



APPOINTMENT OF



# **EVENTS & FUNDRAISING ADMINISTRATOR**

**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. Between 20 and 30 Hamptonians are offered places at Oxford and Cambridge annually and 43 young men among the Class of 2020 have moved on to global top-10 universities; an increasing number go on to study at US Ivy League universities, often on academic and/or sporting scholarships. Our alumni network is extremely strong and former pupils remain very interested in their School, in no small part due to the exceptionally warm and mutually respectful relationships enjoyed between Hampton staff and their 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 sports ground, 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 our recently opened 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.

Visitors from the Independent Schools Inspectorate (ISI) concluded in March 2016 that Hampton's academic and all-round excellence merited the rarely awarded ISI assessment of pupils' achievements and learning being 'Exceptional'. The inspection team's findings in all other areas were similarly pleasing and the highest possible judgements were achieved across the board. A further Regulatory Compliance Inspection (RCI) in 2019 reported the School to be fully compliant. A copy of the full ISI reports can be found on the School website.



# EVENTS & FUNDRAISING ADMINISTRATOR

## **An exciting opportunity has arisen in the Alumni Development department of Hampton School for an Events & Fundraising Administrator**

This is an excellent opportunity for someone looking to develop a career in a fundraising environment.

You will be working with our existing, well established team organising the smooth running of all aspects of our events from concept through to delivery. This will include liaison with internal stakeholders and also extensive communication with external attendees so it is important that you have an interest in 'people'.

You should also have an excellent eye for detail, be extremely organised and comfortable working on databases.

Normal office hours are 8.45am to 4.45pm, however you should be able to demonstrate a high level of flexibility, commitment and dedication as there is the requirement to work some evenings and weekends.

Training, mentoring and career development opportunities will be available for the right candidate.

For an informal discussion about the role and requirements, please contact Mr Anthony Hewitt at

[A.Hewitt@hamptonschool.org.uk](mailto:A.Hewitt@hamptonschool.org.uk) or call **020 8979 5526**.

**Closing date for applications:**

12 May 2022

Further details about the post and an application form are available on the School website's vacancies page

[www.hamptonschool.org.uk/contact/jobsvacancies/](http://www.hamptonschool.org.uk/contact/jobsvacancies/)

Application forms to be sent to

[recruitment@hamptonschool.org.uk](mailto:recruitment@hamptonschool.org.uk).





# KEY RESPONSIBILITIES

---

The post holder would be responsible for:

## **Event Administration**

- Organising the smooth running of over 30 alumni development events
- Be involved in all aspects of events from concept through to delivery
- Dealing with internal stakeholders in the creation of these events. You should also be comfortable with communicating with external attendees

## **Database Administration**

The Alumni and Development Office use the database Raisers Edge to manage activity. Experience of Raisers Edge is not essential, but experience of using a CRM system is desirable.

- Adding full details of all new students & parents in September
- Updating staff records each term with new starters and any leavers
- Updating all student leavers records in September with university destinations, A-Levels studied, achievements and activities whilst at Hampton
- Adding all relevant communications received through the office to the database on a daily basis
- Managing GDPR consent recording through consent captures on Raisers Edge
- Processing donations

## **Fundraising and Communications**

Working with the Alumni and Development team the postholder will be tasked with

- Drafting and distributing monthly alumni e-newsletters
- Researching potential donors
- Continuing to develop Raisers Edge as a fundraising tool by:
  - Regularly updating records of potential donors
  - Using the prospect management tools to classify and track interactions with potential donors
- Analysing the information within the prospect management tool to produce reports and providing a list of actions for fundraisers to implement

## **Financial Administration**

- Ensuring that all donations are logged in Raisers Edge and acknowledged promptly by the appropriate person including, where appropriate, drafting the thank you letters
- Producing a direct debit report with relevant Gift Aid information for the Bursary twice a month
- Liaising weekly with the Bursary to reconcile accounts and bank statements to the information on Raisers Edge

## **General Office Administration**

- Acting as general point of contact for alumni enquiries, responding directly where appropriate or passing the enquiry on where appropriate
- Managing the sale of alumni merchandise



## PERSON SPECIFICATION

**The successful candidate will have the following experience, skills and personal attributes:**

- A commitment to promoting the safeguarding and wellbeing of children
- High professional standards including having a strong work ethic, a keen eye for detail and accuracy
- Enjoy being part of a small friendly team and able to build excellent working relationships with colleagues and stakeholders
- Self-motivated and able to demonstrate excellent written and verbal communication skills
- Strong social skills and confident presenting yourself dealing politely and effectively with alumni, staff, pupils, parents and the general public
- Enthusiastic, motivated and able to work proactively

- A high level of flexibility, commitment and dedication
- Strong IT skills (experience of using a database such as Raiser's Edge would be an advantage)
- A willingness to embrace new technologies and systems
- Able to work accurately under pressure to meet fixed deadlines
- Enthusiasm, willingness and flexibility to adapt to ever-changing priorities
- Fully understand, embrace and promote the aims and ethos of the School both on and offline
- Demonstrate initiative, common sense and patience
- An understanding of the need for confidentiality and Data protection in line with GDPR

### **The Alumni and Development team comprises:**

- Director of Development & Alumni Relations
- Alumni Events & Communications Officer
- Alumni Relations Officer
- Archivist





## OTHER

- To act as Fire Marshal and First Aider as required. Training will be provided.
- Any other reasonable tasks required by the Director of Development & Alumni Relations, The Headmaster and/or Bursar in association with the above role.

*Please note that there may be some changes and additions to the above. This document is designed to provide applicants with a "flavour" of the position and responsibilities and is not necessarily comprehensive, however, the employee may be called on to perform other tasks as directed by the Head of Admissions & Marketing, Bursar, Headmaster or anyone acting on their behalf*

## TRAINING

- Where necessary, to undergo on the job training under the general direction of the Head of Department to increase competence, proficiency and safety awareness.
- To attend INSET training outside the school where appropriate to increase competence, proficiency and safety awareness.

## SALARY & BENEFITS

The salary will be based on the Hampton School Scale for Support Staff and be commensurate with experience.

This is a permanent full-time position and normal office hours are 8.45am to 4.45pm, however, a high level of flexibility, commitment and dedication is required. The role will also involve some evening and weekend work to co-ordinate and manage events..

The annual leave entitlement is 26 working days per academic year.

The Hampton School Trust Governors 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; enrolment in appropriate Pension Scheme, currently the TPS for teaching staff, 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 non-contractual benefits are provided at the discretion of the Governors.*





## 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.

If any special requirements or access arrangements are required to attend an interview, please inform the School.

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

## 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.

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

Further details of the School are available on the website.

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.**



**Closing date for applications:**  
**4 May 2022**

For an informal discussion about the role and requirements, please contact  
Human Resources via [\*\*recruitment@hamptonschool.org.uk\*\*](mailto:recruitment@hamptonschool.org.uk) or  
call **020 8979 5526**.

Further details about the post and an application form are  
available on the School website's vacancies page.

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

**[www.hamptonschool.org.uk](http://www.hamptonschool.org.uk)**