



WOODHOUSE GROVE SCHOOL

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**APPOINTMENT OF
DEVELOPMENT OFFICER**



An Introduction to Woodhouse Grove

Woodhouse Grove is situated on a beautiful 70-acre campus within easy reach of Leeds and Bradford. The school provides a first class all-round education for boys and girls, day pupils and boarders alike. Day pupils are drawn from a wide and well-populated catchment area both within and beyond the West Yorkshire (Leeds and Bradford) conurbation. The school runs bespoke bus services at the start and end of each school day and benefits from a railway station situated across the road from the school campus.

Since 1996 the school has grown from 750 to its current total of 1100 pupils (aged 2 to 18) and has a Sixth Form of more than 200 students. It has benefited from substantial capital investment in recent years that has significantly improved the school's teaching, sporting and performing art facilities. The most recent full ISI Inspection (March 2017) graded Woodhouse Grove as 'Excellent' in all areas; the January 2020 ISI compliance visit found the school fully Compliant in all respects. The school continues to invest in its facilities to further enhance the student experience and deliver our distinctive aims which are core to life at Woodhouse Grove.

The school has an enviable reputation for meeting the needs of a wide range of children including the top 5% of the ability cohort and those with specific learning needs. An acknowledged centre of sporting excellence, pupils from Woodhouse Grove regularly achieve places in county, regional and even national teams and recently the school's 1st VII and U16 Netball teams were placed in the top ten in country. Our 1st teams have in previous years won the Rugby Daily Mail Trophy and National T:20 Schools Cricket Championship. As well as sport, the school has a thriving and respected tradition of performing arts holding several major productions and concerts throughout the year.

Woodhouse Grove is both academically ambitious and academically sensitive. The school routinely achieves outstanding results from a selective, but inclusive intake. It meets a range of learning needs in its well established Learning Support Unit and provides an excellent academic education that means its leavers regularly succeed in their applications to the most successful universities including Oxford and Cambridge as well as preparing students for more vocational options available at colleges of further education. At A-level the school usually achieves a 100% pass rate with >80% A*-C and >60% A*-B. At GCSE the pass rate (including maths and English) usually exceeds 90% with 40% at top grades.

Woodhouse Grove's junior school, Brontë House, was opened in 1934 and the pre-prep (Early Years) department, Ashdown Lodge, was opened in 1993. Academically our results at KS1 and KS2 are consistently well above national expectations and class sizes are kept small to give the children the individual attention that they need. The junior school offers a wide range of co-curricular opportunities for all the pupils.

Founded in 1812, Woodhouse Grove School is the second oldest Methodist school in the country and benefits from its formal partnership with similar schools, including, Truro School, Culford School, Kent College, Kingswood School and Queen's College, Taunton, amongst others.



The Appointment

Job Description

We are seeking to employ a Development Officer to play an integral role in raising funds for the school, with the focus of supporting bursary campaigns. The role will demand close involvement in all aspects of fundraising and development, with a particular focus on launching and managing an annual fund and major gift fundraising. The role will bring the incumbent into contact with parents, staff, alumni, corporate sponsors and other supporters and high levels of discretion, confidentiality and charm will be essential. This role demands flexibility and a willingness to focus on where there is greatest need or opportunity.

Key areas

- Implementation of initiatives to increase regular giving
- Support for major donor activity and prospecting
- Day to day interaction with potential donors
- Donor stewardship on all levels
- Maintaining and growing the alumni database
- Building relationships with all Grove stakeholders

The role requires excellent organisation and time management skills, and a proactive and flexible approach is essential, along with the need to be results focussed. Strong computer skills will be required, as well as a thorough understanding of all Microsoft packages, along with either Raisers Edge or similar database skills. Experience in fundraising is essential to the role.



I am an individual, yet I am part of something incredible.

I am Grovian

Duties and Responsibilities

Fundraising

- Research donor prospects, including individuals, Trusts and Foundations and corporations to increase the number of pledges.
- Identify, cultivate and solicit individuals for a major donor programme.
- Process key major gifts and implement required donation approval processes.
- Coordinate the school's legacy fundraising programme.
- Launch and manage an Annual/Regular giving campaign.
- Develop and implement strategy to receive donations online.
- Manage Foundation website presence with support of the Marketing team.
- Produce engaging and compelling fundraising marketing materials with the marketing team.
- Produce regular communications to supporters, updating them on the impact their donation is making.
- Keep up to date on fundraising best practices, legal requirements and sector initiatives.



