



Rossall

INSPIRING EXCELLENCE

Administration Assistant (School Fundraising)



APPOINTMENT BRIEF

November 2021



ABOUT ROSSALL SCHOOL

Founded in 1844, Rossall is a co-educational boarding and day school with an illustrious history and a clear strategic vision for the future. Situated on the Fylde Coast, the majestic backdrop of the Cumbrian Peaks and the Irish Sea provide a spectacular environment within which a community of some 780 boys and girls are inspired to fulfil their potential. The School provides a unique educational experience underpinned by a strong commitment to academic excellence and co-curricular participation. Successive generations of Rossallians have made a profound impact in fields as diverse as medicine, literature, music, politics and technology.



Academic results are superbly strong. The School has an IBDP average of 35 and this year over 60% of A level grades resulted in an A* or A. Almost two thirds of our Upper Sixth progress to Top 20/Russell Group universities. Additionally, this year, three students won full sports scholarships to the US whilst others are proceeding to top universities in Paris, Milan and Hong Kong - to name but a few. Rossall is an inclusive school with an intellectually dynamic culture that encourages young people to embrace the highest of aspirations.

Regionally, Rossall has now reclaimed its place as one of the top performing independent schools in the North West. Perhaps most importantly, it is a school community with a huge heart and this manifests itself in happy and confident children and a staff body committed to providing the very best context within which young people may live, learn and play.

The student roll has grown very significantly in recent years and this is reflective of the School's outstanding reputation both regionally and nationally. Student numbers are very healthy and the school has emerged from the recent pandemic in a strong position financially.

In 2019, the School embarked upon an ambitious development plan which placed a strong emphasis upon the provision of outstanding teaching and learning. The School is committed to ensuring that Rossall is recognised regionally and nationally as a progressive and aspirational School community committed to the professional development of all staff. The establishment of a thriving Leadership Academy is reflective of the growing number of aspirant educational practitioners who have decided to develop their careers here at Rossall.



This September, we have become an All-Steinway School and launched an International Piano Academy. The newly refurbished Pre-Prep School was opened at the end of the Summer Term and work will soon commence on our Science Building.

We strive to develop in our pupils a lifelong love of learning, a sense of moral purpose, and a belief in their own power to do good in the world. We prepare them to lead successful personal lives and productive professional lives. Our students are confident and compassionate. Increasingly they assume responsibility for their own learning and they are encouraged to be both critically reflective and resilient. We have the highest aspirations for our boys and girls and, as an IB World School, we endeavour to ensure that our pupils are intellectual risk-takers, open-minded and persuasive communicators. We desire for them to develop an intrinsic interest in the subjects that they are studying and to view the formal curriculum as constituting a starting point as opposed to an end in

itself. Opportunities for academic enrichment abound and pupils are able to benefit from involvement in activities such as the Model United Nations and subject specific societies.

It is an inclusive and diverse School community with a roughly even split between day pupils and those who board. The internationally-minded nature of the School is as defining an aspect as its architectural beauty and fascinating history. In 2021, we had a full ISI compliance inspection. **We were judged to be compliant in every regard. In 2019, an educational quality inspection deemed the quality of pupil's personal development to be excellent.**

The School is a liberal and progressive community and we are committed to ensuring that our provision is outstanding in every regard. Student voice and our mental health provision are key focuses within our development plan and it is our ambition to be sector leaders in this.



The School is ranked number one in the UK for golf and our growing football academy is one of the standout provisions in the country. Both our boys and girls First XI hockey teams progressed to the final eight of national competitions in 2020. We are in the process of launching an International Performing Arts Academy and a Girls' Elite Football Programme in partnership with England and Chelsea footballer Millie Bright, and Fleetwood Town Football Club.

We recognise that parents expect the best for their children; therefore we continue to invest significantly in our expansive campus to provide a modern, comfortable location where boys and girls from 3 months to 19 years of age will find a safe, yet stimulating environment with all they need, in school as well as during leisure and social time, to get the most from their stay with us. Our holistic vision of education is predicated upon excellent personal relationships with our families.



Popular with overseas and British pupils alike, our school has a unique identity and a strong sense of community spirit. Here, boarders from around 50 countries mix with British pupils to create an environment within which children are able to develop a truly international perspective and forge lifelong friendships with others from around the world.

