

Post: Database and Research Officer

Issue date: February 2024



Wellingborough School

Founded 1595



The School

Wellingborough is a School that is keenly aware of its history and traditions, but not held back by them. Founded in 1595, it has always sought to make bold and timely decisions in order to ensure that the pupils are able to flourish and thrive, and that the nature of the School supports this aim.

The School moved to its current site in 1881 to support its growth, but leaving the town centre did not reduce the importance it places on its links with the local community. Our pupils and staff lead and support a number of initiatives, engaging with other schools, businesses and charities in Wellingborough and the surrounding area.

Girls were first taught here just over 50 years ago, and the School became fully co-educational in 1979. Girls now make up more than 40% of the pupil body. We welcomed pupils below the age of 8 for the first time in 1990 with the introduction of a Pre-Prep in a purpose-built facility, just a few years before converting to a day school at the turn of the century.

Each of these changes has strengthened the School's ability to maintain its appeal to a diverse range of pupils, a feature which is part of its core and attracts families from across five counties. Academic achievement is important but we focus on adding value and look to accept every child who we believe will be happy in our environment.

We are extremely proud of our pastoral care, and believe that we are far ahead of most schools with regard to pupil welfare. Our Club system in the Prep School and the Senior School House structure, the dedicated team of three counsellors in our Wellbeing Department, frequent and regular liaison between colleagues: all of these play a part in ensuring that each individual pupil's needs are met.

We know that our pupils will need much more than exam results when they leave us, and we put an emphasis on developing softer skills through a breadth of co-curricular opportunities. Sport, Music, Drama, CCF and the Duke of Edinburgh Award are big players, but there are so many other ways in which the pupils build confidence, leadership, flexibility, resilience and the ability to know what they want to do with their lives.

Wellingborough is a wonderful school. It has a warm, relaxed feel with a sense of partnership between pupils, staff and parents. There is a constant buzz created by a determined, purposeful desire to support each other and to fulfil the pupils' ambitions. The School is never still, as everyone in our community tries to get the most out of the opportunities that are provided. We look forward to welcoming someone new to join our quest to do the best for every child.

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The Role

Start Date: As soon as possible

Contract type: Permanent, Term Time

Reporting to: Foundation and Development Director

Hours: Part time, 22.5 hours per week. (Days and hours are flexible and to be agreed)

Salary: £14,396 to £15,360 per annum, based on working full academic year, including holiday allowance

Overview:

The Foundation Office at Wellingborough School works to engage people with the life of the school with the purpose of connecting, communicating and involving them with the wider Wellingborough Community.

It also works to secure financial and functional support towards improving facilities and increasing access to a Wellingborough education via life-changing bursaries.

The **Database and Research Officer** will play a pivotal role in the fundraising efforts by managing data, generating reports, conducting analytics, ensuring data protection compliance and overseeing financial processing within the Foundation Office. They will also support Wellingborough Community events and communications by providing data in a timely fashion through ongoing strategic data analysis.

Key duties and responsibilities:

Reporting and Analysis:

- Provide regular reporting, exciting data visualisation and in-depth analysis on fundraising, communications and events.
- Working with the Foundation and Development Director on prospect management.
- Supporting the Old Wellingburian Club around community engagement with targeted and segmented mailings and seamless event management.

Database Management and Maintenance:

- Oversight and management of the Foundation Office InTouch database as well as keeping up to date on GDPR, PECR, ePrivacy, Data Protection and legislation and laws to ensure the Foundation is compliant.
- Maintain the overall integrity and quality of data including regular data input.
- Manage the relationship with the external database provider including regular back-up and security measures.
- Maintain accurate records and manage regular gathering process of new data, contact details changes and other key information.

Donations and Financial Management:

- Process donations, pledges and related transactions and records appropriately

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- Process Gift Aid claims on behalf of the Wellingborough Foundation
- Liaise with the School Bursary on financial record keeping, including annual audits.
- Create annual donor acknowledgement lists and thank you letters.

Events and Communications:

- Advise on and provide mailing data for large-scale mailings of publications and invites.
- Analyse and track the impact and effectiveness of event and communications activities.
- Develop warm relationships with all members of the Wellingborough Community as well as attending events where possible.

Revision of Job Description:

There will be a periodic review to ensure that the principal duties have remained as stated above or that any changes have been made in agreement with the incumbent.

The duties of the post could vary from time to time as a result of new legislation, changes in technology or policy changes in which case appropriate training may be given to enable the post holder to undertake this new/varied work.

Benefits

- Generous pension scheme
- Free lunch available for all staff during term-time
- An employee wellbeing programme offering free and confidential support
- Free use of the School's fitness facilities, and subsidised use of our other facilities on an availability basis
- Free on-site parking
- Support for Government schemes (Cycle to Work etc)
- A warm and supportive working environment

Safeguarding

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risk to the safety or welfare of children in the School s/he must report any concerns to the School's Designated Person or to the Headmaster.

The Process

The application form should be returned together with a covering letter in which the applicant should explain what he/she can offer to the post. Applications by e-mail are welcome. CVs are not required. Please send them for the attention of Lulu Corrigan, HR Manager, to recruitment@wellingboroughschool.org by 9am on Friday 16th February 2024.

Interviews will take place on Friday 23rd February 2024.

The School reserves the right to make an appointment before the closing date.

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Person Specification

Competence	Essential	Desirable
Qualifications		
Degree holder or equivalent level of qualification	Yes	
Skills & Experience		
Experience of using a CRM database, preferably InTouch	Yes	
Ability to analyse and interpret data to increase audience numbers and high level of engagement.	Yes	
Excellent IT skills and a comprehensive knowledge of Microsoft Office	Yes	
A high level of organisational and administrative ability working within tight deadlines	Yes	
A strong eye for detail with the ability to input and manage data with great accuracy	Yes	
Commitment to the protection, safeguarding and wellbeing of children	Yes	
Understanding of data protection and GDPR principles	Yes	
A 'can do' attitude with a proactive outlook	Yes	
A team player with excellent communication skills	Yes	
An interest/knowledge of the Independent School/Education charity sector		Yes
Experience in fundraising, alumni relations and/or customer relationship management		Yes
Willingness to work occasional evenings and weekends		Yes