



APPOINTMENT OF A

DEVELOPMENT OFFICER
(DATABASE AND OPERATIONS)

FULL TIME





HAMPTON SCHOOL

Hampton is one of the country's leading, most successful and best-resourced independent schools and has been helping boys to fulfil their potential and realise their aspirations for over 460 years.

We are a lively, friendly and caring School community, in which innovative teaching is underpinned by strong shared values and complemented by outstanding pastoral care. We aspire to enable our boys not only to make sense of the world but also to want to go out and improve it. Hamptonians are expected to aspire to personal best while supporting those around them with kindness and respect.

The School's examination results and university entrance record consistently rank among the best achieved anywhere. Nearly all Hampton leavers go on to undergraduate courses at Russell Group or equivalent universities. Around 20 Hamptonians are offered places at Oxford and Cambridge annually and a significant number move on to global top-10 universities; we also support pupils who wish to study at universities in North America, some of whom secure academic and/or sporting scholarships.

Our alumni network is extremely strong and former pupils remain very committed indeed to their School, in no small part due to the exceptionally warm and mutually respectful relationships enjoyed between Hampton staff and pupils.

Situated on a green field site in a leafy suburb of South West London, we are fortunate to have over 27 acres of playing fields within our spacious grounds and a generous investment programme ensures that pupils and staff benefit from first-class facilities across all areas of School life.

These include a state-of-the-art 3G sportsground, a large Sports Hall and The Hammond Theatre, along with an excellent library and specialist facilities for Art, Music, Science, Technology, IT and Languages, and a superb Sixth Form Study and Careers Centre. The Millennium Boat House, shared with our neighbouring girls' school, Lady Eleanor Holles, enjoys a prime location on the nearby River Thames and provides the focal point for our renowned Boat Club.

The School was judged to be excellent (the highest possible recognition) across all categories by the Independent Schools Inspectorate (ISI) in May 2023. Inspectors found that Hamptonians' achievements are exceptional across academic and co-curricular areas of School life and concluded that 'outstanding analytical and thinking skills' lead to academic achievements 'far and above national and worldwide averages'. The ISI team also highlighted Hamptonians' excellent personal development and concluded that 'Pupils are open-minded and tolerant and have a clear sense of justice, successfully fulfilling the school's aims for them to make sense of the world, to want to make a difference for good, and to aspire to personal best while supporting those around them with kindness and respect'. A copy of the full ISI report can be found on the School website and a summary booklet of the inspection team's key findings is linked [here](#).



DEVELOPMENT OFFICER (DATABASE AND OPERATIONS)

This is an exceptional opportunity for a highly professional, motivated and organised individual to join Hampton School at an exciting stage in our Development journey.

Development at Hampton in its current form has been in place since the establishment of The Fitzwygram Foundation in 2016. Over this period, it has built up strong relationships within the School community and established excellent fundraising foundations.

The primary fundraising focus over recent years has been on raising funds for The Fitzwygram Foundation, to provide additional free places at the School. In total, 106 Senior School pupils are currently attending Hampton on completely free places, of which 17 are funded by the Foundation.

Our ambition, in the first phase, is to be able to fund an additional 50 free places via The Fitzwygram Foundation and this will be the focus of the development strategy and plan. This ambition is to be assessed and reviewed by the Development Director to determine realistic targets and associated expectations. Fundraising for capital projects and academic endeavours may also be part of the future fundraising plans.

Secure foundations have been established:

- The free places campaign has successfully raised over £3.3m since 2018
- The Fitzwygram Foundation has an established board of Trustees and an excellent relationship with the Hampton School Trust
- A regular programme of communications and events for alumni (Old Hamptonians - OHs) is in place
- The alumni network of OHs has a warm and notably supportive relationship with the School
- Data is managed on Raiser's Edge database, which currently holds over 25,000 constituent records (of which approximately 4,900 have active emails)
- A Giving Day campaign is planned for summer 2025.



THE FITZWYGRAM FOUNDATION

Hampton School was founded in 1557 by Robert Hammond, who left a sum of money in his Will to set up a school for local boys in the parish of Hampton. Our other early benefactors included Nicholas Pigeon, his grandson Edmund Pigeon, and the Reverend FitzRoy Fitzwygram, who all used their wealth to support the education of local underprivileged children. Many generations on, Hampton remains committed to playing a full and active role within the local community.

