



QUEEN MARY'S GRAMMAR SCHOOL

Academic in purpose - Generous in approach - Enterprising in spirit - International in outlook



Information Pack

Alumni and Fundraising Development Officer

37 hours per week, Term Time

Permanent

Required from June 2024

Queen Mary's Grammar School
Sutton Road,
Walsall,
WS1 2PG

01922 720696



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Welcome



Queen Mary's Grammar School was founded in 1554 by Mary Tudor. We have been shaped by our past and are proud of our traditions, but we are also confident of an exciting future as we help to shape the new educational landscape with our partners in the Mercian Trust.

Queen Mary's is an academically selective school. It is our aim to support pupils to achieve their full academic potential. We value the life of the mind and want to pass on a love of learning.

Outside the classroom, we offer a range of life-enriching opportunities: time at our Field Centre in Wales; membership of our thriving Combined Cadet Force; individual and team sports; foreign exchanges and travel; participation in music, debating and public speaking and many other activities. We believe that achievement and enjoyment go hand in hand.

We equip our pupils to meet the challenges of a rapidly changing world. Most choose to go on to higher education. Through partnership between School, pupil and parents, we aim for the examination success that will open doors to the very best universities and international employers. It is our mission to attain excellence in all that we do.

Our House system celebrates the four pillars of school life at Queen Mary's: an academic focus, an international ethos, an enterprising spirit and a sense of community. We enjoy our social, cultural and ethnic diversity and recognise our many privileges. We are keen to share what we have - experience, expertise, enthusiasm - both with those who live on our doorstep and those from further afield.

To do so is very much in the spirit of our motto *quas dederis solas semper habebis opes*: it is what you give that you will keep as eternal riches.

Richard Langton

Headmaster

About Us

Queen Mary's Grammar School is an invigorating and rewarding place to work: the pupils are intelligent and committed to study; the staff are friendly and forward looking. It is more than just a place of work – it is a thriving community, proud of its past and confident of its future. In March 2023, it was recognised as 'Outstanding' in all areas by Ofsted.

There are currently almost 1400 pupils on roll, including over 450 in the Sixth Form. The School has an outstanding academic record and regularly features at the upper end of the national league tables. In 2023, 69% of GCSE grades were 7-9 (A*/A) and 64% of A Level grades were A*, A or B. We are especially proud of our value-added scores, which regularly place us among the top schools in the country for progress. We do not rest on our laurels, but encourage all our pupils to realise their full potential.

In June 2011, the School converted to Academy status and we have undertaken a series of exciting building projects since then, including a new Sixth Form Centre, science labs and a humanities wing, music and PE refurbishments, extensions to existing English and maths classrooms, as well as a new dining room and reception. We were a founding member of the Mercian Multi Academy Trust (along with five other schools) in January 2018. Over the past few years, we completed projects to add additional capacity through the building of extra science rooms, a humanities block and a sixth form study annexe.

The School encourages an enterprising and international outlook: trips, expeditions and exchanges have gone all over the world in recent years, as well as a wide range of vibrant and formative educational visits and experiences closer to home such as theatre visits, visiting speakers and the mental health ambassadors programme. We are proud to appear in Ross Morrison McGill's recent book *Just Great Teaching*, showcasing our mental health work.

We want our pupils to lead happy and fulfilled lives. Learning here is not just about passing exams, but about enjoying the life of the mind. We also encourage all our pupils to take part in a wide range of enrichment activities in music, sport, the Combined Cadet Force and at our Field Centre on the Afon Mawddach in Southern Snowdonia. We have been named in the Top 100 cricket schools by the *Cricketer Magazine* for the second year in succession.

Our pupils come from diverse backgrounds, but they all thrive on the sense of support, encouragement and care that characterises Queen Mary's.

Benefits of working at Queen Mary's Grammar School

- teach gifted and intelligent students who have a real motivation to succeed
- a thriving and expanding school that achieves examination success, particularly at GCSE level
- professional autonomy in the classroom – you are encouraged to teach in a style that suits you and your subject
- a Headmaster and Senior Leadership Team that operate an open-door policy to support colleagues personally as well as professionally
- we take our mental health seriously, considering workload and staff wellbeing
- a dedicated induction programme for new staff and ECTs to ensure you are supported at whatever stage of your career you join us
- opportunities to play a role in the wider life of the school, including involvement in the CCF, music, debating, drama, coaching of sports teams and other trips and opportunities, such as visits to Farchynys (our Welsh field centre)
- career progression – many of our current middle and senior leaders are “home-grown” promotions from within.

