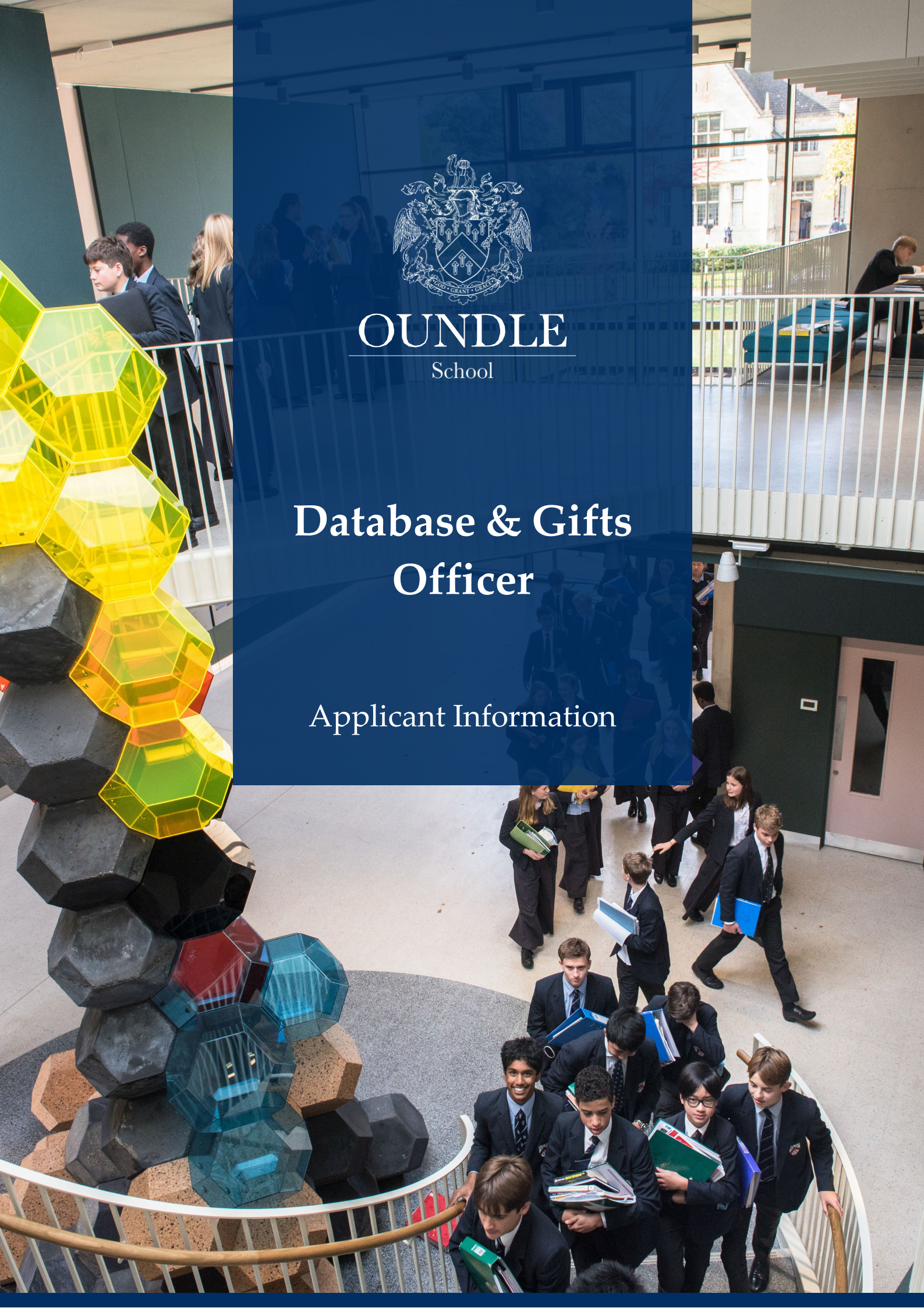




**OUNDLE**  
School

# Database & Gifts Officer

Applicant Information





# Oundle School

## The Corporation of Oundle School

**The Corporation of Oundle School, a registered charity, was founded to provide an education of the highest class and this remains its primary objective. The Corporation has responsibility for Oundle School, Laxton Junior School, Oundle School Enterprises Limited and the Oundle School Foundation.**

Oundle School has its origin in a grammar school founded in 1556 by Sir William Laxton, who was Master of the Worshipful Company of Grocers and Lord Mayor of London in 1544. The Grocers' Company is one of the oldest Livery Companies of the City of London and ranks second in the order of precedence. Under the terms of the will of Sir William Laxton, the Grocers' Company continues to demonstrate its support for Oundle School and Laxton Junior School (the Schools) through the provision of bursaries and grants.

