

Habs

HABERDASHERS'
ELSTREE SCHOOLS



Fundraising Database Manager

CANDIDATE INFORMATION

Overview

Haberdashers' Elstree Schools consists of Haberdashers' Boys' School, founded in 1690 and Haberdashers' Girls' School, Founded in 1875.

Habs Boys and Habs Girls are two leading independent day schools for children aged 4–18.

The schools provide a challenging, positive, stimulating and secure community in which students enjoy working hard to fulfil their potential. The co-location of the Schools provides the best of both worlds: an excellent single-sex education within a co-educational environment.

The Schools trace their roots back to the 17th century when the founder, Robert Aske, established the principles that guide it to this day – to give talented and ambitious young people the opportunities they need to succeed in life.

The Schools' priority is the education of the whole person, amongst other bright, well-motivated students, taught by a highly qualified, committed staff. In partnership with parents, it aims to provide every student with the intellectual, cultural, physical, moral, personal and spiritual resources she or he needs to give her or him confidence to go forward in a changing world.

The Schools have a diverse community which nurtures a global perspective and a deep sense of responsibility for the world in which their pupils will lead and succeed. The excellent

The Schools' academic results place it amongst the highest-ranked schools in the UK.

The Schools occupy purpose-built facilities in a superb setting: 100 acres of playing fields and grounds, all within easy reach of North London.

pastoral care, broad academic curriculum and far-reaching co-curricular provision prepare students for success, wherever their passion may take them.

The Schools operate an extensive coach network for use by students and staff, ranging from Harpenden in the north, St John's Wood in the south, Hertford in the east and Rickmansworth in the west.



Co-location

One of the distinctive features of the Schools is the fact that Habs Boys and Habs Girls are co-located on the same campus.

Habs Elstree Schools offer a distinctive learning experience - the very best of single-sex education in a truly co-educational and collaborative environment.

Across the whole age range, close links are forged across the schools. In the Sixth Form, the schools run a joint Enrichment programme to supplement the curriculum.

Since September 2022, co-educational teaching has occurred across the subject range at A Level: each child undertakes at least one subject in a co-educational class.

The Schools work closely together on extra-curricular and co-curricular levels, with joint trips, concerts and clubs taking place across the age ranges.

Additionally, the Careers and Higher Education staff work closely to provide all students with unparalleled access to a range of alumni who provide guidance, expertise and practical opportunities.



The Haberdashers' *Family*

The Elstree Schools (Habs Girls and Habs Boys) are part of the Haberdashers' Company and, as such, form part of a wider family of schools in both the independent and state sectors across England and Wales.

Between them, these schools operate across the grammar, academy and independent sectors, educating children at primary, prep and secondary ages, with both boarding and day provision. There is active sharing of best practice at multiple levels between all four main 'hubs', and the Company is a recognised voice on the national educational stage. More directly, the Haberdashers' Company is highly engaged in the work of the Elstree Schools in a number of ways, including deputations, the provision of Governors and charitable funding, and cross-hub events in music, sport and other co-curricular activities.

There is ongoing work to deliver "The Haberdashers' Advantage programme", leveraging the enormous Haberdashers' community across all the Schools to benefit students with mentoring, admissions advice, charitable support, character development opportunities and cross-hub experiences.



Our *Strategy*

Habs Girls and Habs Boys now have a shared vision, mission and strategy for the future.

Following an extensive and far-reaching review, the Governing body of our two schools have developed an exciting and ambitious strategy. The strategy is designed to ensure our students flourish in an increasingly global and technologically driven workplace. One of our key strategic imperatives is maximising the benefits of colocation of the Girls' and Boys' Schools.

We work together, offering the best of single-sex education in a co-educational environment, together with a rich co-curricular programme; with joint trips, concerts and clubs taking place across the age ranges.

Additionally, the Careers and Higher Education staff work closely to provide all students with unparalleled access to a range of alumni who provide guidance, expertise and practical opportunities as they approach the end of their time with us before heading off to university.

Since September 2022, all Sixth Form students have had joint lessons in at least one of their A level subjects. These lessons will be taught at either the Boys' or at the Girls' School. This is a unique and exciting opportunity, which has enabled us to maximise our resources and ensure all Habs students leave fully prepared for the modern world.