Ours is a community based on trust, mutual respect and compassion, and we expect every member of our school to uphold these values, on and off the campus.

Rossall is an inspiring place to live, learn and work; we are fortunate to attract fantastic students and staff to join us on our beautiful campus by the sea!

MEET THE ROSSALL TEAM ROSSALL'S LEADERSHIP EXECUTIVES

Leading the school is Headmaster, Mr Jeremy Quartermain, and four fellow Leadership Executives. They are joined by the extended Senior Leadership Team.



Mr Jeremy Quartermain
Headmaster



Mrs Emma Sanderson
Bursar



Ms Dina Porovic
Senior Deputy Head



Mrs Emma Williams
*Deputy Head (Boarding
& Safeguarding)*



Mr Matt Turner
*Head of
Preparatory School*

ADMINISTRATION ASSISTANT (SCHOOL FUNDRAISING)

Employer: Rossall Foundation
Responsible to: Foundation Director
Hours of work: 20 per week (to be arranged)

The Rossall Foundation are seeking to appoint a hardworking, enthusiastic and numerate assistant to report to the Foundation Director and play an integral part in the school's fundraising and alumni engagement campaigns.

Key responsibilities

Database

- Provide all data support and reporting required by The Rossall Foundation & Rossallian Club
- To maintain and expand the alumni/supporter database
- To provide a 'personal touch' to maintain and enhance communications with supporters
- Run data segmentation for mailings and undertake mass mailings from the database
- Upload annual data for all School Leavers
- Manage data integrity, ensuring compliance with the GDPR by maintaining communication preferences and recording changes of personal information
- Be the primary contact for the software providers, Toucan Tech

Financial administration

- To utilise and administrate the gift management processing systems including online merchant service accounts, standing orders, direct debits, legacies and single gifts, Gift Aid claims and monthly gift reconciliations to ensure accuracy
- To ensure that pledges, donations and regular giving commitments are recorded and processed correctly in the database
- Work with eligible donors to ensure Gift Aid information is appropriately gathered and stored

Other responsibilities

- Support donor stewardship, fundraising & Alumni events — create guest lists, send invitations and manage RSVPs
- Provide administrative support to the Rossallian Club as required
- Management of Social Media (including Websites) for both the Rossall Foundation & Rossallian Club
- To undertake other duties as reasonably requested by the Foundation Director and the President of the Rossallian Club

Confidentiality

The post entails continued work with personal data and confidential information. The successful candidate must maintain the confidentiality of information regarding the School, its staff and its Alumni. Information must not be communicated to other persons either in or outside the School except in the recognised course of their duties.

Safeguarding

Although the position is employed by Rossall Foundation not Rossall School, they must adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy 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, they must report those concerns to the DSL or to the Head immediately.



PERSON SPECIFICATION

This role requires a candidate who could confidently work with databases and gift management systems — with training provided if necessary.

The ideal candidate should have:

- Experience managing and leveraging information stored on a database
- Experience managing, processing and logging gifts
- Digital Marketing experience
- Ability to work independently and within a team
- Ability to multi—task and manage competing priorities
- Ability to work to a deadline
- Attention to detail
- Good IT skills, including experience of Word & Excel
- Sympathy with the values of Rossall and the ethos of independent schools
- A high degree of personal professionalism and discretion
- Excellent written & verbal communication skills

Essential requirements are those without which an applicant may not normally be considered for appointment.

BENEFITS OF SERVICE

The position is 20 hours per week, all year round (a term time only arrangement can be discussed). The salary is expected to be £22,000 - £23,000 per annum pro-rata for 20 hours.

Holiday entitlement is 25 working days per annum (pro-rata) plus Bank Holidays.

APPLICATION PROCESS

To apply, please complete the application form available on the School website, ensuring that your referees include your current or most recent employer.

Your letter of application should be no more than two sides and clearly outline your suitability for the role with reference to the Job Description and Person Specification.

Send your completed application to:

POST:

Mr Henry Shepherd
Rossall School
Broadway
Fleetwood
Lancashire FY7 8JW

EMAIL:

h.shepherd@rossall.org.uk

CLOSING DATE: Noon on Tuesday 23rd November 2021