## Oundle School and Laxton Junior School

Oundle School has long been associated with the very best of modern independent education, especially boarding. It takes seriously its responsibility to pupils so that they can emerge as decent, open-minded adults; ambitious about what they can go on to achieve and contribute. 1130 pupils are on roll at the School, of whom 820 are full boarders.

Laxton Junior School is a day school of 260 pupils from Reception to Year 6, located in the heart of Oundle.

A team of around 800 staff, both academic and support, ensure an education of the highest standard is in place across the Schools with the efforts of the whole team focused on this fundamental aim.

## Oundle Today

The Corporation of Oundle School is a rewarding and exciting place to work. We are proud of our staff and we value the contribution that every employee makes to the life of both Schools and our pupils.

We are fortunate in our location at the heart of a beautiful market town, not least because for over 450 years the School and town have been part of the same community. The town itself is home to a buzz of activity, from local farmers' markets and food traders to antique dealers and an independent brewery, all flanked by numerous shops, restaurants and cafes, many of which span decades of family tradition. There is a spirited cultural life, with music, literature and food festivals as well as extensive sports and social clubs for both young and old. Barnwell Country Park is within easy

walking distance, while the River Nene and the surrounding countryside offer wonderful walks and outdoor pursuits.

Oundle School and Laxton Junior School are proud to be equal opportunity employers and we welcome applications from all. We are committed to the elimination of unconscious bias, promoting an ethos of inclusion, respect for others and celebrating diversity in all its forms throughout the School community.

## Recruitment Process and Benefits

The recruitment process will be conducted in line with our Recruitment Policy to select the most suitable person for the role in terms of relevant experience, abilities, and qualifications, as well as to meet our compliance requirements. In providing equal opportunities to all, we encourage all candidates to make us aware of any adjustments they may require in order to support during the recruitment process.

Our staff benefit from:

- Excellent working conditions
- Group Personal Pension Plan
- Life Assurance scheme
- BUPA Wellbeing Expenses Plan
- Employee Assistance Programme
- Access to some discounted tickets to the Stahl Theatre and Music Productions
- Discounted membership of the state of the art Sports Centre and Swimming Pool
- Electric Vehicle scheme subject to rules
- Cycle to Work scheme subject to rules
- Free lunch available for staff during School term times
- Free car parking (subject to availability)

*Some of the above are non-contractual.*

See also the Employment Information section.

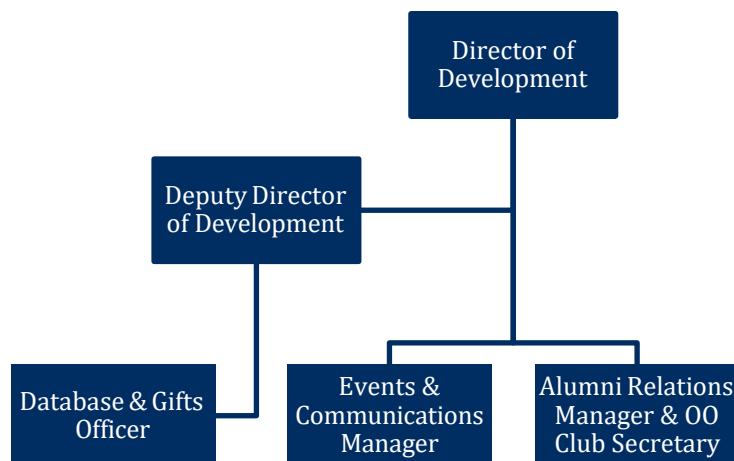
# Database and Gifts Officer

## Responsibilities and Organisation Structure

The Database and Gifts Officer is responsible for the operation and continued improvement of the database function, enhancing the external image of the School with its alumni and donors through professional gift administration and compliance. The post-holder will be the first point of contact for enquiries between the Development Office and the Finance team, managing and implementing all gift and financial procedures to ensure the immediate stewardship of donations and funds.

