

Information for applicants to non-teaching posts at Tiffin



**TIFFIN
SCHOOL**
engage · aspire · excel
www.tiffin.kingston.sch.uk

SENIOR DEVELOPMENT & ALUMNI RELATIONS OFFICER

Thank you for your interest in this post. I do hope that in reading this information about the post and School, and by looking at our website, you will feel inspired to submit an application. With a vibrant and friendly staff, and a sports ground close to Hampton Court Palace and the River Thames, Tiffin is an excellent school to work in. I look forward to receiving your application.

Mike Gascoigne, Headteacher

Tiffin School:

Introduction and Background

Tiffin School is a boys' selective state school and single academy trust, of nearly 1400 pupils including a mixed sixth form, of over 500 students located in the centre of Kingston upon Thames. Its origins date back to 1638, and it has occupied its current site in the heart of Kingston since 1929. Today, Tiffin School is one of the leading state schools in the country, educating students from Kingston and its surrounding areas in South West London. The School attracts students from a wide range of diverse backgrounds, and is judged to be outstanding by Ofsted.



The School is highly acclaimed for its ethos of combining the outstanding academic achievement of a traditional grammar school environment, with a wide offering of activities particularly in sport and the performing and creative arts. Rugby, cross-country, rowing, basketball, badminton, netball, cricket and tennis all thrive, and regular Saturday fixtures are held at our sports grounds at Hampton Court. This is captured in the School's vision statement "Inspiring students to engage, aspire and excel." For more information on the School please visit www.tiffinschool.co.uk, and see the latest [newsletter](#) for a flavour of the School. Please also read the latest write up in the [Good Schools Guide](#).

The Development Office at Tiffin School

The role of the Senior Development & Alumni Relations Officer offers an exciting opportunity to be involved in the growing area of fundraising within the School. Working under the direction of the Director of Finance (who is herself from a charity sector background), you will be implementing and developing our alumni and parent engagement and fundraising strategy, and working to maintain and increase our charitable giving. There is also an Events Co-ordinator within the team who you will also be working alongside.

The role offers plenty of opportunities to build on existing good work and has abundant potential to expand the reach and increase the impact of the Development Office.

Tiffin School is one of the foremost state schools. Its primary funding comes from the government, but over recent years the School has successfully raised significant sums of money through its fundraising work in the development office, as well as through its commercial lettings operations. These funds enable us to supplement our normal government funding and consequently enhance the provision of education and opportunities that we are able to offer at Tiffin.

Most of our current fundraising is directed towards the regular and one-off voluntary giving of parents and alumni. The school itself was founded through the charitable legacy of the Tiffin brothers in the 17th century, and our aim today is to continue that tradition of charitable giving.



The donations received enable the school to put on its vast extra-curricular programme, including the excellent music and sports provision. In addition, fundraising from parents, alumni and others has significantly contributed to major building works on the school site in the last few years including a fantastic new dining hall and set of classrooms, a new gym and extension to the sports centre, and new sixth form facilities, all of which have been part funded by government grant and part funded by our fundraising.

As we go forward, the School aims to maintain and increase our income from parents, and develop our relationship and fundraising from alumni. The School has very good relationships with its alumni and has built up its database, communications and fundraising activities with them in recent years. The School has plans for significant future development, and parent and alumni engagement and fundraising will be an important part of that drive.

This is therefore an exciting opportunity for the appropriately qualified individual to involve themselves in a key aspect of the School's development, and to develop the role and fundraising into new areas. This role can be full time, term time plus two weeks in the holidays or part time will be considered, as will some flexibility to work from home.

The salary range, based upon experience, is £33,909 - £36,378 FTE (which would be £30,648 - £32,880 for Full Time - term time + 2 weeks in the summer)

Please see the job description and person specification below for more detail.

Tiffin's Location: Kingston upon Thames

The School's Kingston town site provides all of its teaching and learning facilities and some sports facilities. The School is also very fortunate to have 30 acres of playing fields in Hampton Court, where sport is played every afternoon, and at weekends, and its own boathouse in Kingston. Our sports ground is beautifully situated with the River Thames and Hampton Court Palace very close by.



School Facilities



The School has very good facilities which have been developed over the years. The centre of the School is arranged around a garden that has the original 1929 building matched with the award winning, Learning and Resources Centre (LRC) built in 2004. The six main buildings which make up the site, together provide extensive facilities such as twelve fully equipped science laboratories, three art rooms and a drama studio. There is a large hall for assemblies which is also used for public performances, as well as a separate Dining Room and Sports Centre. The School is continuing to follow its master plan for the development of the site, and a new 2-storey building was constructed to house a dining hall and 5 more classrooms in 2018. We have just completed a £2.5 million extension to our Sports Centre on the School Site.

The School site in Kingston contains our all-weather floodlit artificial pitch. In addition, our playing fields at Hampton Court provide extensive playing facilities for rugby, cricket, cross country and football, and our boathouse, which we run in partnership with Kingston Rowing Club, is by the Thames near the centre of Kingston. We are most fortunate to have such facilities available that allow us to provide a range of sporting opportunities for our students and also provide a source of funding through third party lettings in the evenings and at weekends.

Professional Development

Tiffin invests in its staff through both internal and external professional development. Yet we also give a trust to our staff, as professionals, to carry out their job with the minimum bureaucracy necessary. All staff undergo induction. In all aspects of the support and administrative life of the School, Tiffin is fortunate to have a dedicated and committed support staff that allow the School to operate in such an effective way.



