



Application Pack

for the position of
Head of Philanthropy

Required as soon as possible

About St George's

St George's is a thriving independent boarding and day school of 270 girls aged 11-18, around 45% of whom are boarders (full, weekly and flexi), and with a Sixth Form of approximately 80 pupils. St George's offers an ambitious, connected and future-facing education tailored for pupils to realise their potential both at school and in fulfilling adult lives ahead.

Awarded 'excellent across the board' in its November 2022 ISI inspection, the school is a place where girls flourish academically, creatively, physically and morally, a place where risks can be taken, lessons are learnt and challenges are welcomed.

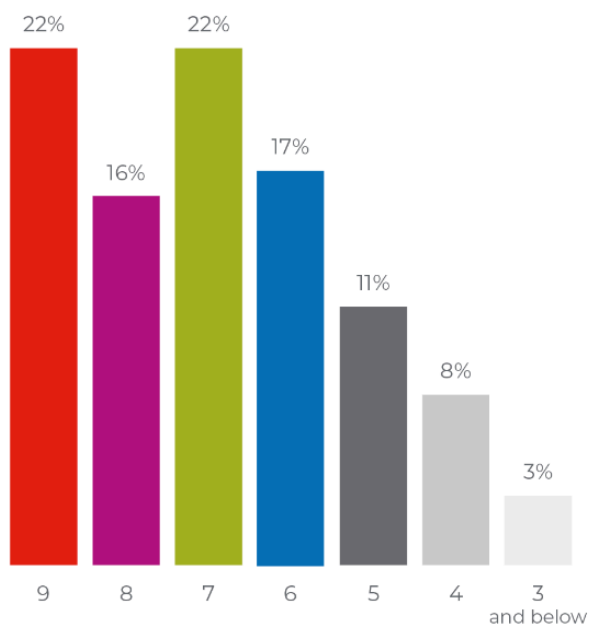
We are a welcoming school with a warm sense of community. Visitors are impressed by our facilities within a beautiful setting and the ambition of our educational provision.

Our unique extended day and flexible boarding model allows all girls the time and space to foster confidence, independence and academic curiosity providing a future-facing education exclusively for girls in a world not yet designed for girls and introduces them to contemporary subjects and topics, through speakers, workshops, classes and visits.

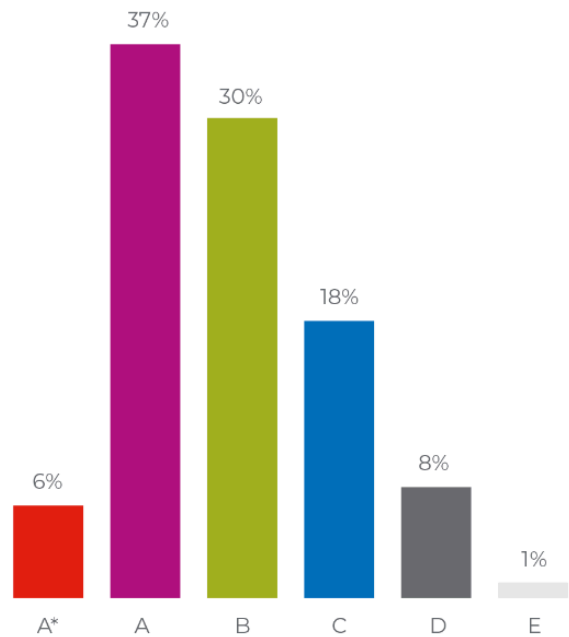


Our academic results are impressive, with the 'value-added' in public examinations a real strength. We understand how girls learn effectively and we regularly add at least one grade higher at GCSE and A Level than baseline testing would suggest. Our pupils achieved the following results in 2023:

GCSE RESULTS 2023



A LEVEL RESULTS 2023



N.B. Data correct at time of print but is subject to change.

Over the past two years at GCSE, St George's has been placed in the top 5 to 10% of schools nationally for academic progress.

St George's offers an education that is grounded, relevant and fosters employability. The school operates as an Educational Trust administered by a Board of Governors, is a member of the Girls' Schools Association (GSA), Boarding Schools Association (BSA), ISBA, AGBIS and is ISC accredited.



CONFIDENT | CAPABLE | CONNECTED



“

The girls are the biggest advocates for SGA
– funny, bright, ambitious and honest.

