

**Spine Point:** Spine Points 51-53  
Salary £33,648-£34,869

**Hours:** 3 days a week. (21.60 hours)

Hours to be confirmed on appointment (these will be flexible due to the need to attend monthly PTFA meetings in the evening.

Term time plus 2 weeks (this is flexible and will be confirmed on appointment. Term time only is available)

30 minutes unpaid lunch break each day (if more than 6 hours a day are worked)

One year contract with a view to make permanent

**Reports to:** Headmaster

**Job Purpose:** To raise funds to further enhance the quality of education for students at Wallington County Grammar School. This includes through investment in capital projects, teaching resources and staffing the curriculum. Our aim is to maximise the life chances of our students, providing a world class education that supports them in gaining access to the best universities in the country.

## Responsibilities

### 1. Primary responsibilities

#### 1.1. Managing Parent Voluntary Contributions

- 1.1.1. Design, implement and evaluate fundraising campaigns to increase the number of parents contributing voluntarily to our School Fund.
- 1.1.2. Track which parents contribute to our School Fund, including how much, and which do not.
- 1.1.3. Use a range of communication methods to develop positive, professional relationships with parents that both contribute and do not contribute to the School Fund.
- 1.1.4. Manage all communications related to the School Fund.
- 1.1.5. Run events to raise money for our School Fund.
- 1.1.6. Administer all aspects of the School Fund including Gift Aid applications and methods of payment.

## 1.2. Managing our alumni network

- 1.2.1. Use appropriate technology and communication strategies to develop our alumni database.
- 1.2.2. Design, implement and evaluate fundraising campaigns targeted at our alumni network.
- 1.2.3. Use a range of communication methods to develop positive, professional relationships with alumni.
- 1.2.4. Manage all communications related to alumni fundraising.
- 1.2.5. Run events to raise money from our alumni.
- 1.2.6. Administer all aspects of alumni donations including Gift Aid applications and methods of payment.

## 1.3. Encourage applications for Free School Meals

- 1.3.1. Design, implement and evaluate campaigns that raise the profile of Free School Meals and the advantages of applying.
- 1.3.2. Support parents in the applications for Free School Meals.
- 1.3.3. Develop marketing materials, including in translation, to publicise Free School Meals and how to apply.

## 2. Secondary Responsibilities

### 2.1. Act as the School's PTFA liaison

- 2.1.1. Attend PTFA meetings.
- 2.1.2. Support the PTFA with organising, implementing and evaluating fundraising campaigns.
- 2.1.3. Communicate effectively with the PTFA and members of the School to facilitate fundraising.
- 2.1.4. Support the PTFA with the administration of familiarisation tests and WCGS PTFA Ltd.

### 2.2. Identify and apply for funding grants

- 2.2.1. Use a range of methods and contacts to identify possible funding grants for the School
- 2.2.2. Apply for such grants with relevant input from stakeholders

## General

- Model and nurture our core values of **commitment, compassion, courage** and **creativity** at all times.
- Follow all reasonable instructions from the Headmaster.

Signature:  
(Postholder)

Print name:

Date:

Signature:  
(Headmaster)



Print name: Mr J Bean

Date:



## Person Specification Development Manager

CRITERIA	ESSENTIAL	DESIRABLE
<b>Skills , Knowledge &amp; Experience</b>		
Excellent communication skills	x	
Experience of planning, delivering and evaluating fundraising campaigns.		x
Experience of building databases for fundraising purposes.		x
Strong IT skills, particularly in databasing and using social media.	x	
An understanding of of the education sector and how funding impacts provision.		x
Relationship building.	x	
Team work.	x	
An understanding of the demographics of our school community.		x
High standards of literacy and the ability to write and send mass communications.	x	