



South Hampstead
High School
G D S T

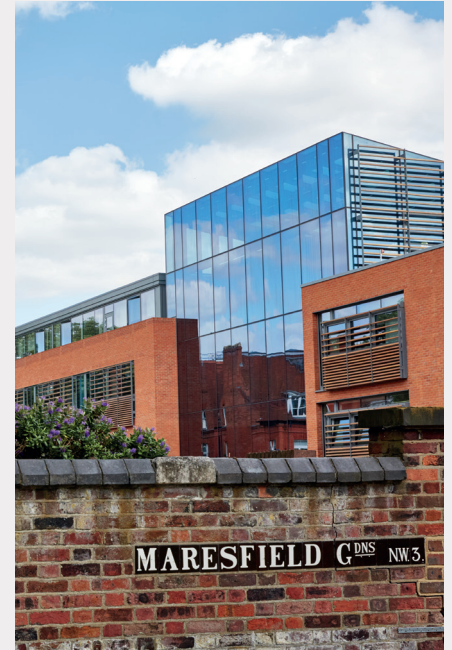
JOB APPLICATION INFORMATION

Fundraising Assistant

(Philanthropy & Alumnae Relations)

FULL-TIME

OCTOBER OR NOVEMBER 2022



South Hampstead High School – an independent day school of 900+ pupils, including approximately 265 girls in the Junior School and over 140 in the Sixth Form – welcomes girls aged 4 to 18 from across London. It is a very popular school and entry is competitive at all ages. Established in 1876, it is one of 25 schools and academies belonging to the Girls' Day School Trust. Located in leafy Hampstead, with the buzz of central London's cultural life close at hand, the school is very well served by public transport and there are excellent local amenities nearby.

Excellent academic results place us comfortably amongst the country's top schools, and our pupils leave us for some of the most prestigious universities in the country and worldwide – but there is so much more to an education here than the girls' headline achievements. Pupils go on to become prize-winning authors, ground-breaking scientists, passionate campaigners, successful entrepreneurs, distinguished lawyers and trailblazing creatives.

Working at South Hampstead is stimulating, challenging and fun. Pupils are intelligent and inquisitive, energetic and engaging. We offer competitive salaries, generous employee benefits – including opportunities for sabbaticals – and a warm, supportive environment. There is a strong emphasis on Continuous Professional Development and on supporting teachers to engage with leading education research.

THE GIRLS' DAY SCHOOL TRUST

South Hampstead High School was the ninth school to be established by the Girls' Day School Trust (GDST) in 1876.

Today, the GDST is the leading network of independent girls' schools in the UK.

Since its foundation in 1872, the GDST has been at the forefront of education for girls and a strong voice in promoting opportunities for young women. Through the Alumnae Network, this continues after the girls leave school.

“When I first stepped through the doors here, I knew that it was a very special place to be – the wonderful atmosphere, dedicated staff and energetic girls, who are such a pleasure to teach.”

— South Hampstead Teacher

AIMS & ETHOS

At South Hampstead we believe that education should be a truly enriching experience. We believe in the power of knowledge as a tool for thought and creative endeavour, and a source of lifelong inspiration and curiosity.

In and out of the classroom, we want our pupils to explore the big questions; debate and discussion lie at the very heart of a South Hampstead education. We aim to create abundant opportunities for creative output and to encourage pupils to take risks. In our teaching, we do what we know works and put research and reflection at the heart of our professional development. Teaching is a noble profession and our staff are central to our success.

We aim to provide outstanding breadth of opportunity in our curricular and co-curricular programme and to open our pupils' minds to a myriad of possibilities. We believe that involvement in school life is a key factor in our pupils' happiness. But it's not just about taking part; we aim to instil in pupils a sense of purpose, pride and determination and the belief that they can compete on the biggest of stages.

We aim to create a warm, tolerant and kind community where girls can be themselves and make friends for life. We want them to play their part in our community and in the community beyond South Hampstead. The 21st century is a time of unique opportunities and challenges; we have a critical role to play in preparing our young women to live and thrive, work and lead in tomorrow's world.

TEACHING & LEARNING APPROACH

South Hampstead follows a curriculum that equips each girl with the means to develop her intellectual abilities as well as her personal and social values. Students are able to explore a deep and expansive body of knowledge, and to discover their strengths and interests via a broad, balanced range of academic, cultural and aesthetic subjects.

Pupils are intelligent, inquisitive, confident, energetic and talented. The programme of work helps to ensure that each girl is thoroughly prepared for the next stage in her life, whether it is transition into the Senior School, higher education or adulthood.