As a former grammar school, Hampton has no historic endowment fund on which to draw, and this has limited the number of pupils the School could support. There are many talented boys within the local community who are unable to benefit from a Hampton education due to lack of funding.

In order to address this, The Fitzwygram Foundation was established in 2016 as a separate, but linked, charity for the sole purpose of increasing the number of free places offered at Hampton School for pupils in financial need. The Foundation draws upon the support of the School community, which includes alumni, current and former parents and staff. The Fitzwygram Foundation is currently funding 17 free places at Hampton School.

The Fitzwygram Foundation Trustees meet regularly with the Development Director and consider all aspects of fundraising activity. Further details relating to the Governance and Objects of the Fitzwygram Foundation can be found via the Charity Commission website <https://register-of-charities.charitycommission.gov.uk/charity-search/-/charity-details/5083755/charity-overview>.



KEY RESPONSIBILITIES

Reporting to the Development Director the successful applicant will be responsible for:

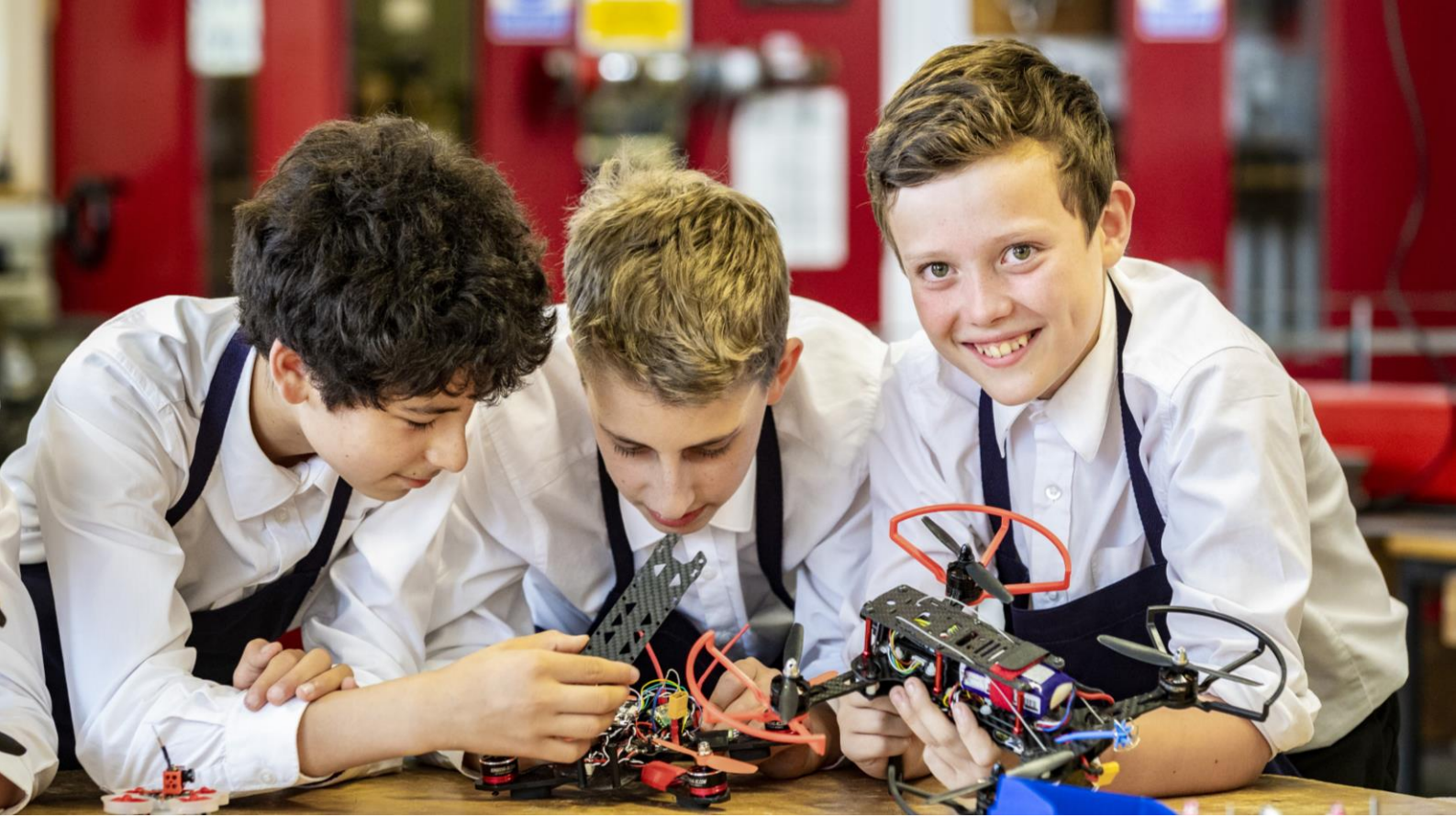
Data Management and Digital Platforms

- Develop the Raiser's Edge database in order to meet our fundraising and external relations objectives, taking an entrepreneurial approach to developing new and innovative approaches when appropriate
- Lead on maximising the use of Raiser's Edge according to the team's needs and create processes and procedures for how the department interacts with the database
- Perform all database administration functions, including database maintenance, security set-up, duplicate record merging, clean-up tasks and quality control audits
- Work closely with IT and third-party suppliers to resolve any software issues, upgrades or policy changes
- Manage the database, with responsibility for accurate inputting of constituent information, reporting on fundraising activities, performance and forecasts
- Manage data imports and exports for the team
- Manage Hampton alumni and archives platforms (Hampton School Connect (Graduway), ensuring the platform is used to its full potential and well-integrated with the Raiser's Edge
- Support the Development office (and other departments where required) with their data needs, including mailing lists, event management and ticket processing, both through Raiser's Edge and third-party platforms

- Update database with information from SIMS.net, the Hampton School Archive, events, research and information received in response to general enquiries and correspondence and use SIMS.net, to create reports and export information