The Development Office uses the Charity CRM database (formerly ThankQ) and the post-holder will be able to demonstrate the ability to develop strategies for the maintenance and development of the database and revenue operations.

<b>Department:</b>	Oundle Society
<b>Department/Team:</b>	Oundle Society
<b>Responsible to:</b>	Deputy Director of Development
<b>Responsible for (staff):</b>	None



## Key Responsibilities

### Data and Database Management (c.60%)

- Maintain, improve and update the database (Charity CRM), ensuring that information is entered and imported consistently, accurately and in a timely fashion.
- Maintain existing processes for data cleansing and capturing and suggest new ones where necessary.
- Lead and deliver on data projects including, but not limited to, data enrichment campaigns and development surveys.

- Set up customised queries and reports, ensuring up-to-date and high-quality insights and intelligence are delivered to the Development Director and wider team; keep track of key fundraising and data metrics.
- Provide database support for all members of the Development Office, creating mailing lists for various activities and communications (in print and online), sometimes requiring high levels of complex segmentation of large data files.
- Provide database support for telephone campaigns, appeal mailings and donor lists.
- Prepare donor and gift income information and papers for Governing Body, committee meetings and other purposes.
- Produce insightful, high-quality research on current and prospective donors using financial, biographical, corporate and philanthropic information from a wide variety of trusted sources in line with GDPR.
- Identify, research and qualify potential donors to develop a philanthropic pipeline.
- Provide due-diligence research reports on individuals, companies, grant funders, trusts, and foundations where required.

#### Revenue and Finance Operations (c.10%)

- Accurately record all gifts, pledges and legacies on the database and ensure procedures are up to date, including the conducting of monthly batch reports.
- Work closely with the Finance team to ensure that figures and data are reconciled for all reporting purposes.
- Liaise with the School's finance team on matters relating to its direct debit service provider and other third-party gift processing agencies.
- Manage and implement procedures for telephone donations, including all gift administration and the input of data into the CRM.
- Support the Director and Deputy Director to develop and maintain budget processes and protocols.
- Ensure that giving mechanisms are in place, up-to-date, and fully operational, for example, via the website and other giving platforms.

#### Gift Administration and Stewardship (c.20%)

- Acknowledge all donations promptly, including the production of handwritten cards and letters utilising templates.
- Work with the Director and Deputy Director to draft gift agreements where required to be checked and refined by the relevant fundraiser and signed off by the Bursar before the document is sent to the donor.
- Introduce and maintain streamlined systems to regularly assess stewardship activity and when donors reach new giving thresholds, and report back to the team on a fortnightly monthly basis.
- Use judgement and discretion in the case of complex queries to determine when to escalate to Deputy Director of Development or Director of Development.

### Compliance (10%)

- Ensure maximised functionality across all CRM services and that all Development Office staff are trained and operate according to office protocols.
- Provide and manage training/assistance for new starters and other users.
- Maintain productive relationships with internal and external stakeholders for example, Finance and IT, and Charity CRM.
- Keep an up-to-date knowledge on best prospect research practices and trends
- Contribute to the development of database procedures, documenting all processes.
- Ensure the database is kept up to date with accurate and current information on prospects, contacts and ensure it is stored and archived accurately and in accordance with GDPR.

### Other responsibilities

- Fully comply with all the School's policies, including equality of opportunity and data protection.
- Present a warm, professional approach and building strong working relationships with staff in other departments, the Head, friends and alumni of the School.
- Provide general administrative assistance where required including dealing with correspondence and telephone enquiries, filing, scanning, and assisting with the post and travel arrangements.
- Attend or provide papers for relevant meetings.
- Act at all times consistently with Oundle School's Safeguarding Policy, associated procedures and standards of behaviour and in line with Keeping Children Safe in Education (KCSIE) Part 1 and Annex B.
- Support the School's Prevent Strategy as outlined in the Prevent Policy in the Staff Handbook, ensuring that visitor and other relevant protocols are observed.
- Demonstrate an appreciation for the importance of diversity, through your actions and behaviours, with the School's Equality, Diversity and Inclusion Strategy.
- Ensure compliance with the School's Health and Safety policy and requirements.
- Carry out any other duties commensurate with the post as may be reasonably required by the Development Director and Deputy Development Director.