Find out more

You can find out more about our school at <http://www.qmgs.walsall.sch.uk>.

For a flavour of daily life at QM follow us on Twitter at @QMGS1554.

Please contact Rachael Mohan (sixth form operations manager) if you would like to discuss the role further via email;

r.mohan@qmgs.merciantrust.org.uk

The Role

Job Title:	<p>Alumni and fundraising development officer</p> <p>37 hours per week, Term Time</p> <p>NJC scale point 14 – 17. Actual Salary: £23,615 – 24,856 (FTE: £27,334 – 28,770)</p>
<p>Purpose of Job:</p> <p>The postholder plays a key role in managing the alumni network, with a specific emphasis on events and volunteer management, to actively engage alumni and stakeholders with Queen Mary's Grammar School. The goal is to continuously enhance the value and contributions from stakeholders in alignment with Queen Mary's Grammar School's strategic priorities.</p> <p>Ultimately, this role is designed to support the school's strategic plan by delivering philanthropic income and other forms of financial and non-financial support from alumni and other stakeholders. This is achieved by developing and strengthening relationships with important constituents and identifying shared areas of interest and activities to enable lifelong relationships to form.</p> <p>Main responsibilities:</p> <ol style="list-style-type: none"> 1. To work with the Headmaster in developing links with the alumni network through the Queen Mary's Club (QMC) for the purpose of school promotion, school career programme development and fundraising. 2. To assist with other whole school fundraising projects 3. To oversee the financial and administrative function of school donations and the Queen Mary's Association (QMA) as a parental fundraising body within the school. <p>It is expected that the role will be self-funding, as a result of the income brought into the school. This may include funds raised through alumni, grant applications and bequests from former pupils, as well as a contribution towards other fundraising projects.</p>	
<p>JOB DESCRIPTION</p> <p>The duties include:</p> <ul style="list-style-type: none"> • Actively enhance engagement opportunities with former students and other stakeholders. Contribute to development of methods of engaging with alumni and strengthening their relationship with Queen Mary's Grammar School and each other; • Maintenance and continuity of QMC database using Raiser's Edge; leading initiatives to grow and populate the database. • Management of the https://www.qmclub.org/ website, including creating new content; • Use a range of social media channels to engage alumni and other relevant stakeholders, such as Linked-in and Mail Chimp. • Recruitment of upper sixth students to the QMC; Actively contribute to engagement with current students to raise the profile of the QMC and the opportunities afforded by Queen Mary's alumni network. 	

- Assistance with fundraising for specific projects; putting in bids for funds and making Gift Aid claims where appropriate; creating new initiatives for fund raising and bequests.
- Stewardship, retention and recognition of volunteers and donors, ensuring they have a rewarding and impactful experience.
- Liaison with Old Marians, including a quarterly digital 'From All Quarters' update newsletter, creation of regular email campaigns, preparation of the annual Chairman's letter and other social media/website updates;
- Researching the School's Archives for materials to assist in fundraising, events and content creation;
- Management of QMC merchandise, including sales and stock replenishment
- Organisation and set up of the Old Marians' dinner in September of each year (including liaison with the guest speaker, caterers and QMA bar committee);
- Organisation of the annual July Wreath Laying ceremony in London and surrounding activities.
- Organisation of alumni gatherings in Walsall, Birmingham, London and any ad-hoc events as required.
- Liaison with the School's CEIAG co-ordinator to organise alumni careers events and procure former students for the programme. Guiding and supporting volunteers during the careers week.
- Be mindful of the diversity of alumni and stakeholders – promote equality and inclusivity in all activities and processes.
- Planning, promotion, co-ordination and impact evaluation of all events.
- Attending of all QMC committee meetings and preparation of papers for Dinner sub-committee;
- Liaison with the Old Boys' Scholarship Fund (OBSF) arm of the QMC with reference to fundraising and the support of projects;
- Support the Headmaster in shaping and delivering campaigns, supporting key priorities, and monitoring targets. Use stakeholder research and data analysis to make suggestions, monitor performance, and drive future plans and activity.
- Receive, record and reconcile termly donations for the School donations fund; liaison with the Mercian Trust over the transfer and use of such donations;
- Submitting Gift Aid claims to HMRC;
- Treasurer for the QMA, including production of simple accounts and financial records
- Assist with recruitment of QMA volunteers and allocation to committees;
- Oversight of the Charity Commission status of the QMA and management of the bank account;
- Attend QMA management committee and trustee meetings;
- Provision of information for the QMA trustees;
- Being aware of, and complying with, policies and procedures relating to confidentiality and data protection (GDPR), reporting all concerns to an appropriate person;
- Attending and participating in other meetings, as required;
- Co-ordination of activities, when required, across the Mercian Multi Academy Trust;
- Contributing to the overall ethos of the School;
- Carrying out any other duties as may reasonably be requested by the Headmaster, other members of the Senior Leadership Team or the Head of Sixth Form.