- Create and run queries and produce exports and reports via The Raiser's Edge for the purposes of assisting with communications, publications and events
- Manage GDPR consent on Raiser's Edge.

Insight and stewardship management

- Support the Director of Development in reporting to senior management and governors, by providing regular reports on fundraising activities, performance and forecasts
- Use constituent information to segment the database and enable the identification of new prospects
- Offer the Director of Development support on all aspects of 'moves management' through the Prospects module on Raiser's Edge
- Produce reports for the Director of Development on identification, cultivation, solicitation and stewardship to share with senior colleagues and volunteers.



KEY RESPONSIBILITIES (continued)

Gift management

- Lead on all aspects of Development Office gift administration, with the support of the Development Officer and liaising with the Finance Department
- Ensure all reporting requirements to major and other donors can be managed through the database
- Implement new procedures as necessary to streamline all financial processes and integrate them with other teams
- Oversee processing and claiming Gift Aid
- Manage gift administration and liaise with Finance on financial reporting of overseas donations e.g. through the BSUF, CAF Canada, TGE and others
- Complete monthly income reconciliation with the Bursary
- Ensure accurate monthly Gift Aid submissions to HMRC
- Facilitate card payments using Blackbaud Merchant Services.

General

- Attend and draft accurate minutes of the Finance and Risk Committee (IFRC), Trustee meetings and other meetings as requested by the Company Secretary or Development Director
- Act as departmental lead on compliance with relevant fundraising and other legislation (GDPR and PECR, Fundraising Regulator, etc)
- Support the rest of the Development team with their data needs, with a focus on training and enabling them to increase their own data skills
- Any other duties within the scope, spirit and purpose of the job as directed by the Headmaster or Bursar
- Act as a first point of contact for all Alumni enquiries received by telephone, post, email, in person or through social media
- Respond to enquiries in a welcoming, timely and effective manner
- Manage the sale of Alumni Merchandise
- Assist the Development Director in the organisation and co-ordination of Alumni events
- Provide tours of the School to visitors, as required
- Cover for the Development Director as required



PERSON SPECIFICATION

The successful candidate is likely to be able to demonstrate the following knowledge, skills and personal attributes:

- A commitment to the paramount importance of the safeguarding and wellbeing of pupils
- A self-motivated individual who can demonstrate excellent written and verbal communication skills
- Be confident, present themselves well and have strong social skills, enabling them to deal politely and effectively with Alumni, staff, pupils, parents and the general public
- Able to maintain professionalism and confidentiality when dealing with sensitive information and business matters
- Experience of The Raiser's Edge Database is essential
- Adopt a professional and collaborative approach with the ability to work as part of a team and instil confidence
- Effective planning, administration and MS Office skills, with the proven ability to prioritise
- Excellent analytical and communication skills (including written) with the ability to effectively interpret and present data in different ways to a range of people at all levels
- The ability to develop and maintain good working relationships with colleagues and stakeholders
- High professional standards, particularly with regard to minute-taking, proof-reading, accuracy and presentation
- Possess the ability to meet deadlines with strong organisational and task management skills and the ability to concurrently work on multiple projects
- Familiar and comfortable with media platforms including LinkedIn
- Understand what is required to fully understand and promote the aims and ethos of the School both on and offline
- Experience of working in a customer focused environment
- Experience of working with Alumni in a school environment would be an advantage
- Awareness of the importance of data security and confidentiality, treating all information received in an appropriate manner and at all times demonstrating discretion and complying with the provisions of data protection law and the School's own privacy policies
- Initiative, common sense and patience
- Enthusiasm, willingness and flexibility to adapt to ever-changing priorities
- The ability to develop and maintain effective relationships with all members of the school community and outside organisations calmly and efficiently, with the ability to work under pressure when required to do so
- Assiduous and willing to avoid the '9 to 5 approach'
- Demonstrate a commitment to continuing professional development through attendance at INSET.



OTHER

- To act as Fire Marshal and First Aider as required. Training will be provided
- To attend training courses as required
- Any other reasonable tasks required by the Bursar and/or The Headmaster in association with the above role
- You may be required to work outside of contractual hours to fulfil the responsibilities of the role and/or in emergency.

Please note that there may be some changes and additions to the above, which will be discussed before implementation and changes may occur as the post develops. This document is designed to provide applicants with a “flavour” of the position and responsibilities.

TRAINING

- Where necessary, to undergo on the job training under the general direction of The Headmaster and/or the Bursar to increase competence, proficiency and safety awareness
- To attend INSET training outside the school, as required.

SALARY & BENEFITS

The remuneration package will be commensurate with the skills and experience of the successful candidate. Salaries are paid by bank transfer on the 25th of the month. The Governors review salary Scales each year to ensure they remain competitive.

The Hampton School Trust Governors also currently offer the following non-contractual benefits to staff, subject to any terms and conditions and the School's eligibility requirements: private medical insurance (PHC); death-in-service benefit insurance policy; a Medicash healthcare cash plan; Pension Scheme, personal accident insurance, School fee remission, cycle to work scheme, lunch, sports facilities and counselling.

Please note that the above list is not exhaustive and that non-contractual benefits are provided at the discretion of the Governors.

HOURS & HOLIDAY

Normal office hours are 8.45am to 4.45pm, however, a high level of flexibility, commitment and dedication is required. Some weekend and evening work will also be required for events. Annual leave entitlement is 26 working days per academic year. In addition, you will also be entitled to the following periods as holiday:

Christmas School Holiday as notified (includes Christmas Day, Boxing Day and New Year's Day) All bank holidays plus an additional day in May. For hours worked outside of normal working hours, time off in lieu may be approved at the discretion of the Line Manager in accordance with the terms outlined in our Guidelines for Time off in Lieu.



EQUAL OPPORTUNITIES

It is the policy of Hampton School to provide equal employment opportunities for all qualified individuals and to prohibit discrimination in employment on any basis protected by applicable law, including but not limited to race, colour, religious creed, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition or disability. Hampton School promotes equal employment opportunities in all aspects of employment through positive employment policies and practices.

Offers of employment will be made on merit and suitability of qualifications and experience, in pursuit of our policy of equal opportunities.

The School reserves the right to offer the post at any stage in the appointment process.

SAFEGUARDING

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding Policy and Procedures at all times.

If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's Safeguarding Designated Persons or to The Headmaster

This post involves working with children, it is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

Please note all appointments are subject to the Hampton School Trust Recruitment, Selection and Disclosure Policy and Procedure.



For an informal discussion about the role and requirements, please contact
Human Resources via recruitment@hamptonschool.org.uk or
call **020 8979 5526**.

Hampton School, Hanworth Road, Hampton, Middlesex, TW12 3HD

www.hamptonschool.org.uk