”

MUDDY STILETTOS

Our Location

The School is approximately 25 miles west of central London, on a beautiful, leafy 30 acre site, within walking distance of Ascot High Street.

We are close to Windsor and Bracknell and equidistant from the M3 and M4 motorways.

Ascot High Street can be reached on foot in five minutes while Ascot Railway Station is less than a mile away.

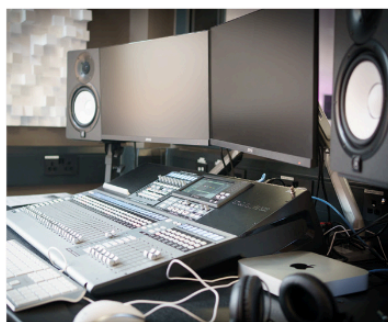


All facilities are on site and include, amongst others

- 25m, 6-lane indoor swimming pool
- Separate drama studio
- Large sports hall
- Three lacrosse/football pitches
- Eight tennis courts
- Light airy classrooms
- Purpose-built library
- A fabulous dining room serving our delicious award-winning food
- Three cosy, family-style boarding houses - one of which is solely for use by the Upper Sixth giving all girls (boarding and day) the space to study for their A Levels
- State of the art 300-seat theatre
- Brand new dance studio
- Technogym fitness suite
- Sports pavilion
- Six floodlit netball courts
- Squash court
- Science centre
- Photographic, textiles and art studios
- New state of the art music technology suite and recording studio
- One fully equipped ICT suite and two additional ICT labs
- State of the art cookery and food technology room



“ St George’s
combines small-school
cosiness with big-school
facilities. ”
TATLER



Role

This is an exciting position which will afford the successful candidate the opportunity to develop philanthropy at St George's. You will deliver the School's philanthropic and fundraising strategic objectives, working proactively to establish, secure and develop relationships with key internal and external stakeholders: alumnae, former staff, individuals, companies, trusts and foundations. You will be required to manage and develop a portfolio of high-level funders (both from the UK and international), securing philanthropic donations.

The Head of Philanthropy reports to the Head. There is one direct report who is available on a part time basis, dividing their time with Marketing and working directly with Philanthropy for up to 2 days per week. In this role, you will work closely with the Head and Bursar, and alongside the Director of Marketing & External Communications, The Director of Admissions and the Alumnae Officer to implement business and operational plans that drive income generation and growth to meet ambitious financial targets.



Key Responsibilities

Strategic

- Work with the Head, the Bursar and the MAPA Team (Marketing, Admissions, Philanthropy and Alumnae) to create and implement an ambitious, empathetic, and sustainable philanthropic and fundraising strategy in support of the School's broader strategic plan and financial objectives. This will include promoting and enhancing a culture of philanthropy within the School community, promoting major gifts, regular giving, legacy income and trust and foundation support. Strategy and targets to be based on dynamic qualitative intelligence gathering and research alongside quantitative database intelligence.
- Regularly brief the Director of Marketing on key fundraising points to facilitate their collaboration with the Head in developing and implementing a comprehensive whole-school communications strategy aligned with organisational goals.

Operational

- Work with the Senior Leadership, MAPA Team and broader St George's community networks to deliver the philanthropy and fundraising strategy.
- Provide and meet ambitious measurements of success.
- Establish a presence amongst the teaching and support staff.
- Establish a presence among the current parent body.

Financial, Reporting and Office Management

- Work with the Bursar to forecast and manage the Philanthropy and fundraising budget while also contributing to the management of the St George's Development Fund budget and any restricted funds.
- Produce timely, relevant, and accurate data-driven reports on targets, progress and projections on all St George's philanthropic and fundraising activities.
- Ensure that data management is effective and GDPR-compliant.

Fundraising

- Deliver a fundraising strategy through the implementation of strong support systems, policies and day-to-day practices for potential donor identification, research, cases for support, communications, stewardship and cultivation, gift management, whilst maintaining the highest levels of fundraising practice.

