



Candidate Information

Development Assistant

October 2021



Sutton Valence one school, many journeys



Introduction

Sutton Valence is an independent, HMC co-educational day and boarding school situated in the heart of Kent. The School is part of, and overlooks, the picturesque village of Sutton Valence whilst being just five miles from Maidstone and within convenient travelling time from central London.

The School enjoys an excellent reputation for providing a truly holistic education for its pupils. An important part of its success is the partnership between staff, parents and pupils who work together as a purposeful and supportive community, allowing pupils to excel and realise their full potential.

The Senior School's roll is currently 560 of which 140 are boarders. Class sizes are small and the overall pupil-staff ratio of 9:1 enables Sutton Valence pupils to benefit from the close guidance and individual attention of teachers. The academic staff are all highly-qualified subject specialists. In addition to the focus on excellent academic achievement, all pupils are encouraged to take full advantage of the School's broader co-curricular offering to expand and develop their interests in both the creative arts and sport, as well as their leadership skills and sense of service.

Contained within the 100 acre site, there are dedicated games pitches, an all-weather playing surface, a sports centre, which contains a fitness suite, an all-weather athletics track and field sports arena and an indoor six-lane swimming pool.

Sutton Valence Preparatory School occupies its own site in the neighbouring village of Chart Sutton and currently has 260 pupils between the ages of 2 and 11. SVPS offers outstanding learning opportunities for a wide-ranging cohort in each of the four pillars considered core to an SVS education: Academic, Enrichment, Community and Leadership and Service. SVPS has a long history of preparing children for the next stage of their education, including the Kent Test and entry to Sutton Valence.

The Post

The Development Assistant is responsible to the Director of External Relations.

Sutton Valence School is seeking an enthusiastic and organised individual to work within a small team delivering a wide-ranging programme of alumni and community engagement. The post will involve the administration and development of the day-to-day relationship with alumni, as well as the School's wider community, including former staff and parents. As the first point of contact for those groups, the post holder will be required to represent the School, maintaining a personable and professional approach in ensuring that enquiries are responded to in an appropriate and timely manner.

The role will require strong data skills and the ability to provide comprehensive data management of a custom database (ToucanTech), consistent with the needs of the long-term alumni relations programme and fundraising strategy. This strategy will involve the administration of fundraising campaigns including brochure mailings and telephone campaigns.

Sitting within the office of the Admissions, Marketing and Development departments, the post holder will also require the flexibility to assist, where required, with the operational needs of the other aspects of the wider department. The Development Assistant must possess strong organisational skills, a thorough approach and an exceptional attention to detail. Past experience in an alumni relations or development office is desirable.

Key Responsibilities

Data Management

- To provide comprehensive data management of a custom database (ToucanTech), ensuring data is kept up-to-date and accurate, and can be used to support alumni and fundraising activity;
- To provide administration and, when required, training for other administrators using the custom database;
- To provide reports, as and when required and appropriate, with information on alumni;

- To respond to information and data requests from alumni;
- To provide the data to ensure The Suttonian and other publications are distributed to the relevant recipients;
- To maintain an up-to-date mailing list for all recipients of the School newsletter, including current parents, past parents, OS and the wider community;
- To liaise with the Director of ICT and ensure the alumni database is compliant with Data Protection guidelines and legislation.

Fundraising

- To administer the day-to-day fundraising processes included gift processing, Gift Aid claims and financial reporting;
- To oversee the process of recording financial donations to the School and manage the day-to-day banking activity of the School's General Charitable Trust;
- To support and administer any ad-hoc fundraising campaigns including brochure mailing campaigns and telephone campaigns.

Communication and OS Management

- To handle correspondence and enquiries from the SVS Foundation community, working with the Director of External Relations to ensure communication is responded to appropriately;
- To support the Director of External Relations with all relevant communication and updates to the custom database, where needed;
- To develop and maintain an effective working relationship with key OS stakeholders, including the OS Chairman, the OS Dinner Secretary and the OS Sport Liaison Officers, providing administrative support to them in their work with OS Sport and events;
- To attend and minute the OS Committee meeting to assist with the engagement and organisation of the OS events calendar.

Person Specification

Essential

- Well-educated with a demonstrable experience working in an administrative role;
- Have a good command of written and spoken English;
- Have experience in a relevant field such as fundraising, marketing or administration;
- A high standard of oral and written communication skills of numeracy and of IT literacy;
- Experience of working with databases (ideally relational ones);
- To have a positive, cheerful attitude and a willingness to be involved in School life;
- An ability to work under pressure and to deadlines;
- A flexible and adaptable approach to work;
- Ability to build effective relationships with all external and internal constituents.

Desirable

- A understanding of the ethos of independent schools;
- Creativity and lateral thinking;
- Ability to engage a wide range of constituents behind a clear vision;
- Project management skills.





Terms and Conditions

The post is available from October 2021. The salary is circa £10,000 per annum. The working hours are 9am - 1pm Monday to Friday, for 52 weeks a year. The annual holiday entitlement is four weeks plus public holidays, to be taken outside of term time. Lunch is available in the refectory free of charge during term time. Staff may use the excellent fitness facilities in the Sports Hall in the evening, if not being used. The School operates a contributory pension scheme which is open to all members of staff. Staff with a contract for at least one full term and who have children attending either the Senior School or the Preparatory School will be eligible to receive a discount in respect of School fees (excluding nursery). The current rate of discount is 65% for full-time staff, and for part-time staff the relevant percentage will be calculated on a pro rata basis.

Application Process

Any offer of appointment will be subject to satisfactory references, the completion of a successful medical questionnaire and a criminal record check via the Disclosure and Barring Service.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A copy of the School's Child Protection policy may be found on the School's website.

Supporting statements should state what particular skills and attributes you can bring to Sutton Valence School, brief details of how you fit the position, including specific details of skills, experience and achievements, and details of any interests and hobbies.

Further information about Sutton Valence School can be found on our [website](#).

To apply, please click on the 'Quick Apply' button on our Tes listing and complete an application form. Alternatively, an application form can be found on our School [vacancies](#) page.

Closing date: Friday 24th September 2021

Sutton Valence School is an equal opportunities employer.

Please note: We reserve the right to appoint prior to the closing date.



Sutton Valence School

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A member of The United Westminster and Grey Coat Foundation.

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