



# MALVERN ST JAMES

## Girls' School

**DEVELOPMENT ASSISTANT**

**PERMANENT**

**FULL TIME**

**£22,000pa**

**To start ASAP 2021**





#### **MALVERN ST JAMES LTD**

Malvern St James is a leading boarding and day School for girls between the ages of 4 and 18. There are approximately 400 pupils split equally between boarders and day girls.

The School is located in the heart of Malvern in Worcestershire. Only two hours from London and one hour from Birmingham, the School has excellent transport links, with Great Malvern station situated just opposite the main School building. The MSJ bus service covers five counties to pick up and return girls each day.

Aspiration, personal development and achievement lie at the heart of the School and each pupil is treated as an individual. Our aim is to promote excellence and innovation in teaching and learning throughout the School. Our commitment is to provide each girl with the challenges and support offered by a bespoke education which will allow her to develop her talents, character and academic abilities to the full. We prepare girls for the most competitive UK and international universities and pathways. In addition, we aim to foster and encourage a wide range of extra-curricular interests. This individual emphasis is complemented with teamwork and a sense of collective responsibility.

We offer pupils full, weekly and flexible boarding and day places, allowing both parents and daughters to choose the option that is right for them. Senior girls remain in School until 6.10pm each day and participate in the busy activities programme or supervised homework sessions.

Girls benefit from first class facilities which include an award-winning Science and Mathematics Centre which has been expanded to provide greater laboratory space and Mathematics teaching space, a Drama Studio, four ICT suites and a multi-media Language Laboratory. Our Sports Hall continues to expand both its facilities and services offered to the girls and staff for personal training and fitness. The School has a dedicated Sixth Form Centre for Day Girls and Boarders featuring a lively Café Culture recreational area.

We offer staff who come to work at the School:

- the opportunity to work with highly motivated staff and talented pupils
- commitment to your professional development
- convenient location in Malvern with excellent transport links
- competitive salary scale





## **JOB DESCRIPTION**

### **JOB TITLE: Development Assistant**

The Development Assistant reports in to the External Relations Manager and Development Director and assists each in their roles, as well as ensuring the smooth-running and administrative efficiency of the department and its functions.

## **JOB DESCRIPTION**

### **External Relations**

- Maintain the Graduway site (social and professional networking hub): creating and posting content, maintaining population lists, sorting glitches, overseeing the Newsletter distribution, handling queries
- Identify suitable content, plan and deliver a social media calendar across all platforms; monitor our feeds; respond where necessary
- Handle enquiries to the Old Girls' Association office
- Handle administration of the Development and OGA Office
- Organise school tours for Old Girls, Honorary Members (former staff) and others from the MSJ Community as required
- Using Mailchimp and similar, create and distribute the digital Newsletters and ad hoc comms to various stakeholder groups
- Use analytics to quantify engagement and impact
- Attend OGA Committee meetings and take minutes

- Help prepare and distribute reports for OGA Committee meetings
- Assist with copywriting, design, proof-reading, print and distribution for the OGA News magazine and other comms
- Assist with organising reunion and speaker events including: liaising with guests, creating invitations, creating online RSVP forms, monitoring responses, creating guest lists, liaising with internal and external parties (e.g. catering, IT), booking function space, arranging audio visual needs, creating display boards and guest information, creating badges, sourcing and displaying archives material
- Attend events and help to ensure an excellent guest experience
- Identify Old Girls and friends of the School who can help with the Association's and School's aims: e.g. guest speaker opportunities, careers fair, etc.
- Handle communications and data capture of Past Parents & Families and put on to Raiser's Edge
- Assist with events and communications for whole MSJ Community, as well as sections of it
- Brief and liaise with designers, printers and external suppliers
- Proof-reading
- Handle photography/filming at events
- Maintain photographic libraries
- Liaise with departments in the School as necessary to secure their co-operation at events, for Old Girl visits, Committee meetings and similar
- Maintain the OGA filing systems and improve where necessary
- Maintain our database, Raiser's Edge, with constituent information
- Gather, collate and enter constituent information in a consistent way and gather all requisite permissions, operating within the requirements of data handling best practice and GDPR legislation
- Extract information from Raiser's Edge for electronic and print mailings, reunions, events and other marketing purposes
- Populate Raiser's Edge with new alumnae and friends, including Leavers' each year and parents, obtaining consents and information as required and inputting
- Run database reports as required
- Maintain the efficiency of Raiser's Edge for our needs
- Create content for the Community areas of the MSJ website
- Maintain a register, and other relevant tasks, concerning community outreach and public benefit
- Represent the School at industry fairs and conferences as requested
- Manage Archives facility and work with Archives volunteer to organise a coherent system and access items for social media, events, reunions etc

