



ST ALBANS
SCHOOL



Alumni Relations and Development Officer

1 year fixed term contract, to start January 2025

THE SCHOOL

St Albans School is a multi-dimensional institution: academic excellence, intellectual development and strong pastoral care lie at the core of an exceptional holistic education, enabling us to identify and nurture each pupil's potential. Our fundamental and unrelenting focus on our pupils' wellbeing gives them the self-confidence and self-belief to do, and to give of, their best. Inspirational teaching ensures strong intellectual development whilst outstanding provision and achievements in the wider curriculum enrich each pupil's experience. Our pupils develop important values, qualities and skills, as well as learning an awareness and understanding of the wider world as they determine the contribution they intend to make to it in their adult lives.

We believe that a good education comprises so much more than just academic work and intellectual development. Significant emphasis is placed on wellbeing and pastoral care (organised by section and year group): the warmth and friendliness of the School community is one of its great strengths and most distinctive features. The School's vision is *to help each pupil flourish intellectually and personally, developing self-knowledge and self-confidence in order to find meaning and purpose in life*. Further information about the School's motto, ethos, aims, vision and values can be found [here](#).

The School has an excellent reputation for academic achievement, for success in university entrance and for achievement thereafter. Distinguished Old Albanian academics include Professor Lord Renfrew, formerly Master of Jesus College, Cambridge; the late Dr John Barber, formerly Vice Provost of King's College, Cambridge; and the late Professor Stephen Hawking. Academic standards are consistently very high: the five-year average of A Levels grades is A* 35%, A*-A 70% and A*-B 90%. At (I)GCSE the five-year grade average is 70% 9-8 grades and 87% 9-7 grades. Further information about examination results can be found [here](#).

However, the School sees examination results as means to an end rather than an end in themselves and the importance of the learning journey is prioritised. The focus of teaching and learning is to ensure pupils are educated in the fullest sense so that they may be productive in their communities in the spirit of the School

motto (*non nobis nati* – born not for ourselves) and fulfil their potential. St Albans School pupils are holistic learners who take responsibility for their own education. We equip them, via our Learning to Learn (LTL) programme, with the theoretical, practical and creative skills to thrive in any environment, including in higher education and the workplace. Our teachers are subject specialists with a commitment to developing transferable skills as well as excellent subject knowledge; they are innovative and creative in their pedagogical approaches and have high expectations for their pupils. Support and training are provided by the Teaching and Learning Team who aim to develop and extend the professional community within and beyond the School.

All teachers are provided with a School laptop with WiFi connectivity to smart boards in classrooms. Whilst teaching and learning is not exclusively undertaken via digital means, teachers deploy a wide range of digital strategies and all classes utilise Microsoft Teams and OneNote notebooks.

The extensive co-curricular programme with over 200 clubs and activities plays a vital role in developing values, skills and qualities in preparation for adult life: drama, music, sport, CCF and the Duke of Edinburgh's Award Scheme are all thriving as is our extensive partnership scheme with 16 local state-maintained schools.

The vast majority of our leavers are successful in securing places on competitive courses at Russell Group universities. The most popular destinations in recent years have been Bath, Bristol, Birmingham, Cambridge, Durham, Exeter, Leeds, Manchester, Nottingham, Oxford, Warwick and York.

St Albans School is among the most ancient educational foundations in the world and can trace its history back to its foundation in 948AD. After the dissolution of the monasteries, the School's activities were temporarily suspended before its re-founding in 1570. This was made possible by Queen Elizabeth I's grant of the wine licences for the borough of St Albans to Sir Nicholas Bacon, Lord Verulam and Lord Keeper of the Great Seal, who used the income to pay the annual salary of the Master of the School. For 300 years the School flourished in the Lady Chapel of the Abbey, until in 1870 it moved to occupy the Great Gateway of the Abbey and the beautiful adjacent site overlooking the remains of the Roman City of Verulamium. The School has not, therefore, been a Church Foundation since the Reformation, but its historical links with the Abbey have naturally helped to shape its character, and the School still meets for assembly in the Abbey twice a week.

The School was, for much of the twentieth century, a

Direct Grant school, but is now fully independent. The present school roll is c.893 with a Sixth Form of about 320, and the teaching staff numbers some 110

Over the years, significant investments have been made in the School's facilities, including the development of extensive sports grounds, a Field Study Centre in the Brecon Beacons, and various campus upgrades like a new Music School and Science laboratories. Our Sports Centre is also fully equipped with a swimming pool, sports hall, fitness centre, dance studio and climbing wall, and we recently opened the £6.5m Corfield Building for Mathematics and CCF. There is a rolling programme of refurbishment: most recently, we refreshed the walls and floors of our Sports Grounds at Woollams.