PERSON SPECIFICATION

Preferred skills, personal attributes or experience

- Excellent communication skills (oral and written)
- Ability to build rapport and effective professional relationships with a wide range of audiences from diverse backgrounds and all walks of life.
- Experience of fundraising and engagement with stakeholders would be an advantage;
- Ability to work constructively as part of a team;
- Experience of database management (knowledge of the Blackbaud software package is desirable, but not essential);
- Experience of planning, delivering, and monitoring events.
- Exceptional organisational and planning skills, suitable for the oversight of large events;
- Proven ability to think strategically and creatively; openness to new ideas and ability to identify problems and suggest solutions where necessary. Identify ways of improving effectiveness.
- Ability to work independently to drive and take ownership of projects.
- Excellent public presentation skills;
- Good numeracy and literacy; familiarity with ICT including Microsoft Office;
- Working knowledge of accounting principles and practices;
- Able to multi-task and adapt to changing priorities.
- Ability to react positively and remain calm under pressure.

NB You must be suitable to work with children. This job is subject to an Enhanced Disclosure.

Closing Date: Friday 10 May 2024 – 9:00am

Interviews: W/C Monday 13 May 2024

Queen Mary's Grammar School is committed to safeguarding and promoting the welfare of children and young people and all applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. Safeguarding and Safer Recruitment Policies can be found on our website.

The Mercian Trust

Queen Mary's Grammar School is a Founder Academy of the Mercian Multi-Academy Trust. According to the National Schools Commissioner, Sir David Carter, MATs exist:

- to secure school improvement and develop people
- to encourage good governance and proper risk management
- to secure the financial health of all its academies.

We sign up to those ambitions. In our MAT, the Mercian Trust, we choose to pursue life to the full in the business of education.

We are convinced that we are stronger together. The Mercian Trust is already helping to shape the educational landscape in exciting ways. We welcome you to be part of that story.

The members of The Mercian Trust are: Aldridge School, The Ladder School, Queen Mary's Grammar School, Queen Mary's High School, Shire Oak Academy, Walsall Studio School, Q3 Langley, Q3 Great Barr, Q3 Tipton

Our schools prepare pupils to live life to the full by equipping them to realise their full potential as learners; to thrive in the world of work; and to make a positive contribution to the local, national and international community.

The Mercian Trust respects the autonomy of its member schools but, through collaboration, it will foster strengths greater than the sum of its parts. Put simply, the Trust provides a framework for sharing expertise, enthusiasm and experience.

Location

Queen Mary's Grammar School
Sutton Road
Walsall
West Midlands
WS1 2PG

Tel: 01922 720696
Fax: 01922 725932

Queen Mary's Grammar School is located on the Sutton Road, in the leafy south of the town and close to the centre of Walsall. Travel to the school is very convenient, being approximately 10 minutes' drive from both junctions 7 and 9 of the M6.

There are good bus links from Birmingham to Walsall (with the 51 and X51 buses) and there is a direct train route to Birmingham from nearby stations in the town centre, Bescot Stadium and Tamebridge Parkway.

The close proximity of Walsall, Wolverhampton and Birmingham City Centre provides excellent access to shopping, leisure facilities, museums, cinemas and a wide range of nightlife.

House prices in Walsall are also very competitive compared to the Midlands as a whole and there is a range of good local primary schools and nurseries for those with young families seeking to move close to Queen Mary's.

You are very welcome to visit the school. Please contact Simran Sahota, s.sahota@qmgs.merciantrust.org.uk to arrange a visit.