## Development

- Attend and minute Development and department meetings
- Present aspects of your work at such meetings as requested
- Assist with all aspects of development projects – research, planning, execution, wrap-up and stewardship
- Help produce Development Reports for the School community
- Maintain accurate records of donors and development activity on Raiser's Edge
- Maintain stewardship of donors – ensuring donors are thanked promptly and are included in invitations to appropriate events
- Maintain best practice related to data protection regulations
- Assist with fundraising events and communications
- Use mail-merge to distribute communications
- Create budgeting tools and track budgets
- Liaise with printers, mailing houses and other external suppliers as necessary
- Assist with proof-reading documents to ensure accuracy
- Liaise with the Marketing and Admissions Department, Finance, teaching staff and other School departments to execute projects and further the aims of the department.
- Gathering information on individuals, organisations and trusts who could help the School in its development aims
- Maintain electronic and paper filing and tracking systems and create new ones/ improve existing ones where necessary

- Gather supplier quotes and estimates relating to Development activity
- Create content for the Development area of the MSJ website
- Represent the school and its work at conferences as requested
- Maintain photo library
- Some travel will be necessary as will some occasional out-of-hours work at the weekends and in the evenings. Time Off In Lieu will be given in return.

### **Essential Skills**

- Superb organisational skills
- Ability to write and communicate well including good telephone skills
- Good people skills
- Good eye for detail and proof-reading skills
- Able to do ad hoc photography
- Experience of using a database
- Good time management skills and ability to work fast and juggle projects
- Excellent PC skills including Microsoft Office Suite
- Strong social media skills
- Excellent personal presentation

### **Desirable Skills**

- Knowledge of Raiser's Edge or another donor database
- Experience of Mailchimp, Canva, Photoshop

### **All School staff are expected to:**

- a. work towards and support the School vision and the current School objectives outlined in the School Development Plan;
- b. support and contribute to the School's responsibility for safeguarding students;
- c. regularly review own practice, set personal development targets and take responsibility for own continuous professional development;
- d. work within the School's Health and Safety Policy to ensure a safe working environment for staff, students and visitors;
- e. work within the Equal Opportunities Policy to promote equality of opportunity for all students and staff, both current and prospective;
- f. maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues;
- g. engage actively in the performance review process;
- h. adhere to policies as set out in the Staff Handbook/Teacher Standards and Regulations;
- i. undertake other reasonable duties related to the job purpose required from time to time;
- j. adhere to School Safeguarding and Child Protection Policies.

### **GENERAL REQUIREMENTS**

Malvern St James is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

This job description is not necessarily a comprehensive definition of the post; it is to be enabling rather than restrictive. It will be reviewed at least once every two years and it may be subject to modification or amendment at any time after consultation with the post holder.

## **BENEFITS OF WORKING AT MALVERN ST JAMES GIRLS' SCHOOL**

Malvern St James Girls' School prides itself on its warm, friendly and welcoming environment where all staff are encouraged to play a part in a successful and supportive community.

### **Pay**

We offer a competitive salary, considering previous experience and relative skills and abilities.

### **Pension Scheme**

After completing three months' employment with Malvern St James, Support Staff will automatically be enrolled into our Pension scheme, to which the School also contributes, this is subject to satisfying certain eligibility criteria and subject to the rules of such scheme as amended from time to time.

Death in Service Cover.

### **Sport**

MSJ Sports & Fitness Centre promotes flexibility as a key attribute to create fitter, healthier employees. Discounted membership for staff includes gym and swim and a wide range of classes. Membership contributions are taken by direct debit.

The Sports Club provides many activities for members. These include a wide range of sports, organised tours and regular competitions.

### **Other benefits include:**

- **Fee remission**
- **Lunch provided**
- **Access to Massage**
- **Access to Reflexology**



