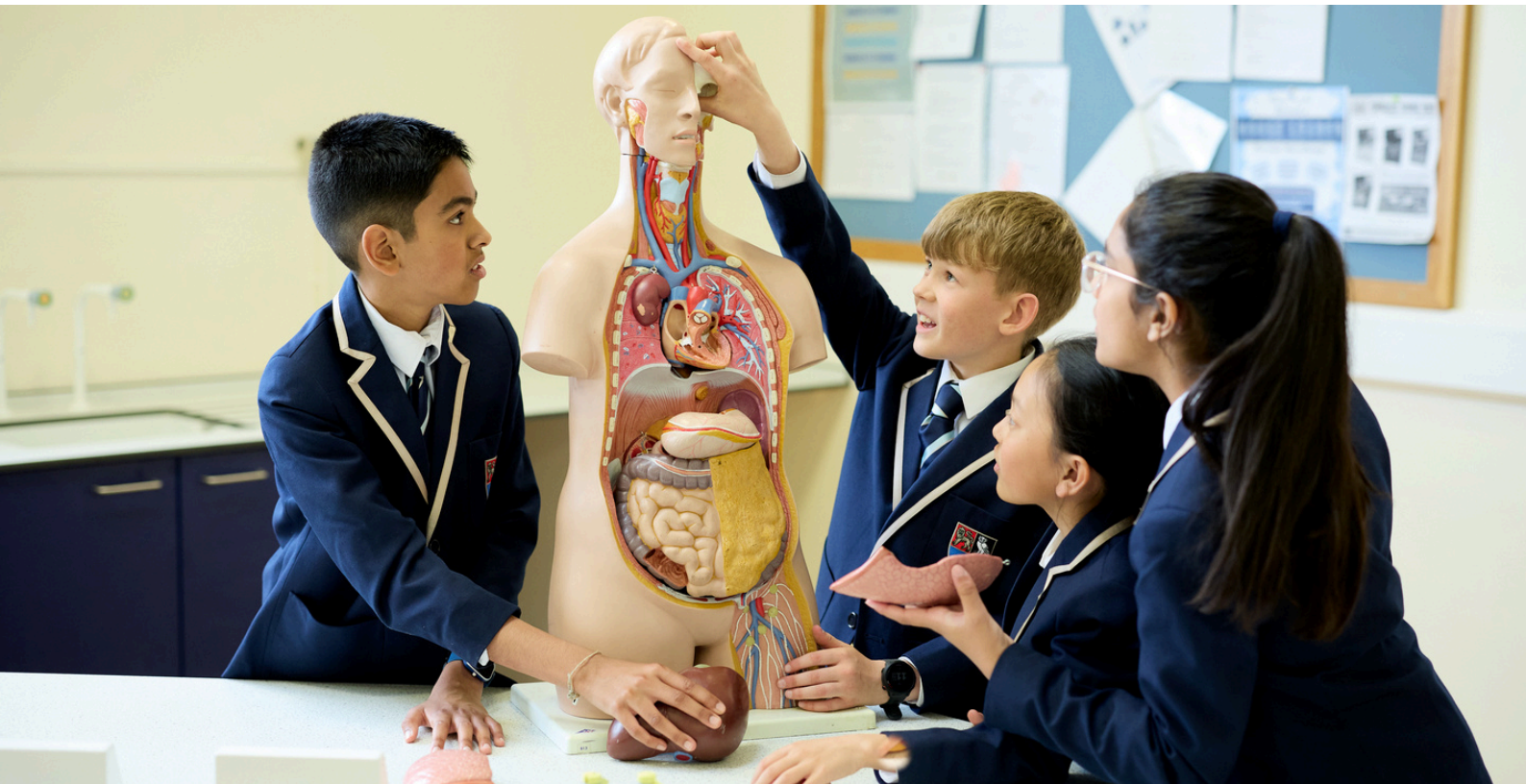
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For further information about the Foundation please visit the website at https://queen-elizabeths.school/



QUEEN ELIZABETH'S
WAKEFIELD

Welcome from the Executive Head

In September 2026 the three schools of the Wakefield Grammar School Foundation merged together to create Queen Elizabeth's School, a single Co-Educational Diamond model school for pupils aged 3-18. This is an exciting point in our long history.

At Queen Elizabeth's School we believe in the transformative power of an independent education.