Additional duties:

- Act at all times consistently with Oundle School's Safeguarding Policy, associated procedures and standards of behaviour and in line with Keeping Children Safe in Education (KCSIE) Part 1 and Annex B.
- Support the School's Prevent Strategy as outlined in the Prevent Policy in the Staff Handbook, ensuring that visitor and other relevant protocols are observed.
- Demonstrate an appreciation for the importance of diversity, through your actions and behaviours, with the School's Equality, Diversity and Inclusion Strategy.
- Ensure compliance with the School's Health and Safety policy and requirements.
- Carry out any other duties commensurate with the post as may be reasonably required by your Line Manager.

*These tasks are not intended to be exhaustive.*

*It is the shared responsibility of the post-holder and line manager to ensure that the job description is kept up to date.*

## Person Specification

The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form.

Qualifications	Essential	Desirable
Graduate or similar educational standard or experience	✓	
Competencies, Skills and Experience	Essential	Desirable
Knowledge of Charity CRM (formerly ThankQ) or other CRM system	✓	
High level of numeracy	✓	
Good knowledge of MS Office software	✓	
A good understanding of the Data Protection Act/GDPR as it relates to membership organisations and 'closed' communities, or the capability to acquire such an understanding	✓	
Strong communication skills, both written and oral	✓	
Experience of performing multiple complex tasks to tight deadlines	✓	
Advanced understanding of MS Excel	✓	
Prior employment by a charity, a school, or a membership organisation		✓
A basic understanding of the law relating to charitable donations, or a willingness and ability to learn quickly		✓
Personal qualities	Essential	
High levels of accuracy and attention to detail at all times	✓	
An analytical mind	✓	
Self-motivated and proactive – uses own initiative	✓	
Customer Service mindset	✓	
Warm, friendly and approachable	✓	
Team working	✓	
Excellent communicator	✓	
Flexibility to meet changing work loads	✓	
Highly organised	✓	
An appreciation and awareness of the independent education sector	✓	
Empathy with the principles, ethos, aims and aspirations of independent schools	✓	



All roles at the School are classed as ‘regulated activity’ as per the Keeping Children Safe in Education 2023 guidance, therefore a good understanding of safeguarding procedures is essential on employment.

THE SCHOOL IS AN EQUAL OPPORTUNITIES EMPLOYER

## Information for applicants

Start date	September 2024 (subject to clearance of pre-employment checks (typically 4-6 weeks) and notice period).
Hours of work	40 hours per week, times to be agreed. All meal breaks are non-working hours and unpaid.
Working weeks	Full-time, 52 weeks.
Contract term	Permanent, subject to a six-month probationary period.
Remuneration	£30,000 - £33,000 (Dependent on experience). You will be paid each month through the year.
Annual leave	21 days' paid holiday in each complete holiday year, plus seven public holidays. There is a requirement to work any Bank Holiday when the School is in operation (currently the first May day).
Other	<p>We also offer:</p> <ul style="list-style-type: none"> <li>• Excellent working conditions</li> <li>• Group Personal Pension Plan</li> <li>• Life Assurance scheme</li> <li>• BUPA Wellbeing Expenses Plan</li> <li>• Employee Assistance Programme</li> <li>• Access to some discounted tickets to the Stahl Theatre and Music Productions</li> <li>• Discounted membership of the state of the art Sports Centre and Swimming Pool</li> <li>• Electric Vehicle scheme subject to rules</li> <li>• Cycle to Work scheme subject to rules</li> <li>• Free lunch available for staff during School term times</li> <li>• Free car parking (subject to availability)</li> </ul> <p><i>Some of the above are non-contractual.</i></p>

Every job description in the organisation will be subject to a review on an annual basis at the time of the annual appraisal meeting and may be reviewed because of a change in strategic direction or operational requirements.

It is the shared responsibility of the role holder and their line manager to ensure that job descriptions are kept up to date.

**How to Apply:** Candidates should download the application form at [www.oundleschool.org.uk/vacancies](http://www.oundleschool.org.uk/vacancies) and submit via email (preferred) or post to:

E-mail: [opportunities@oundleschool.org.uk](mailto:opportunities@oundleschool.org.uk)

Post: Recruitment Team, The Bursary, Church Street, Oundle School, Oundle, PE8 4EE

Closing date for applications is **Friday 19 July at 09:00**.

Candidates should familiarise themselves with the School's recruitment and associated policies on the School website.