- Build a network and establish relationships, providing relationship management to high net worth prospects and donors to drive loyalty, secure gifts and increase contributions.
- Meet or exceed annual fundraising goals by securing contributions from new and existing donors.
- Take responsibility for a portfolio of senior major gift prospects.
- Ensure all of the fundraising activities undertaken in support of the School are performed to the highest standards and in accordance with best practice as established by professional bodies, such as the Fundraising Regulator and the Institute for Fundraising.
- Support and, where appropriate, lead and manage, the fundraising activities of Senior Leaders, staff and volunteers, including with the Head and Governors.
- Work closely with the Bursar and other Senior Leaders to identify and support the planning of projects that could benefit from support or be facilitated by donors.
- Work with external stakeholders, volunteers, and other supporters to maximise their relationships and networks.
- Maintain knowledge of best practice in fundraising and related matters.

Communications

- Oversee the implementation of communication plans for philanthropy and fundraising that are aligned with the whole-school marketing and communications strategy.
- Oversee the production of philanthropy related communications appropriate for the operational needs of different stakeholder groups.
- Ensure that all communications and materials produced are consistent in content, tone, and style and support School branding.

Alumnae Relations

- Work with the Alumnae Officer to ensure the smooth and effective running of philanthropy-focused projects with the School's alumnae.
- Work with the Marketing Operations and Alumnae Officer to build and maintain strong relationships with former Georgians, track the growth of these relationships via monthly reporting.



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“

A small, friendly girl's secondary boarding/day school in Berkshire, where kindness, confidence and ambition are celebrated.

”

MUDDY STILETTOS

Person Specification

In addition the successful candidate will:

- Maintain regular contact with the Head, the Bursar, the Director of Marketing & External Communications, the Director of Admissions and the Alumnae Officer as well as teachers and support staff, building and maintaining strong relationships to facilitate a cohesive and highly effective organisation.
- Develop and enhance the culture of philanthropy among St George's community.
- Establish and maintain an appropriate database of records.
- Attend events and presentations related to philanthropy, acting as an effective ambassador for St George's.
- Be involved with the daily life of the School, attending school events where possible.
- Be responsible for the safeguarding of children in line with the School's Child Protection and Safeguarding Policy.
- Carry out other duties as may reasonably be requested by the Head.

Knowledge, Skills and Qualifications

It is essential that the successful candidate is:

- Supportive of an all girls' independent day and boarding education and has a clear understanding of, and a passion for, St George's.
- Able to demonstrate a track record of securing, administering and stewarding significant gifts from donors, fundraising/income generation within the charitable sector.
- Experienced in setting and meeting ambitious targets.
- Experienced in relationship management.
- Equipped with strong interpersonal and communications skills and demonstrated ability to deliver highly personalised service to HNW clients and their advisors.

- Passionate about philanthropy and the need to make giving more effective for donors.
- Able to think strategically and operate tactically to achieve results.
- Able to work independently and effectively, is comfortable with ambiguity and has a proven ability to manage competing priorities both operational and strategic in nature.
- Able to balance the needs of donors and advisors with the capabilities of the organisation.
- Experienced in using donor and potential donor relationship management systems.

It is desirable that the successful candidate is:

- Experienced in introducing a significant change management programme.
- Knowledgeable about tax efficient giving and giving vehicles available to achieve a donor's charitable objectives, and able to advise donors on which vehicle is appropriate.
- Knowledgeable about best practices in philanthropic giving globally, in particular, the UK.
- Qualified in Fundraising.
- A member of the Institute of Fundraising.
- A previous member of or experience of working with IDPE. The School has a current membership.
- Able to demonstrate experience of fundraising or similar in an independent school.
- Experienced in managing junior members of a team.



“ The school is an inclusive community in which those from different backgrounds get on extremely well together. ”

