



# CHEL TENHAM COLLEGE

## **Development Administrator**

### **The College and The Prep**

The College consists of two inter-dependent fee-paying schools within a single executive structure. The Senior School (pupils from 13 – 18), founded in 1841, is the oldest of the Victorian public schools and is predominantly a boarding school of some 660 pupils, and with the purchase of a new house, is aiming to become 720 pupils within the next few years. College includes a Sixth Form of approximately 300 pupils.

The Prep School is situated on the same campus as Cheltenham College in a beautiful setting with its own sports fields, lake and stunning views of Leckhampton Hill. Originally situated on the main College campus, it moved to its current site in 1908. The Prep is fully co-educational, day and boarding, and takes pupils from 3 to 13, with the majority preparing for Scholarships and Common Entrance for the College. There are approximately 400 pupils.

Both schools are fully co-educational. They have fine academic records and a considerable reputation for sport, drama and music.

### **The role**

The role supports the Development Director and his team in their work raising funds for College in support of key strategic development projects. The Administrator will play a key role in maintaining good records for the team and in ensuring that donors receive excellent customer care.

### **The Appointment**

The appointee will be directly responsible to the Development Director for the efficient organisation and administration of all tasks, will play a key part in building professional and cohesive links with external contacts and will be the first point of contact in many situations.

### **Job Description**

#### **General Administration**

- Act as a first point of contact for internal and external calls to the Development Team
- Maintain the database of donors and key contacts
- Produce management information reports from the database
- Respond to enquiries from regular donors from the Cheltonian Society by email and phone
- Produce and send proactive email contact to regular donors
- Provide a professional, friendly service and develop a warm professional relationship with regular donors who ring in to the team
- Support the Development Director with general administrative tasks such as filing, photocopying and sending bulk mailings

- Assist with researching, compiling and preparing reports
- Support the Development Director to maintain accurate budgets and financial information on donations to produce the monthly financial reports
- Liaise with the Accounts Team to ensure accurate information flow between the teams including reconciling and resolving any queries
- Support the Development Director to prepare regular reports to the Senior Leadership Teams, Heads, Bursar and Council (FRD Committee)
- Provide additional administrative support to the team as required to meet the demands of peak times and key events

### **Person Specification**

- Effective and competent IT Skills (Word, Excel, Powerpoint)
- Excellent administrative skills
- Work on own initiative
- Forward-planning skills
- Be able to work under pressure, meet deadlines and multi-task
- Strong interpersonal skills, with outstanding verbal and written communication proficiency
- Creative and adaptive ability to write for different audiences
- A high level of personal organisation and a pro-active approach to problem solving

### **Terms and Conditions**

- Hours of work will be 37.5 per week
- Term-time only + six additional weeks in the holidays (39 weeks in total)
- Salary £19,000-22,000 – (pro rata to reflect the part-year working weeks)
- Pension Scheme (after satisfactory completion of probation scheme)
- Members of staff can use the College sports' facilities (at staff allocated times)
- School lunch during term time
- Subsidised health scheme membership (Benenden)

**June 2019**