At the last ISI Inspection in 2022 the School received the highest possible inspection grading with 'Excellent in all Areas'. The School also received a glowing review from The Good Schools Guide (February, 2024): "*A school that does exactly what it says on the tin – brilliantly. Academics are a given – it's the pastoral care, participative ethos and outstanding extracurricular offering that makes St Albans stand out.*" A copy of the review can be found [here](#).

The School is heavily oversubscribed at all levels of entry. The main ages of entry are ages 11 and 13 for boys, and girls and boys are admitted into the Sixth Form. Scholarships are offered at all ages of entry, and the School is able to provide assistance to some families, in cases of proven need, from its own bursary fund. Entry at 11+ and 13+ is by competitive examination and interview. Many 13+ joiners secure their place through 12+ assessments in the Summer Term of Year 7. Entry into the Sixth Form is by interview and conditional upon GCSE results.

St Albans is a beautiful Cathedral city, with a lively cultural life, surrounded by countryside but only 20 minutes from London by train, with easy access to motorways and airports. It is a relatively affluent area on the edge of a densely populated conurbation with areas of affordable property within easy travelling distance.



JOB DESCRIPTION

Purpose of Position

The St Albans School Foundation was established in 2008 to raise funds from alumni and parents of the School to provide bursaries and to fund specified capital projects. The Development Office is responsible for fostering relationships between the School and its former pupils and current parents, with the aim of encouraging their support of the Foundation. The management and organisation of the School's museum and archives is also the responsibility of the Development Office.

Under the overall direction of the Development Director, this role will support the Development Office and help manage events, a programme of communications and the administration of our database. The position will also help generate financial support for the Foundation via fundraising campaigns, specifically focusing on the Bursary Campaign which aims to increase the number of means-tested bursary recipients.

Knowledge, Skills and Abilities

- Experience of event management and fundraising techniques.
- Experience using fundraising or alumni CRM e.g. Toucan Tech.
- Sophisticated and persuasive writing style, tailored to suit a variety of audiences.
- Highly organised, methodical with excellent attention to detail.
- Good general standard of education, particularly in Mathematics and English.
- Excellent computer skills including manipulating Excel spreadsheets, and general experience of Microsoft Word, Outlook and Publisher.
- Ability to manipulate and update a CRM database.
- Familiarity with web research, capable of quickly sourcing accurate information and assessing its reliability.
- Excellent interpersonal skills: able to communicate effectively both verbally and in writing with people of all ages.
- Ability to prioritise own workload and work flexibly, and at times under pressure, meeting deadlines.
- Ability to establish and maintain office administrative systems.
- Ability to work as part of a team and on own initiative.
- To establish and maintain successful working relationships both internally and externally.

Key Responsibilities & Accountabilities

Administration/Other:

- Manage and develop the social media accounts of the Foundation, working with the Development team to create a communications schedule which covers posts on Instagram, Facebook, Twitter and LinkedIn to increase engagement and support.
- Develop and update the Foundation section of the School website to provide information to alumni and other interested parties.
- To maintain meticulously accurate financial records, associated with the St Albans School Foundation.
- Organise and attend, taking minutes where necessary, meetings of voluntary groups associated with events and fundraising.
- Develop and manage the department's administrative systems.
- To keep track of merchandise stock levels, recording purchases and supporting with sourcing new products, as well as developing the merchandise offering.
- Work with the Alumni Relations & Development Manager to support with the management of OA Connect via Toucan Tech, including regular copy and event updates, new login requests and making sure the site is functional.
- Be the owner of up-to-date correspondence on Toucan Tech. Ensuring the others team members are uploading all correspondence and notes.
- Process donations and thank you letters, updating messaging when necessary.
- Work with Finance department to coordinate all financial reconciliations with Engage and ToucanTech including HMRC Gift Aid claims and BSUF donations, and any others.
- Manage constituents on Toucan Tech, thoroughly checking all information and assessing fields for relevant data input. In addition, keeping organised and up to date files of physical records.
- Ongoing data updates and maintenance on Toucan Tech, overseeing new parent data import and ensuring that all data is up to date and clean, in line with GDPR and PECR legislation.
- Running queries and exports from the database as required for analysis of fundraising and event participation. Run regular reporting and production of statistical data on department activities and financial performance, including event budget
- Ongoing exploration of the database and its usage, optimising its potential and searchability for all users.

- To be the first point of contact for external enquiries to the department via phone, email or social media.

