

DATABASE PROJECT LEAD

REQUIRED FOR 12 MONTHS FROM
MAY 2023

CANDIDATE PACK


jags

James Allen's Girls' School

JAMES ALLEN'S GIRLS' SCHOOL

With its distinctive heritage as the oldest independent girls' school in London, James Allen's Girls' School, JAGS, provides a forward-thinking and contemporary education for over 1100 girls aged 4 to 18.

Located in the London borough of Southwark, JAGS has a diverse school community and is committed to inclusive recruitment and inclusion in the workplace. The school has entered an exciting new phase in its development and this post presents the opportunity to work in a community without barriers to full participation. JAGS recognises that celebrating the full diversity of staff and students has a positive impact on all and invites applications from candidates from a broad range of backgrounds.

Your input will help to bring a bold educational vision to life for all students and colleagues as we work together to develop this already exceptional school in its next chapter.



James Allen's Girls' School 144 East Dulwich Grove London SE22 8TE

DATABASE PROJECT LEAD

MESSAGE FROM THE HEAD

I am delighted that you are interested in joining the JAGS community. As Head, it's absolutely my belief that all girls should be given the opportunity to grow and flourish in an environment where there is no limit to their ambitions.

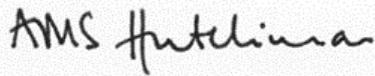
At JAGS you will find a happy, diverse and dynamic community, rooted in academic excellence and yet fully committed to the breadth of a holistic education both in and out of the classroom. Compassion and commitment are central to our ethos, in this environment that values individuality and inclusivity.

Our school aims, both in and out of the classroom, are clear:

- To celebrate our diverse and inclusive community
- To champion social awareness and sustainability
- To empower courage, creativity and compassion in each student
- To inspire aspirational and authentic lifelong learners and leaders
- To nurture respectful, resilient and kind individuals

It is an enormous privilege to lead this exceptional school, where all members of our school community share a passion for life and learning.

I hope that this matches your educational vision, and look forward to welcoming you soon.



MRS ALEX HUTCHINSON, MA (OXON) PGCE



DATABASE PROJECT LEAD

WORKING AT JAGS

Working at JAGS is about more than just working. JAGS is a community and a family that nurtures a warm and supportive environment for both the students and staff who come to learn and work here. From your first day at JAGS you will have access to some of the best educational facilities in the country and will be encouraged to take part in the many shared activities here.

JAGS works hard to attract the best staff from both the independent and maintained sectors and the benefit package is both generous and competitive. Candidates are welcome to visit JAGS prior to application should they wish to gain a greater sense of the school community. Please contact Karen Doyle, Head of Development and Alumnae Relations on karen.doyle@jags.org.uk if you would like to arrange this.



We offer:

- The opportunity to join our outstanding school where public examination results consistently place JAGS amongst the leading schools in the UK
- A community of considerate, creative and compassionate students and staff
- A highly diverse and inclusive school community, committed to our bursary provision
- An inspiring and enthusiastic team of colleagues across the teaching and support staff
- Excellent facilities, including the latest resources to support learning
- A diverse benefits package including:
 - Competitive salary
 - Pension scheme with 10% employer contributions
 - Free onsite parking
 - Free gym membership with discounted family rates
 - Employee Assistance Programme
 - Free lunches
 - Free access to the Dulwich Picture Gallery
 - School fee discount
 - Cycle to work scheme
 - Interest-free computer loans
 - Interest-free transport season ticket loans

DATABASE PROJECT LEAD

THE ROLE

JOB TITLE: DAR Database Project Lead

TERMS & CONDITIONS: Full time, 12-month fixed term contract

8am to 4pm (with 1-hour unpaid lunch break) but with some flexibility for the right candidate

SALARY: Actual Salary: £35,000 - £40,000

Overview

As part of the JAGS Strategic School Development Plan 2021-26, attention is needed to enhance our relations with the global alumnae community of over 7,000 and focus on building a leading Development and Alumnae Relations department (DAR), in order to fulfil our school aims, which includes our fundraising ambitions particularly in the area of bursaries.

The purpose of the role is responsibility for building, growing and structuring the school's alumnae database, and then unlocking the potential it brings us. Reporting to the Head of Development and Alumnae, you will manage the structure, content and function of the database, and devise new systems and processes to enable the work of the department to be carried out with greater efficiency and effectiveness.

