

ST JAMES SCHOOLS

Development Manager APPLICANT INFORMATION PACK



WELCOMING
open minds
and open hearts



WELCOME TO *St James Schools!*

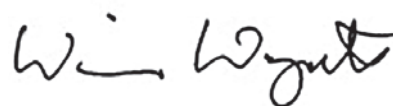
I am delighted to extend my warmest welcome to you as you consider joining St James Schools. We appreciate your interest in becoming a part of our unique and inspiring educational community.

At St James, we take immense pride in our distinctive philosophical approach to education. Mindfulness, vegetarian lunches, and the inclusion of Sanskrit in our curriculum are just a few of the ways in which we stand out from the crowd. Our students, parents, and staff all cherish our truly unique ethos, built on principles of open-minded enquiry, collaboration, and a steadfast belief in the limitless potential of the each individual.

With locations in both Ashford, Surrey, and Kensington Olympia, London, our schools are a vibrant and diverse hub of learning. Our commitment to fostering a culture of mutual respect and trust is central to our mission, and our dedicated staff play a pivotal role in making this a reality.

Our school's unique ethos extends to our support for staff. We have our own salary scale, and we highly value our team members. You will find ample opportunities for professional development to help you grow in your career.

We would love to hear from you and look forward to receiving your application.



Warm regards,
William Wyatt
Chief Operating Officer



ST JAMES SCHOOLS

welcomes open minds and open hearts

Founded in 1975 by philosophically-inclined parents, our three independent day schools offer a distinctive approach to education which provides for the intellectual, emotional and spiritual development of every child; they aim to provide an environment in which a child can discover all that is best within their own nature.

We actively support our pupils' emotional wellbeing, focusing on mindfulness and fostering a positive school atmosphere built on mutual respect, trust and kindness.

Our schools enjoy enviable locations in London and Surrey: our Nursery, Preparatory School and Senior Girls' School are close to Hammersmith and High Street Kensington, while St James Senior Boys' School occupies a stunning 33-acre site in Ashford, in leafy Surrey, with transport services from London.

The School is committed to providing a comprehensive range of non-contractual benefits

Meal: Lunch will be provided on your working days in the on-site refectory during School term time.

Discounts: All permanent members of staff who have passed their probationary period may be eligible for School fees discounts. Any discount agreed ends when your employment terminates for whatever reason.

Christmas Closure: All support staff contracted to work during School holidays will receive paid leave during the Christmas period when all School sites are closed. This is in addition to the annual contractual holiday entitlement.

School of Philosophy and Economic Science membership:

The Schools will cover the cost of membership fees for the employee to the School of Philosophy and Economic Science.

Life Assurance: All permanent members of staff are covered by life assurance. It is designed to help your dependants in the unfortunate event of your death while employed by us.



JOB TITLE

Development Manager

LOCATION

Kensington Olympia, London
or Ashford, Surrey

LINE MANAGER

Chief Operations Officer
(COO)



About you

We have an exciting opportunity for a Development Manager who will be responsible for leading and implementing the development and fundraising strategy across the St James Schools. This includes growing philanthropic support for bursaries and capital projects, deepening engagement with alumni and parents, and facilitating volunteer communities such as the Friends of St James.

Working closely with the COO, Headteachers and Governors, this role will foster a culture of giving and community engagement aligned with the Trust's values and long-term vision. This is a hands-on, relationship-driven role requiring strong communication skills, strategic thinking and a proactive, collaborative approach.



Key Areas

Strategic Development and Fundraising

- Lead the development and execution of a long-term fundraising strategy for bursaries.
- Cultivate relationships with individual donors.
- Develop and maintain a robust donor pipeline.
- Track and report on fundraising performance, against KPIs and delivering regular updates to the COO.

Alumni Relations & Engagement

- Develop a vibrant and active alumni network through events, communications, and volunteering opportunities.
- Strengthen relationships with parents, past and present, through personalised engagement and community-building initiatives.
- Oversee alumni database management, ensuring data integrity and GDPR compliance.
- Coordinate alumni-led events and communications, including reunions, newsletters and social media content.

Friends of St James & Volunteer Coordinator (Parent Led)

- Act as the primary liaison and supporter of the Friends of St James, attending meetings and advising on event planning and fundraising efforts.
- Support and enable parent-led fundraising and community events (e.g. Christmas Fair, uniform sales, auctions, etc.).
- Ensure clear communication and productive relationships with volunteers.



Support Activity

Marketing and Communications (Development-Focused)

- Work with the Marketing team to raise the profile of development initiatives across school channels.
- Create compelling development content for social media, newsletters, printed publications and fundraising campaigns.
- Promote the impact of giving and showcase donor stories to inspire future support.

Event Management

- Plan and execute cultivation and stewardship events (e.g. donor receptions, legacy teas, giving days).
- Oversee coordination of all events relating to both parent and alumni communities.
- Support wider school events from a development and engagement perspective.