Campaign/Fundraising:

- To support with the recording, processing and marketing of the Bursary Campaign.
- To support with the administration and organisation of future campaigns run by the Development Office.
- Identify potential major gift donors, undertake in-depth research, and ensure that approaches to them are effective and timely.
- To support in setting up and organising a range of cultivation and fundraising events (which may involve some evening and weekend work).
- To work with the Development Director and Development & Alumni Relations Manager on major gift solicitations and support any related activity.
- To maintain accurate contact records, in particular financial records
- To support a stewardship programme of recognition, including Christmas cards, thanking regular donors and birthday cards.
- To support the Director in identifying donors and map and brainstorm on stewardship plans.
- To support the Alumni Relations & Development Manager in promoting legacy materials and the annual mail out to increase sign up to the Gateway Society.

School Alumni & Events:

- Compile and produce articles for *Versa*, supporting the Alumni Relations & Development Manager in the creation of the publication.
- Help create promotional publications such as Inspiring Old Albanians and updated volumes.
- Management of alumni surveys and opinion polls.
- Manage consent collections and keeping track of lawful data processing.
- Undertake database, event and fundraising training where necessary to maintain up to date knowledge and professional development.
- Support with the creation of the Foundation's Annual Report.
- Play an active role in the planning and execution of the biennial Parents' Summer Ball, including committee attendance, company liaison, ticket bookings, programme adverts and staffing.
- To support with the supervision of any volunteers, who may at times work for the Foundation.

- Where necessary to adopt a flexible approach to working hours in order to carry out the responsibilities of the post effectively.
- Support other communications with alumni and other targeted audiences, including printed and online correspondence. Production and distribution of regular newsletters.
- Support the programme of initiatives to maintain, improve and build long-term alumni relations.
- To help manage a regular and effective communications programme, including Toucan Tech mailings.
- To support and on occasion lead a wide variety of alumni events including reunion events, gaudy events and drinks receptions (which may include some evening and weekend work).
- To support and on occasion lead regional alumni events, including administration support of overseas dinners.
- Welcome any visiting alumni to the School and organise suitable tours and activities.
- Publicise and promote existing School events, ensuring alumni attendance.
- To support the work of the Development office and other team members when required.
- Have an active role in creating and designing artwork which engages with alumni and promotes alumni relations. E.g. designing campaign artwork for e-mailings and alumni profile posters using Photoshop, Adobe Spark and Canva.

Safeguarding Children

The appointee's responsibility for promoting and safeguarding the welfare of children and young persons for whom they come into contact will be to always adhere to and ensure compliance with the School's Safeguarding Policy and procedures. If in the course of carrying out the duties of the post the appointee becomes aware of any actual or potential risk to the safety or welfare of children in the School, they must report any concerns to the Headmaster or the Designated Safeguarding Lead (DSL).



In addition to life assurance of four times annual salary, support staff are auto enrolled into a contributory pension scheme operated by the Pensions Trust. Details of which include a 6% employer contribution rate and a 3% employee contribution rate. There is the option to increase contributions and the School will contribute double the employee contribution up to a maximum of 10%.

St Albans School offers many other non-contractual benefits including free onsite parking, free lunches during term time and free use of the onsite leisure facilities which include a swimming pool and gym. The School's Salary Extras online platform gives access to a range of lifestyle benefits and discounts as well as support and guidance with financial matters, health and wellbeing. There is a generous annual budget for staff training and development.

St Albans School is committed to safeguarding young people and promoting the welfare of children. Applicants must be willing to undergo child protection screening and safer recruitment checks appropriate to the post, including checks with past employers and the Disclosure and Barring Service. All positions within the School are exempt from the provisions of the Rehabilitation of Offenders Act 1974.

Applications should be submitted by **18 October 2024** using the form available at www.st-albans.herts.sch.uk/information/vacancies/.

A CV and a covering letter can be attached to this form. The School reserves the right to make an appointment before the closing date, so early applications are encouraged.



FURTHER INFORMATION

St Albans School is committed to securing equality of opportunity through the creation of an environment in which individuals are treated on the sole basis of their relevant skills and abilities. The School recognises the benefits of having a diverse community of staff and pupils who value one another and the different contributions everyone can make. All policies and practices conform to the principle of equal opportunities including recruitment, selection, training, promotion and career development. Staff are selected according to their suitability for the post, irrespective of background or protected characteristic.

Hours are full time, 37.5 hours per week, Monday to Friday, full year. Occasional evening and weekend working is required for School events.

Full-time staff receive a remission of two-thirds of school fees for children educated at the School. This provision is subject to the availability of places and to the satisfying of the School's usual entry criteria.

