

DATABASE AND GIFTS OFFICER

REQUIRED FROM DECEMBER 2024

CANDIDATE PACK



James Allen's Girls' School

JAMES ALLEN'S GIRLS' SCHOOL

With its distinctive heritage as the oldest independent girls' school in London, James Allen's Girls' School, JAGS, provides a forward-thinking and contemporary education for over 1100 girls aged 4 to 18.

Located in the London borough of Southwark, JAGS has a diverse school community and is committed to inclusive recruitment and inclusion in the workplace. The school has entered an exciting new phase in its development and this post presents the opportunity to work in a community without barriers to full participation. JAGS recognises that celebrating the full diversity of staff and students has a positive impact on all and invites applications from candidates from a broad range of backgrounds.

Awarded the title of London Independent School of the Year 2024 by the Sunday Times, the school has entered an exciting new phase in its development. Your input will help to bring a bold educational vision to life for all students and colleagues as we work together to develop this already exceptional school in its next chapter.



James Allen's Girls' School 144 East Dulwich Grove London SE22 8TE

DATABASE AND GIFTS OFFICER

MESSAGE FROM THE HEAD

I am delighted that you are interested in joining the JAGS community. As Head, it's absolutely my belief that all girls should be given the opportunity to grow and flourish in an environment where there is no limit to their ambitions.

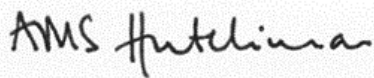
At JAGS you will find a happy, diverse and dynamic community, rooted in academic excellence and yet fully committed to the breadth of a holistic education both in and out of the classroom. Compassion and commitment are central to our ethos, in this environment that values individuality and inclusivity.

Our school aims, both in and out of the classroom, are clear:

- To celebrate our diverse and inclusive community
- To champion social awareness and sustainability
- To empower courage, creativity and compassion in each student
- To inspire aspirational and authentic lifelong learners and leaders
- To nurture respectful, resilient and kind individuals

It is an enormous privilege to lead this exceptional school, where all members of our school community share a passion for life and learning.

I hope that this matches your educational vision and look forward to welcoming you soon.



MRS ALEX HUTCHINSON, MA (OXON) PGCE



DATABASE AND GIFTS OFFICER

WORKING AT JAGS

Working at JAGS is about more than just working. JAGS is a community and a family that nurtures a warm and supportive environment for both the students and staff who come to learn and work here. From your first day at JAGS you will have access to some of the best educational facilities in the country and will be encouraged to take part in the many shared activities here.

JAGS works hard to attract the best staff from both the independent and maintained sectors and the benefit package is both generous and competitive. Candidates are welcome to visit JAGS prior to application should they wish to gain a greater sense of the school community. Please contact Karen Doyle; Head of Development and Alumnae Relations (karen.doyle@jags.org.uk) if you would like to arrange this.



We offer:

- The opportunity to join our outstanding school where public examination results consistently place JAGS amongst the leading schools in the UK
- A community of considerate, creative and compassionate students and staff
- A highly diverse and inclusive school community, committed to our bursary provision
- An inspiring and enthusiastic team of colleagues across the teaching and support staff
- Excellent facilities, including the latest resources to support learning
- A diverse benefits package including:
 - Competitive salary
 - Pension scheme with 10% employer contributions
 - Free onsite parking
 - Free gym membership with discounted family rates
 - Employee Assistance Programme
 - Free lunches
 - Free access to the Dulwich Picture Gallery
 - School fee discount
 - Cycle to work scheme
 - Interest-free computer loans
 - Interest-free transport season ticket loans

DATABASE AND GIFTS OFFICER

THE ROLE

JOB TITLE:	Database and Gifts Officer
TERMS & CONDITIONS:	Part Time, 21 hours per week
SALARY:	Full Time Equivalent Salary: £33,000-£35,000 per annum depending on qualifications and experience Actual Salary: £22,678-£24,052 per annum for working 21 hours per week depending on qualifications and experience
RESPONSIBLE TO:	Head of Development and Alumnae Relations

Overview

The Development and Alumnae Relations department (DAR) is responsible for building and growing an active and engaged global JAGS Alumnae Association of over 7,000 alumnae, in order to fulfil our school's strategic aims which include our fundraising ambitions particularly in the area of bursaries. In the last year considerable progress has been made, including a packed schedule of events and reunions and the launch of an award-winning alumnae website.

This is an exciting and integral role within the DAR team. The postholder will be integrating data sources, and systems, understanding the sensitivities and data-protection policies of the school and constituents, plus the wider GDPR context, along with a good understanding of importing and exporting data. Reporting to the Head of Development and Alumnae Relations, the role is responsible for the running and maintenance of the school's alumnae database (Toucan Tech), and then unlocking the potential it brings.