Queen Elizabeth's is about developing inspirational learning environments which nurture the distinctive learning needs of boys and girls. It's about encouraging each individual to look outwards as well as inwards as they begin their journey to becoming everything they want to be. It's about building confidence, developing lifelong friendships and providing the foundations for happy, worthwhile and lasting achievement. It's about encouraging hearts and minds and developing a lifelong love of learning. It's about growing each pupil's unique capabilities and instilling a sense that anyone can achieve anything they put their minds to. It's about understanding that enjoying true success in life is not just about academic achievement but developing a keen sense of social responsibility and making a difference in the world.



The success of our School is thanks to the creative, talented and forward-thinking colleagues who work within our teams. We offer a supportive and collaborative environment where your contributions will make a real difference, and enable you to explore career opportunities that offer professional development, competitive benefits, and the chance to be part of something truly special.

I encourage you to take a look at our School's websites for further information, and if you feel you could help our excellent staff team to grow, we look forward to receiving your application.

Richard Brookes

Executive Head

QUEEN ELIZABETH'S
WAKEFIELD

About Queen Elizabeth's

Queen Elizabeth's School, Wakefield is a diamond model school that combines the benefits of single-sex academic focus, historically delivered at Queen Elizabeth Grammar School (QEGS), Wakefield Girls' High School, and Wakefield Grammar Pre-Preparatory School, with the broader experience of co-education.

Passionate teachers deliver extraordinary learning experiences in welcoming, stimulating environments with excellent facilities. The school offers a balanced curriculum, combining traditional and more modern subjects, which successfully prepares pupils to enter the best universities, apprenticeships or the workplace. This excellence in teaching and learning is evidenced by outstanding outcomes at GCSE and A-Level, with the majority of leavers securing entry to their first-choice universities, including Oxbridge and Russell Group.

Queen Elizabeth's complements outstanding academic outcomes with a full range of co-curricular activities for pupils of all ages to take advantage of, including art, sport, and musical and dramatic performance.



The Role

The Development Officer works directly with the Development Director to deliver the organisation's alumni relations and fundraising strategy. Serving as a primary point of contact for the Foundation, the postholder is responsible for building and maintaining strong, lasting relationships with alumni, Friends, and the broader school community to grow engagement and support.

In collaboration with the Development Director, you will lead the creation and execution of an annual events programme and a diverse range of volunteer opportunities designed to engage all groups across the community.

You will actively support the development and implementation of fundraising initiatives to generate philanthropic income across the Foundation, including regular giving campaigns, annual funds, and giving days.

You will also liaise across the wider Foundation to ensure the seamless coordination and dissemination of alumni information, maintain accurate donor and alumni records, and oversee the day to day administration of the Development Office while nurturing positive relationships with both internal and external stakeholders.

Further details and an application form can be obtained from the recruitment section of our website https://queen-elizabeths.school/join-our-team or by emailing the HR Department at hr@queen-elizabeths.school



Job Description

Reporting to:
Director of Development

Liaises with:
Marketing teams, external and internal stakeholders, alumni and supporters of the Foundation

Purpose of the role:

- Grow engagement and support from our alumni community, through the creation and delivery of an engaging events programme and range of volunteer opportunities.
- The Development Officer will work with the Development Director on the delivery of the organisational alumni relations and fundraising strategy, working closely with the Development Director on the creation of a range of engaging fundraising initiatives to help raise philanthropic income across the foundation.
- Support the day to day administration of the Development Office, assisting with the development and maintenance of active and productive relationships with a range of internal and external stakeholders.

Key Responsibilities :

Alumni Relations

- Build and maintain strong relationships with alumni and the wider community, acting as the first point of contact for the department
- Liaise with the wider Foundation to ensure dissemination and co-ordination of information on alumni and fundraising.
- Development of a range of volunteering opportunities for alumni, liaising with teaching and careers staff to identify opportunities and determine suitable alumni for the programme.
- Working to establish a flow of communication with school leavers and younger alumni (through university and beyond) to develop a pipeline of volunteers and supporters.

Events and Communications

- In collaboration with the Development Director, lead on the development and creation of an annual plan of events to engage with our alumni community.
- Responsibility for logistical event arrangements, including booking of rooms and catering, production of printed programmes, badges, menus, table plans and any other support that may be required.
- Creation of content, invitations and updates to supporters, donors and alumni including our alumni website, newsletters, social media posts and emails.

Fundraising

- Assist the Development Director in developing and implementing fundraising initiatives, including the development of regular giving opportunities, annual funds, giving days.
- Identification of potential supporters via engagement at events and networking.
- Keep development and fundraising materials and collateral up to date.
- Remain well informed on developments in fundraising practice.