Staff and their Welfare

There are at present about 75 teaching staff and 60 non-teaching staff at Tiffin. The School is a most friendly place to work, and there is an excellent and vibrant mix of both experienced and newer staff. It is a place where young staff can learn and progress, or experienced staff can hone their talents. There is a very good camaraderie among the staff, helped by the socials and events which are organised. Welfare of staff is a key concern of the management. We have our own salary scales which reflect the local government scales for Outer London. Benefits of working at Tiffin include:

- Enrolment in the excellent Local Government Pension Scheme
- Free parking on site
- Cycle to work scheme
- Employee Assistance Programme
- Consideration of flexible working where possible
- Pleasant working environment close to the busy town centre of Kingston upon Thames with easy access to London and the surrounding Surrey countryside
- Enhanced maternity benefits



Safeguarding of Children

REHABILITATION OF OFFENDERS ACT 1974
(EXCEPTIONS) ORDER 1974 (AS AMENDED IN
2013)

Tiffin School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The post you are applying for is subject to an order under Section 4(4) of the Rehabilitation of Offenders Act 1974. Applicants must therefore provide information about all: convictions, cautions, warnings, reprimands, binding over or other orders, pending prosecutions, criminal investigations that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

Equal Opportunities

Tiffin School is an equal opportunities employer and its policies, including the need to guard against false assumptions based on an applicant's sex, race, colour, nationality, ethnic or national origins, disability, religion, age, marital status, working pattern, sexual orientation or gender reassignment, are followed at all stages of the selection procedure.

How to apply

Please access our website, (www.tiffinschool.co.uk), for information on the [vacancy](#) and an application form. Please e-mail to vacancies@tiffin.kingston.sch.uk by noon on Monday 4th July 2022.

JOB DESCRIPTION

Senior Development and Alumni Relations Officer

Reporting to: Director of Finance

Working hours: full time, 36 hours per week, term time only plus 2 weeks in school holidays.

Role Summary

To oversee and administer the fundraising activities and alumni and parent relations of Tiffin School to maximise charitable income through direct fundraising & campaigns; maintaining and developing contact with alumni, former Tiffin parents, current parents and other members of the wider Tiffin community. To develop and implement the School's fundraising strategy.

To work closely with The Tiffin School Foundation, a registered charity which is the recipient of most charitable donations made by alumni and parents, for the benefit of the School.

To manage the alumni and parent database, archives and contact networking software.

Key responsibilities/tasks

Fundraising:

- Provide administrative guidance and resources to support and drive fundraising and other related activities performed in the School Development Office
- Take responsibility for ensuring that software systems to manage contacts, fundraising and networking are effective and achieve the aims of the School. Maintain the database of parents, alumni, former parents, former employees and other contacts, and ensure that data integrity is maintained throughout the system, supporting management to ensure compliance with GDPR
- Ensure an accurate record of income and gift aid generated by inputting and reconciling donations received
- Drive up alumni membership and other friends of Tiffin registration and donations.
- Work alongside the Events Co-ordinator to promote events such as Tiffin Summer Reunion, Tiffin Annual Dinner, Tiffin Medics Reception, Tiffin School Oxbridge Dinner
- To generally raise awareness and promote giving by parents, alumni and others, to the Tiffin Education Fund and other campaigns on behalf of the School.
- Assist at School events such as parent evenings, Tiffin Leavers' Celebration and the Carol Service, to promote the work of the Development Office, occasionally working outside office hours when required
- To regularly review the fundraising page of the school website to ensure that information is relevant and up to date
- Support the external Development Office activities in fundraising from businesses, and grants etc.
- Promote legacy giving from alumni and other friends of Tiffin
- To identify potential areas of growth and developing strategic plans for developing new and existing income streams
- Advise and assist in the collection and management of annual donations.
- Work with the Headteacher, Director of Finance, and Governing Board to further develop the School's fundraising strategy and increase philanthropic income, attending meetings as required

External Relations:

- To engage the alumni community with the School, by keeping them informed of the School's progress and activities, and offering opportunities to get involved
- Write, produce & distribute circulars and magazines, such as the quarterly Tiffnews, and communications related to fundraising and other activities where required. Act as reception point for related incoming communication, including phone contact.
- Develop new channels of communication to engage a wider audience
- Develop a life-long donor/ supporter journey for all donors/ prospective donors
- Ensure alumni website information is kept current and relevant, promotes increased engagement, membership and donations and contains a good amount of archive material.
- Ensure donors are appropriately thanked and acknowledged
- Cultivate relations between the School and particular major gift prospects
- Support the fundraising activities of the parent associations

General:

- To develop an understanding of the ethos and vision of Tiffin and how this can feed into a culture of giving
- To undertake any other relevant duties, as required by the School
- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.



Person Specification: SENIOR DEVELOPMENT & ALUMNI RELATIONS OFFICER

	Essential	Desirable
Qualifications		
To have an excellent level of education, including A Levels	✓	
Good honours degree		✓
Any relevant further training or qualification in fundraising		✓
Experience		
Working with a wide range of people	✓	
Working as part of a team	✓	
At least 2 years' experience in donor engagement and fundraising.	✓	
To be experienced in handling confidential information, using tact and diplomacy		✓
Skills		
Excellent rapport-building and interpersonal skills	✓	
Excellent written and verbal communication	✓	
The ability to interact comfortably with donors, alumni & parents	✓	
To have excellent administrative and organisational skills	✓	
Ability to use own initiative and work autonomously	✓	
Ability to use a range of ICT, including Microsoft Word, Excel, Outlook and Google Workspace	✓	
Knowledge		
Understanding of data protection issues		✓
Understanding of the current fundraising landscape		✓
Personal qualities		
Enjoys getting to know people	✓	
Enthusiastic and self-motivated	✓	
Hard working	✓	
An excellent record of attendance and punctuality	✓	
Committed to the aims and values of Tiffin School	✓	

The position involves substantial contact with children and is subject to an enhanced check by the Disclosure and Barring Service.