Operational Management

- Line manage the Development Assistant, setting priorities and ensuring a high standard of delivery.
- Maintain oversight of all development-related administration, correspondence, and materials.
- Manage budgets related to development and fundraising activities.



Person Specification

St James is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced DBS check.

Essential

The person appointed will have:

- Proven experience in development, fundraising, alumni relations or stakeholder engagement in a school, university, or not-for-profit setting
- Strong interpersonal and relationship-building skills with a high level of emotional intelligence
- Excellent verbal and written communication abilities, with experience creating persuasive content and reports
- Ability to plan strategically while managing multiple projects simultaneously
- Experience managing or mentoring staff
- Proficiency in CRM systems and confident handling donor or alumni data
- A proactive, flexible team player who is also able to work independently
- A genuine alignment with the values of St James Schools and the ability to represent the school with integrity and warmth

Desirable

The person appointed will ideally have:

- Membership of a professional fundraising or alumni relations body (e.g. Chartered Institute of Fundraising)
- Experience working with governors, senior leadership teams and/or major donors.
- Knowledge of GDPR and charity compliance
- Previous experience in donor stewardship, major gifts, or planned giving

Qualifications

The person appointed will have:

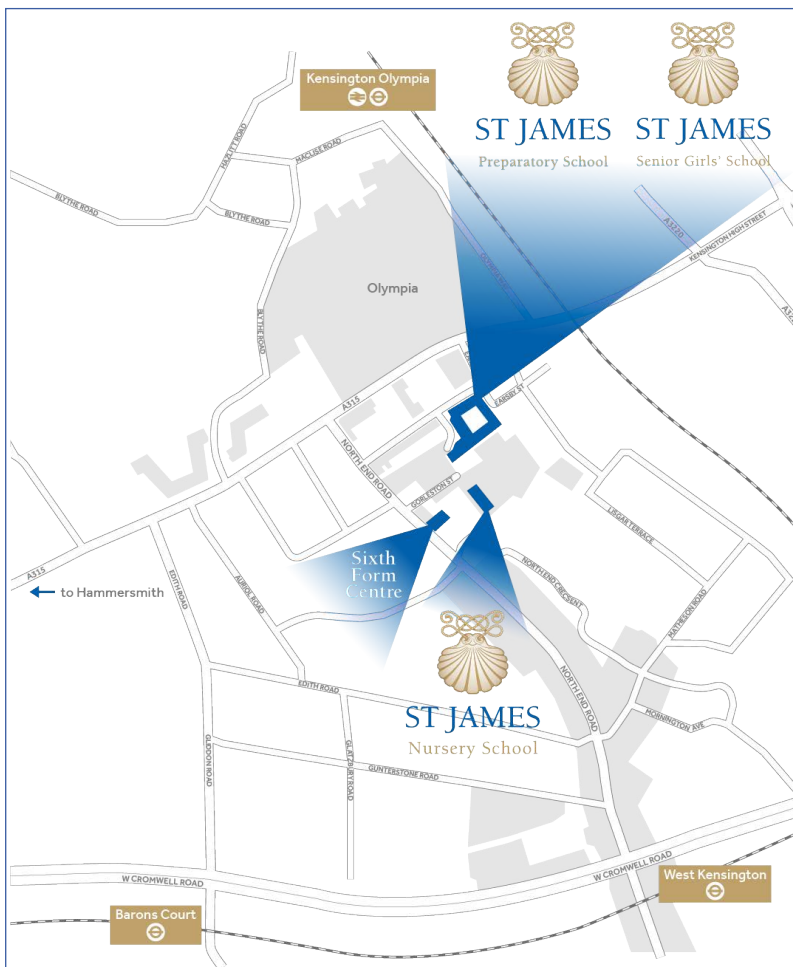
- Bachelor's degree, or equivalent professional experience (we welcome applications from candidates with a variety of educational and career backgrounds)





HOW TO APPLY

St James Schools does not accept curriculum vitae, so please submit your on-line application form by clicking **Quick Apply**, downloading and completing the St James Schools application form and emailing it to recruitment@stjameschools.co.uk



closing date

The closing date for applications is Friday the 3rd October 2025.

location

Kensington Olympia, London.

interview date

Interviews will be held on the afternoon of Wednesday 8th October 2025, and will be arranged directly with shortlisted candidates. The School reserves the right to offer the post at any stage in the appointment process.

transport links

by tube:

- District line to West Kensington (5-minute walk)
- District line to Kensington Olympia (2-minute walk)
- Piccadilly line to Barons Court (10-minute walk)
- Overground to Kensington Olympia (2-minute walk)

by bus:

- 28, 306 stop at Kensington Olympia
- 9, 23, 27 stop at North End Road

by car:

There is metered parking in the surrounding streets.



Earsby Street, London W14 8SH | Tel: 020 7348 1777 | stjameschools.co.uk

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