The Database and Gifts Officer is responsible for the operation and continued improvement of the database function, enhancing the external image of the School with its alumnae and donors through professional gift administration and compliance. The post-holder will manage and implement all gift and financial procedures to ensure the immediate stewardship of donations and funds.

Main responsibilities

- Building and growing the alumnae database, including, planning, implementing data organising, structuring the database, integrating other data sources across the school, cleansing, and liaising with colleagues across departments, ensuring data integrity, GDPR and best practice.
- Maintaining clear processes to capture data in support of development and alumnae activities and communications ensuring that information is entered and imported consistently, accurately and in a timely fashion.
- Creating an annual time-line for data to be transferred across the school, setting out key requirements and a clear process and structure. This includes new alumnae, new parents, former parents and staff data etc.
- Conducting in-depth data analysis, data segmentation and reporting to help better understand our customer and supporter base.
- Managing all demographic information, donor gift records, market analysis and generating financial reports for the Head of Development and Alumnae Relations.

- Creating and running queries, including generating mailing lists for various activities and communications (in print and online), sometimes requiring high levels of complex segmentation of large data files.
- Undertaking prospect and due diligence research and producing summary reports on current and prospective donors using publicly available sources.
- Working across the DAR department to help identify 'lost alumnae'.
- Accurately recording all gifts, pledges and legacies on the database and ensure procedures are up to date.
- Working closely with the Finance team to ensure that figures and data are reconciled for all reporting purposes.
- Liaising with the School's finance team on matters relating to its direct debit service provider and other third-party gift processing agencies.
- Ensuring that the collection and use of data by the department complies with all data protection, privacy legislation and industry best practice.
- Occasional assistance at DAR alumnae reunions and events, which may be at evenings and weekends.

DATABASE AND GIFTS OFFICER

PERSON SPECIFICATION

Operational Excellence

- Experience of working on a database, extracting, interrogating and reporting on data to help inform strategy and drive effective fundraising and alumnae relations
- Experience of working with a Raisers Edge, Toucan Tech or similar database in a fundraising environment and/or education environment
- Demonstrated proficiency in database administration, import/export, configuration, and problem resolution
- Experience of processing gifts and donations
- Excellent attention to detail
- Excellent organisational skills and self-motivation
- A good understanding of GDPR and other data protection legislation
- Articulate in all forms of communication; fluent and accurate written and spoken English
- Excellent digital literacy

Personal Behaviours

- Kindness and open-mindedness
- Intellectual curiosity, enthusiasm and a personal ethos of lifelong learning
- Resilience and optimism; someone who is willing to go the extra mile in the busy life of the school
- Team-working abilities and a keenness to enable all colleagues to contribute ideas and be part of positive change

Ethos and Whole School Values

- An individual with a genuine commitment to the wellbeing of the staff and students in their care
- Committed to operating as part of the School community
- Committed to equality, diversity, inclusion and anti-racism in the School community
- Committed to sustainability within the School community

Safeguarding and Pastoral

- Committed to safeguarding and promoting the welfare of children and young people
- A satisfactory Enhanced Disclosure from the Disclosure and Barring Service

DATABASE AND GIFTS OFFICER

HOW TO APPLY

We welcome applications from all parts of the community and know that our school is strengthened when staff and pupils feel a true sense of belonging. To enable us to make any reasonable adjustments, please let us know when you submit your application whether you have any special requirements.

The Head of Development and Alumnae Relations, Karen Doyle (karen.doyle@jags.org.uk) will be happy to answer any questions.

Please visit our website www.jags.org.uk/day-to-day/vacancies/ to download an Application Form.

Please note that CVs and letters sent without a completed application form will not be accepted.

For further information please contact recruitment@jags.org.uk or call the recruitment team on 020 8693 1181.

Closing Date: Midday on Monday 21 October 2024

Interview Dates: Week commencing Monday 28 October 2024

Interviews may be held at any stage after applications are received. Interested candidates are advised to apply as soon as possible. We reserve the right to close this vacancy earlier than the specified deadline, if a suitable candidate is found.

JAGS is committed to the safeguarding and welfare of children and applicants must be willing to undergo child protection screening appropriate to this post, including checks with past employers, the Disclosure and Barring Service, and overseas police and regulatory authorities where relevant.



James Allen's Girls' School

Ages 4-18

144 East Dulwich Grove, London SE22 8TE
Telephone: 020 8693 1181 • Email: enquiries@jags.org.uk
www.jags.org.uk