Read more about our strategy [here](#).

Watch our Meet The Heads video [here](#) and Profound Impact films [here](#).



The current strategic priorities for attainment between 2025 and 2030 are:



Aim 1: Learning

We will provide the most exciting, challenging and innovative experiences – bringing a sense of magic and wonder to learning. We will prepare students intellectually, emotionally, socially and technologically to carve out the futures they want. They will become lifelong learners, capable of endlessly adapting to an ever-changing world.



Aim 4: Partnerships

We will 'open our gates' and expand our horizons, engaging more deeply with a wider range of communities, institutions and individuals – locally, nationally and globally. This will deliver mutual opportunities for discovery, adventure and progress.



Aim 2: Caring

Every student will be valued for who they are as a unique individual. They will know that Habs always offers kindness and encouragement and that we will proactively nurture and support them. We will also ensure that they understand the importance of protecting and developing their own wellbeing, spirituality and independence.



Aim 5: Talent

Our reputation will draw the brightest students to us. We will also become an inspirational, diverse and inclusive 'destination employer', attracting world-class teaching and professional services staff. We will retain this talent through excellent personal and professional development opportunities, a strong sense of belonging, and mutual support and respect.



Aim 3: Exploring

The depth and breadth of our co-curricular programme will be unmatched, offering superb opportunities for each student to excel academically while also pursuing their personal interests and talents. Students will be capable of being both team players and leaders, developing their resilience, self-awareness and confidence they need to take risks and cope with the outcomes.



Aim 6: Campus

We will be a responsible 'custodian' of our historic campus to create an outstanding learning and working environment for students and staff. We will reimagine education by being a responsible custodian of our campus; supporting and developing existing buildings and facilities; investing in state-of-the-art, environmentally sustainable facilities which can flawlessly support the delivery of our other aims.

Find out more [here](#).

The *role*

Haberdashers' Girls' School and Haberdashers' Boys' School have ambitious plans to build dynamic relationships with their alumni, parents and friends, and to undertake new fundraising initiatives to support the work of the schools. This work is conducted through a small, hard-working development & alumni relations team that works across both schools.

This is an exciting time for the schools. While they remain largely autonomous institutions with their own cultures and traditions, they are undertaking joint fundraising and alumni relations activities for the first time in their histories.

That makes the database manager a key role within the team. Integrating systems to maximise efficiency while respecting the different needs, sensitivities and even data-protection policies of the schools and their constituents requires an experienced database manager with a zealous attention to detail; an in-depth knowledge of Raiser's Edge; and a sophisticated understanding of how to export, import and (where warranted) merge multiple datasets.

The database manager has overall responsibility for the administration and oversight of the Raiser's Edge donor/alumni database, gift processing and alumni networking platforms across both schools. Responsibilities include maintaining the integrity of the data, optimising the database for fundraising appeals, generating reports and queries, providing professional support and training to users, processing all gifts and claiming Gift Aid. The database manager is also responsible for ensuring the database is up to date and complies with data protection legislation.

Hours: Full-time, all year-round

Hybrid working is available



The *role*

Key Responsibilities

- Manage the Raiser's Edge database, including planning and implementing ongoing data organising and cleansing, responding to queries, monitoring software updates and liaising with IT colleagues as necessary.
- Optimise and maintain Raiser's Edge, as well as the 'back end' of fundraising and social media online platforms used by the schools, in preparation for a multi-year comprehensive fundraising campaign, ensuring all are responsive to the evolving needs of the development and alumni relations team.
- Ensure the accurate and timely input and management of data regarding recent leavers and the alumni community, former parents, former teachers and staff and prospective and current donors.
- Manage gift processing, Gift Aid claims, monthly direct debits and bank account reconciliations. Accurately enter and process all gifts (including pledges, cheques and online donations) and work with fundraisers and Finance colleagues to ensure correct project codes are applied and funds are directed to the right accounts.
- Process payments and invoices for all foundation events and projects, liaising with Finance colleagues.
- Generate queries and exports as required by the development and alumni relations team and the schools for research, mailings, events, fundraising appeals and general communication with the Habs community. Ensure in each case that the key data are included and accurate, that 'do not contact' and other exclusions are applied, and that salutations, names and other information reflect constituent preferences.
- Conduct prospect and due diligence research and produce summary reports on current and prospective donors using publicly available sources.
- Oversee, in collaboration with external providers, the administration of time-sensitive data-capture and update surveys, data segmentation, gift processing and other data handling processes necessary for annual telephone campaigns and giving days.
- Assist director of development in implementing a 'moves management' system to ensure an active and growing donor pipeline.
- Serve as the data protection officer for the development and alumni relations team, ensuring that the collection and use of personal data by the team and volunteers complies with all data protection and privacy legislation and best practice.
- Train staff in Raiser's Edge and other data-management systems as needed.