INDEPENDENT SCHOOLS
INSPECTORATE



Salary and Further Information

- a. **Start date:** As soon as possible
- b. **Salary:** St George's operates its own generous salary scheme. The salary for this role will be commensurate with experience and is expected to be in the range of £45,000 - £50,000 (for a full-time post).
- c. **Pension:** The successful candidate will be auto-enrolled into the School's pension scheme. There is an opportunity to opt-out.
- d. **Hours of work:** For the right candidate, the School is willing to show considerable flexibility. Indicatively the successful candidate's work will focus on term times, for example working term time plus 2 weeks over the year for 37.5 hour week. We would consider reducing or expanding this requirement potentially to 52 weeks of full time employment. Please provide an early indication of your preference in your covering letter or on the application form. The appointment will initially be for a fixed term of 12 months but this is expected to transition to a permanent position subject to progress. The normal hours of work will be Monday to Friday 0900 - 1700. However, given the professional nature of your role you would be expected to work such hours to properly discharge your duties, including some evenings or weekends
- e. **Notice Period:** There will be a probationary period of one year during which time the notice period will be two months. Thereafter, the notice period required by either side to terminate your employment will be three months.
- f. **Holidays:** The School holiday year runs from 1 January to 31 December. For a full time employee, the entitlement is five weeks holiday plus bank holidays annually; five days leave must cover the period surrounding the Christmas and New Year shutdown. These additional days will be specified by the Bursar and will be dependent on how the calendar falls over the Christmas period. Bank holidays occurring during term time are considered to be normal working days. Generally, leave should be taken in School holidays. Holiday for part year workers will be prorated.



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Awarded 'Excellent' in all areas in November 2022,
the ISI particularly identified –

“

‘Pupils’ positive attitudes towards learning
are a striking feature of the school.

”

INDEPENDENT SCHOOLS INSPECTORATE

Additional Staff Benefits

- Use of facilities
 - Staff have use of state-of-the-art gym with Technogym equipment at allocated times
 - Staff swimming sessions and family swimming sessions in the recently built 25m, 6-lane indoor pool
- Supportive Continuing Professional Development (CPD) programme
- Ample free onsite parking
- Freshly prepared, nutritious lunches in the Dining Room during term time. Refreshments are also available throughout the day in the Staff Room. Meals and refreshments are free of charge.
- There are a number of social events throughout the year that staff are invited to attend.
- The post holder's children may, upon passing the entrance assessments, be eligible at the discretion of the Governors for a reduction on the basic tuition fees.





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“

We're delighted to welcome St George's Ascot to the Google for Education Reference School Program!

Your school is doing exemplary things with Google tools and we're excited for you to join this select group of Reference Schools.

”

THE GOOGLE FOR EDUCATION TEAM

The Process

Letters of application to the Head, Mrs Hewer, should be no more than two sides of A4 and, together with the completed application form and confidential cover sheet should be emailed to recruitment@stgeorges-ascot.org.uk

Deadline: Midday on Monday 15 April

Interviews: Week commencing Monday 22 April

The School reserves the right to interview and/or appoint at any time during the recruitment process.

Any queries about this post may be made in the first instance to the Head's PA, Jacky Witt, jwitt@stgeorges-ascot.org.uk

St George's School is committed to safeguarding the welfare of children at the School. A review of open source social media and online content will be conducted after candidates have been shortlisted and you may be asked about this at interview. The appointment will be subject to a successful disclosure check from the Disclosure and Barring Service. This will give details of all spent and unspent convictions and other recordable matters. A policy on the recruitment of ex-offenders is available, if required, from the School Office. The supplied references will be taken up and the School may approach previous employers for information to verify particular experience or qualifications. A medical questionnaire will be required to be completed by the successful candidate.



25 MINUTES FROM
**HEATHROW
AIRPORT**
UNDER AN HOUR FROM
GATWICK



20%
INTERNATIONAL
PUPILS



FOUNDED IN
1877



100%
PASS RATE
AT A LEVEL
GRADED A* – C



99%
PASS RATE
AT GCSE
GRADED 9 – 4



12
THEATRE
PRODUCTIONS
EACH YEAR

**EXCELLENT
PASTORAL
CARE**

AND ONSITE
CHAPLAIN



70+
CO-CURRICULAR
CLUBS



3 OUT
OF **4**
PUPILS
ACHIEVED THEIR
**1ST CHOICE
UNIVERSITY**



★ PRESTIGIOUS ★



GOOGLE FOR
EDUCATION
REFERENCE SCHOOL

**25 GCSE
SUBJECTS
AND
23 A LEVEL
SUBJECTS
ON OFFER**



**AMBITIOUS
ROLLING
DEVELOPMENT
PLAN
INCLUDING:**

**SWIMMING
POOL**



**COOKERY
ROOM**



MUSIC TECH

**DANCE
STUDIO**

**FITNESS
SUITE**



30 ACRES OF LEAFY
COUNTRYSIDE ON SITE



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www.stgeorges-ascot.org.uk

St George's School, Wells Lane, Ascot, Berkshire SL5 7DZ
Telephone: 01344 629900