Database management

- Maintain the database to ensure that the records for former pupils, donors, parents, staff, and other supporters, are maintained accurately and efficiently, that data remains consistent across the database and notifications of changes are entered promptly to minimise returns.
- Manage the email mailbox for Foundation; actioning any requests.
- Ensure that the nature of the data maintained meets the changing needs of the Foundation and the school such as supporting careers advice, mentoring, internships, university advice etc.
- Routinely prepare financial and analytical reports on all forms of income including regular giving, legacies, Gift Aid donations, annual events etc against targets set.
- Pro-actively devise and implement strategies to increase the number of former pupils, parents, and supporters, about whom information is held on the Alumni/Foundation database.
- Record, track donations and pledges and generate thank you letters.
- Work with the Finance team to process and claim gift aid on donations.
- Maintain data standards, including adherence to the Data Protection Act and any other statutory requirements.



Alumni

- Assist, and attend all events as necessary which appertain to the work of the school alumni community and Foundation objectives as required.
- In conjunction with the Marketing team implement a plan for social media to increase awareness and generate fundraising support, along with other important activities including the promotion of alumni events.
- Support the production of Alumni communication, including the annual Newsletter.
- Ensure the website and key Foundation communication channels are kept thoroughly up to date with news stories and campaign updates, working closely with the marketing team.
- To develop the alumni into an active, involved body of supporters, cultivating relationships with and beyond the alumni body to enable the School to benefit from their influence, contacts, expertise, voluntary help and financial support.



Any other reasonable tasks as requested by the Line Manager or Headmaster



Person Specification

- A knowledge, experience or connection with the Woodhouse Grove community.
- Strong interpersonal, verbal and written communication skills appropriate to this outward facing role and its need to communicate effectively.
- Proficiency in using a fundraising database
- Excellent proficiency in general office computer software, including word—processing, spreadsheets, and internet systems.
- Confidence in presenting to individual and group audiences.
- Experience in fundraising and a good grasp of the broader fundraising environment and best practice.
- Ability to build working relationships with alumni, parents and colleagues.
- Demonstrate attributes of discretion, tact and diplomacy.
- Be completely loyal and trustworthy.
- Show initiative, drive and commitment to ongoing improvement.
- Be articulate and presentable.
- A creative problem—solver with the ability to think ahead.
- Excellent administrative and organisational skills; with good attention to detail and the ability to use initiative and prioritise workload without constant supervision
- Be able to work under pressure and meet deadlines whilst producing work that is accurate and high quality.
- A resourceful and creative thinker who is able to bring an innovative approach to their work.
- Tangible success in writing and developing marketing / fundraising/ financial materials.
- Able to work as part of a team or independently.
- Ability to show drive and enthusiasm, and a flexible and positive approach to all duties.
- Financial awareness and the ability to produce financial reports.

Benefits of working at Woodhouse Grove

- Beautiful grounds and working environment, including free parking.
- Frequent and up to date training given.
- Social benefits include free school concerts, subsidised events and some use of school facilities.
- Pension scheme.
- Employee Assistance Programme for confidential advice and guidance.
- Cycle to work scheme and bike store available.
- Free meals during school day (term time); including hot drinks and snacks.



*When you nurture
a child's confidence,
achievement follows.*



The Application Process

Employment: Permanent

Salary: £14-16k depending on experience

Hours: 24 hours per week term time (over 3-4 days) plus 5 weeks in the school holidays.

A hybrid working approach can be discussed but presence in school will be required to build working relationships.

The Application Process

Applications should be made on Woodhouse Grove Application forms, which are available from the school website www.woodhousegrove.co.uk/school-info/vacancies

Letters of application (no more than one side of paper) together with the completed application form should be addressed to:

MR JAMES LOCKWOOD MA
HEADMASTER
WOODHOUSE GROVE SCHOOL
APPERLEY BRIDGE
WEST YORKSHIRE
BD10 0NR

TELEPHONE: 0113 250 2477

EMAIL: RECRUITMENT@WOODHOUSEGROVE.CO.UK

The closing date for applications is 17th May 2024

The salary for this role will reflect the qualifications and experience of the successful candidate.

Woodhouse Grove School is committed to Safeguarding and promoting the welfare of children. This appointment will be conditional upon successful pre-employment and DBS checks.

All applicants must read the information on our website regarding further employment checks, equal opportunities and our Child Protection and Safeguarding Policy.

www.woodhousegrove.co.uk/school-info/vacancies



I am the very best of me...

**I am every teacher who has inspired me.
I am every lesson that has opened
my eyes. I am every maths problem
I have solved. I am every book that
has captivated me. I am every science
experiment that has surprised me.
I am every sports tour that has
motivated me. I am every drama class
that has transformed me. I am more
than just academic. I am everything
I want to be. I am prepared. I am
gracious and generous. I am resourceful
and resilient. I am ambitious and
committed. I am understood. I am my
unlocked potential. I am an individual,
yet I am part of something incredible.**

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