



MERCHANT TAYLORS'
School

Job description	
The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment	
The School	Merchant Taylors' School is a large Independent Boys' School, situated in 280 acres of parkland in Northwood, Middlesex. The School was founded in 1561, is owned by the Merchant Taylors' Educational Trust and moved to its present site in 1933. There are four distinct boys' day schools on campus. The Nursery, the Pre-Prep & the Prep cater for 370 boys, while the Senior School has some 960 pupils. The School employs over 110 teachers and 160 Support staff across Merchant Taylors' School.
Job title	Development Administrator
Function	Support Staff
Reports to	Director of Development and Alumni Relations
Line management duties and responsibilities for	N/A
Summary of role	<p>The Development & Alumni Relations Office leads the process of generating long-term and consistent voluntary income for Merchant Taylors' School, and for running a comprehensive alumni and parental relations programme. The office uses Blackbaud's Raiser's Edge as its alumni and parental database, and this tool drives much of the activity of the office. This role is to provide administrative support to all aspects of the work of the Development and Alumni Relations Office and to strive to improve the integrity and effectiveness of the Raiser's Edge database.</p> <p>To undertake any other duties as may be reasonably required and requested by your line manager to meet the School's priorities and demands.</p>

<p>Main duties and responsibilities</p>	<ul style="list-style-type: none"> • Administration of the Raiser’s Edge Development and Alumni Relations Office Database, including the input of new data, updates to the data, and the manipulation of data to produce reports and mailings as required. • Proactive research to enhance the data we hold, using tools like LinkedIn. • Ensuring the integrity of data provided or discovered. • Gift administration: recording new gifts on Raiser’s Edge, acknowledging and thanking donors. • Gift Aid administration: recording declarations appropriately and making monthly Gift Aid claims to HMRC. • Gift reconciliation with the school’s accounts department, including reconciling event accounts. • Processing online event payments (as well as cancellations and refunds), online gifts, memberships of the OMT Society, and online OMT profile updates. • Recording event responses made by email or post. • Assisting with production of event materials and event reports for organisers. • Dealing with correspondence arriving at the Development and Alumni Relations Office, forwarding requests for information and ensuring that all matters are dealt with in timely manner. • Mailing and emailing documentation to the Development and Alumni Relations Committee. • Maintaining a record of the Development and Alumni Relations Office budget, and ensuring that sufficient supplies of stationery, etc, are held in stock. <p>OTHER DUTIES:</p> <ul style="list-style-type: none"> • To carry out other duties as may reasonably be requested by the Director of Development and Alumni Relations, Head Master or Bursar, particularly supporting other departments at times of pressure.
<p>Safeguarding responsibilities</p>	<p>It is 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 and to adhere to and ensure compliance with the School’s Safeguarding Policy Statement 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 Head Master</p>

Person Specification

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	Essential	Desirable	Method of assessment
Qualifications	<ul style="list-style-type: none"> High level of literacy and numeracy (at least 5 GCSEs above C, to include English and Mathematics) and A levels or equivalent qualifications. 	<ul style="list-style-type: none"> Educated to degree level or equivalent. 	Production of the Applicant's certificates Discussion at interview Independent verification of qualifications
Experience	<ul style="list-style-type: none"> Experience of using and interrogating CRM databases Experience of dealing with internal and external correspondence in a professional manner. 	<ul style="list-style-type: none"> Experience of using Raiser's Edge database (although training will be provided) Some experience of financial processing Experience in a fundraising or external relations environment 	Contents of the Application form Interview Professional references
Skills	<ul style="list-style-type: none"> Excellent communication skills, both written and oral A high level of numeracy Highly proficient in the use of Microsoft Office 		Contents of the Application form Interview Professional references Practical task

	<ul style="list-style-type: none"> • Intelligence and a willingness to learn and to listen • Ability to work independently and prioritise a busy and varied workload. 		
Knowledge	<ul style="list-style-type: none"> • An understanding of role in the context of safeguarding children, young people and vulnerable adults. • An awareness of the impact of the General Data Protection Regulations on the functioning of the Development and Alumni Relations Office • An understanding of the charitable objectives of the school, in particular the provision of means-tested bursaries. 	<ul style="list-style-type: none"> • An awareness and understanding of Gift Aid. 	<p>Contents of the Application form</p> <p>Interview</p> <p>Professional references</p>
Personal competencies, qualities, attitude and behaviours	<ul style="list-style-type: none"> • A systematic and thorough approach to work. • Meticulous attention to detail and a pride in accuracy of work. 		<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>

	<ul style="list-style-type: none">• Highly professional in manner and approach to work.• Discreet and able to maintain confidentiality at all times.• A team player		
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General Conditions

Start date	May 2025
Hours	25 hours per week (9am – 3pm/Monday to Friday). Potential for start and finish times to be flexible. (Includes 1-hour unpaid lunch) Term time only (35 weeks) plus 2 weeks during School holidays.
Salary	Salary range £28,847 - £33,395 per annum based on 37.5 hours per week (FTE). Actual pro-rata salary range £15,274 - £17,682 per annum based on 25 hours per week, term time plus 2 weeks during the School holidays. The salary will be dependent on relevant skills, qualifications and experience.
Holiday	Statutory holiday entitlement paid within salary and taken during School holidays.
Other benefits	15% employer contribution to a defined contribution pension scheme (Contributory) Life cover 4 x annual salary and income protection Access to a cash flexible benefit in lieu of pension contribution Access to a number of lifestyle benefits including Cycle to Work, ULEV cars, and retail discount vouchers via our benefit provider Staff fee remission on school fees (subject to admissions criteria) (all of the above subject to eligibility criteria) Use of School leisure facilities, including pool, gym and lake. Lunch provided free of charge when the School Catering Department is open Free parking on site, with access to electric vehicle charging (payable via app) Support for professional development and professional membership fees
Closing date for applications	Thursday 3 rd April 2025, 9am Please apply as soon as possible as shortlisting/interviews will progress up until the closing date. Should a suitable candidate be appointed, we reserve the right to close the advert early.
Interviews to be held	Tuesday 8 th April 2025

Merchant Taylors' School is an equal opportunities employer committed to safeguarding and promoting the welfare of children. As this role will bring you into contact with children you are expected to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).