The *role*

Additional Responsibilities

The development and alumni relations team is small, and all team members are expected to perform a range of tasks as needed. These include, but are not limited to, the following:

- Assist with occasional evening and weekend events hosted by the schools and the team
- Serve as a helpful and friendly 'ambassador' for the team in all dealings with staff, donors, alumni, parents, students and the public
- Work effectively and collaboratively with the Finance Department, IT colleagues and other staff as necessary
- Provide general administrative support, and any other reasonable request



Experience, *Skills*, *Qualities*

Skills and Experience

- At least three years' experience managing a Raiser's Edge database (or similar) in a fundraising setting
- Demonstrated proficiency in database administration, import/export, configuration, problem resolution and advanced querying using Raiser's Edge
- Experience processing donations, including processing and recording direct debits, cheques, importing gift data via batch, and submitting gift aid claims
- Thorough understanding of GDPR and other data protection legislation and how this applies to data management
- Good all-round IT skills including competence in all aspects of MS Office
- Familiarity with academic fundraising and donor stewardship (desirable)
- Experience working within the independent school system or other academic setting (desirable)
- Some experience of events management (desirable)

Personal Attributes

- 'Can-do' attitude
- Comfortable working as part of a small, dynamic team
- Willing to be hands-on in all aspects of the role
- Able to prioritise own workload and remain motivated while working to strict deadlines
- Highly organised
- Keen eye for detail and accuracy
- Able to interact effectively with colleagues within the team and the schools
- Adaptable and proactive attitude to work
- Enthusiastic and reliable, with a high level of professionalism and discretion
- Content to navigate both busy and quiet periods, working diligently during the former and identifying ways to use the time productively during the latter

Remuneration

The Elstree Schools are one of the leading schools in the country and it recognises and rewards teaching excellence. We offer attractive salaries and pay progression when compared with the wider education sector and specifically, with the independent sector.

- A salary of up to between £40,000 and £43,000 per year, based on the candidate's experience
- 40 days annual leave per year
- Additional life insurance cover, access to Employee Assistance
- Extensive professional development training opportunities
- Free lunch and refreshments
- Free onsite parking or access to travel on the schools extensive coach network
- Provision of a laptop
- Free access to sports facilities and well-being programmes for staff
- Pension Scheme



Application *Process*

The Elstree Schools are committed to safeguarding and promoting the welfare of children and young people. Successful candidates will be subject to an enhanced DBS record check.

Before you apply for this post please ensure that you have read our [Guidance](#), which can be found on the [Vacancies](#) section of our website.

Please complete an application through MyNewTerm before the deadline. CVs will not be accepted.

If you would like to visit the School before submitting an application, please do contact the School.

Closing date: Monday 3rd June 2024

We are reviewing applications as they arrive and we reserve the right to close the vacancy before the deadline, so please apply as soon as possible.

Please note that due to the volume of applications we receive, we are unable to provide individual feedback except to those candidates who are invited to interview.

The Haberdashers' Elstree Schools are an equal opportunities employer and welcome applications from all sections of the community. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities and experience).

All applicants should read the Schools' safeguarding policy (available here) and are required to declare any criminal convictions or cautions or disciplinary proceedings related to young people. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

N.B. Safer recruitment checks will be made at all stages of the recruitment process.