Database Management

- Manage the alumni database to ensure that the records for alumni, donors, parents, staff, and other supporters, are kept up to date and maintained accurately and efficiently.
- Maintain data standards, including adherence to the Data Protection Act and any other statutory requirements.

Other

- Understand that attendance at events and meetings will require some evening and weekend working.
- Undertake any other duties as commensurate with the role, as agreed with the Development Director

General

- To be aware of and understand the role that all staff have in relation to the safeguarding of pupils and to comply with policies and procedures relating to Safeguarding and Child Protection, reporting all concerns to the Designated Safeguarding Lead.
- To comply with policies and procedures relating to health and safety, security, confidentiality and data protection/GDPR, reporting all concerns to the appropriate person.
- Contribute to the overall ethos of Wakefield Grammar School Foundation.
- Attend relevant staff meetings or other meetings as required.
- Attend staff training, staff meetings and additional events, e.g. parents evening; as required (including where these may fall on non-contracted days).
- Any other duties that may be reasonably required within the grade and scope of the role.



Person Specification

The following person specification indicates areas of experience, knowledge and understanding, skills, qualifications and behaviours. These will all be measured by application form, interview or certification.

Requirement	Tested on Application, Interview or Test
Experience	
An understanding of the role of alumni relations and fundraising within the Independent School sector.	**A**
Experience of planning, delivering, and monitoring high quality events	**A**
Experience of maintaining successful relationships with institutional stakeholders, including but not limited to volunteers, donors and potential donors	
Experience of writing and presenting information e.g. reports and articles using appropriate language and tone	**A/I**
Experience of working in the Independent Education sector(preferable)	**A**
Experience of working in the Fundraising sector (preferable)	**A**
Knowledge	
Knowledge of donor CRM software (preferable)	**A/I**
Good working knowledge of common ICT applications	**A/I**
Skills	
Excellent interpersonal skills and the ability to build relationships with a variety of stakeholders	**I**
First class organisational and administrative skills, with the ability to remain calm under pressure and work to tight deadlines, managing competing priorities	**I**
Excellent written and oral communication skills and meticulous attention to detail	**A/I**
Ability to maintain discretion and deal with confidential matters	**I**
Able to attend evening and weekend events, as required by the post	**A/I**
Behaviours	
Commitment to personal development and lifelong learning	**I**
A team player with the ability to work independently	**I**
Qualifications	
University Graduate or equivalent professional experience	**A**
Membership of The Institute of Development Professionals in Education (IDPE), Institute of Fundraising (IoF) or similar (preferable)	**A**

Safeguarding Children
In accordance with the school's commitment to adhere to the Department for Education's Keeping Children Safe in Education and all other relevant guidance and legislation in respect of safeguarding children, the School Registrar will be required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the school.

Data Protection
During the course of employment, the School Registrar will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 2018 and properly applied to pupil, staff and school business/information.

Terms of Appointment

Contract
Permanent

Appointment date
As soon as possible

Hours of work
37.5

Working weeks
52 (All Year Round)

Salary
Support Scale S5 £31,388

Pension Scheme
We offer a money purchase pension scheme on commencing employment. Contribution rates are currently 3.75% for the employee and 8% for the employer, based upon gross salary, with an option to increase up to 5.25% and 11% respectively.

Safeguarding Checks
WGSF is committed to safeguarding and promoting the welfare of children and young people.

Pre-Employment Checks
An offer of employment is subject to the receipt of 2 references considered satisfactory to WGSF; a satisfactory DBS (Disclosure and Barring service) check; evidence of eligibility to work in the UK; Prohibition from Management check (If applicable); relevant qualifications and a satisfactory health questionnaire.

Lunches
Free school lunches (term time only).

Other Benefits
- Access to our free 24 hour Employee Assistance Programme
- Cycle Scheme
- Simply Health (Cash back hospital plan)
- Use of free on site gym facilities
- Family Friendly policies
- Access to an extensive CPD program and opportunities across The Wakefield Grammar School Foundation

Fee Remission
Foundation staff are eligible for a discount on the fees in respect of their children attending Foundation schools (subject to Foundation policy). Fee Remission is pro-rata for part time/term time employees.



How to apply

The closing date for applications is Sunday 29th November 2026

Interviews will be held week commencing 7th December 2026

Further details and an application form can be obtained from our website: https://queen-elizabeths.school/join-our-team or by contacting the HR department at hr@queen-elizabeths.school

Applications by CV cannot be accepted.