This is an exciting and integral role within the newly created and hardworking development and alumnae relations (DAR) team. The postholder will be integrating data sources, and systems, understanding the sensitivities and data-protection policies of the school and constituents, plus the wider GDPR context, along with a deep understanding of importing and exporting data, and cleaning it.

As this is a 12-month fixed term contract, the expectation is that the postholder will put in place robust systems and processes to enable development and alumnae relations to flourish at the school.

Main responsibilities

- Building and growing the alumnae database, including, planning, implementing data organising, structuring the database, integrating other data sources across the school, cleansing, and liaising with colleagues across departments.
- Responsible for enhancing the overall quality and accuracy of data held on the database, including liaising with external suppliers to clean the database and then developing a plan of action to improve the quality of data on an ongoing basis.
- Identifying and implementing new systems and processes to enable the work of the department to be carried out with even greater efficiency and effectiveness.
- Developing new written procedures to help train other staff, and ensure that a written log is in place for future users.
- Establishing clear processes to capture data in support of development and alumnae activities and communications.
- Creating an annual time-line for data to be transferred across the school, setting out key requirements and a clear process and structure.

- Conducting in-depth data analysis, data segmentation and reporting to help better understand our customer and supporter base.
- Undertaking prospect and due diligence research and producing summary reports on current and prospective donors using publicly available sources.
- Working across the DAR department to help identify 'lost alumnae'
- Ensuring that the collection and use of data by the department complies with all data protection, privacy legislation and industry best practice.

DATABASE PROJECT LEAD

PERSON SPECIFICATION

Operational Excellence

- Experience of building a database, extracting, interrogating and reporting on data to help inform strategy and drive effective fundraising and alumnae relations
- Experience of managing a Raisers Edge, Toucan Tech or similar database in a fundraising environment
- Experience of taking the lead in implementing sustainable procedures and clearly communicating these to other colleagues
- Demonstrated proficiency in database administration, import/export, configuration, and problem resolution
- Excellent attention to detail
- Excellent organisational skills and self-motivation
- Thorough understanding of GDPR and other data protection legislation
- Articulate in all forms of communication; fluent and accurate written and spoken English
- Excellent digital literacy

Personal Behaviours

- Kindness and open-mindedness
- Intellectual curiosity, enthusiasm and a personal ethos of lifelong learning
- Resilience and optimism; someone who is willing to go the extra mile in the busy life of the school
- Team-working abilities and a keenness to enable all colleagues to contribute ideas and be part of positive change

Ethos and Whole School Values

- An individual with a genuine commitment to the wellbeing of the staff and students in their care
- Committed to operating as part of the School community
- Committed to equality, diversity, inclusion and anti-racism in the School community
- Committed to sustainability within the School community

Safeguarding and Pastoral

- Committed to safeguarding and promoting the welfare of children and young people
- A satisfactory Enhanced Disclosure from the Disclosure and Barring Service

DATABASE PROJECT LEAD

HOW TO APPLY

We welcome applications from all parts of the community and know that our school is strengthened when staff and pupils feel a true sense of belonging. To enable us to make any reasonable adjustments, please let us know when you submit your application whether you have any special requirements.

The Head of Development and Alumnae Relations, Karen Doyle Karen.Doyle@JAGS.org.uk will be happy to answer any questions.

Please visit our website www.jags.org.uk/day-to-day/vacancies/ to download an Application Form.

Please note that CVs and letters sent without a completed application form will not be accepted.

For further information please contact recruitment@jags.org.uk or James Allen's Girls' School, 144 East Dulwich Grove, London SE22 8TE.

Closing Date : midday on Friday 31 March 2023

Interview date : Wednesday 12 April 2023

Interviews may be held at any stage after applications are received. Interested candidates are advised to apply as soon as possible. We reserve the right to close this vacancy earlier than the specified deadline, if a suitable candidate is found.

JAGS is committed to the safeguarding and welfare of children and applicants must be willing to undergo child protection screening appropriate to this post, including checks with past employers, the Disclosure and Barring Service, and overseas police and regulatory authorities where relevant.

James Allen's Girls' School 144 East Dulwich Grove London SE22 8TE



James Allen's Girls' School

Ages 4-18

144 East Dulwich Grove, London SE22 8TE
Telephone: 020 8693 1181 • Email: enquiries@jags.org.uk
www.jags.org.uk