South Hampstead students love to learn. The store we set by the power of ideas is evident in the quality of the conversation, both inside and outside the classroom.

Our teaching is known for its rigour and its passion. In-depth subject knowledge and expertise are givens for all our teachers, but equally important is an innate ability to inspire the very best from each student, both as scholars and as individuals. With a colourful mosaic of enrichment opportunities available – academic societies, national competitions, leadership roles, independent learning projects, incredible speakers and exciting trips – every girl has the freedom to direct her learning and to flourish. Our ambition each year is that our pupils leave us as assured, adaptable, inspired individuals, ready to make their mark on the world and lead happy, successful lives.

“Throughout the school, pupils are highly motivated, articulate and have strongly developed skills for learning... they are self-aware, reflective and show initiative.”

— ISI Report

BEYOND THE CLASSROOM

We are proud to be a busy, buzzy school with a lot going on. Each week there are well over 100 co-curricular activities for the girls to get involved in, before, during and after school. Regular guest speakers, a comprehensive enrichment programme, local and international trips, leadership opportunities and charitable endeavours combine to provide an exceptional range of experiences beyond the classroom.

South Hampstead has a well-established reputation in the creative arts. We welcome writers, poets and artists in residence and put on ambitious concerts and performances. Speaking up and speaking out is encouraged from the earliest years: we have an in-house debating coach and a strong track record in a range of public speaking competitions.

In sport, girls have the opportunity to participate in a wide range of activities, both as part of a team and as an individual – there are over 65 sporting clubs and teams to join, with state-of-the-art facilities both on site and at our nearby 4-acre sports ground. Our aim is to cultivate a positive attitude towards recreational and competitive sport, developing the skills and team spirit needed for a lifetime enjoyment of sport.

PASTORAL CARE

Our school is lit up by the attributes that matter most here – thoughtfulness, open-heartedness, respect, courage and honesty.

At South Hampstead we aim to encourage every girl to discover her own aspirations and to run her own race with regards to her progress and achievements. Under our unique co-tutor system, no form tutor is responsible for more than 12 pupils throughout the Senior School. They make sure every girl is thriving: supported, making good progress and feeling fully involved in school life.

Mistakes are learned from and successes are shared: each girl is encouraged to consider how she engages with feedback and to communicate her own strengths. There's plenty of experience on hand from older pupils: buddies and peer mentors provide a friendly face and practical advice, and a fun programme of intra-house activities regularly mixes the year groups, creating a real sense of togetherness and community.

Our programme of PSHE (Personal, Social and Health Education) prepares girls to go out into the world with confidence, inner strength and high self-esteem, ready to face challenges. There are also regular evening talks for parents, often reflecting the topics taught in class and as well as other issues on the minds of parents. We have a full-time nurse and counselling provision – it's completely normal for girls to sign up for sessions on any issue they like, completely free from any stigma. We understand how to educate girls, setting the feminist agenda and guiding well-rounded, well-grounded individuals to be the female leaders of the future.

THE CURRICULUM

The curriculum is designed to provide a secure and imaginative basis for academic progress at each key stage of a pupil's development. Our intention is that all our girls will develop their own enthusiasms and initiatives within a broad educational framework. The curriculum aims to provide our pupils with a rich experience in linguistic, mathematical, scientific, technological, human and social, physical, and aesthetic and creative education. It is designed to provide stimulation and subject matter appropriate for the ages and aptitudes of pupils. The teaching and learning environment is challenging but very fulfilling. The students are intelligent, inquisitive, confident, energetic and talented.

In Years 7, 8 and 9 the girls follow a full core curriculum, with Latin in all three years, one MFL in Year 7 and a second MFL added in Year 8. Drama, Art, Technology, ICT, PHSE and PE also form part of the programme. All girls currently study ten subjects to GCSE, including English Language, English Literature, Mathematics, one MFL and Science.

The curriculum throughout the school is such that all the girls have excellent opportunities to learn and make progress in their academic studies and personal development. Girls also enjoy opportunities in life beyond school. Their programme of work helps to ensure that each girl is thoroughly prepared for the next stage in her life, whether it is transition into the Senior School, higher education or adulthood.

BEYOND THE CURRICULUM

We have a great tradition of high achievement in the creative arts. Whether in Music, Drama, Art or Design and Technology, our girls are successful both in school and outside. There are many opportunities for them to perform and to exhibit their creative work throughout the school.

Music is at the very heart of school life, with a variety of major events each year and a host of smaller-scale concerts involving our many choirs, bands, ensembles and orchestras. It is our aim that every girl who comes to South Hampstead High School, regardless of her experience, accomplishment and aspirations, will have the opportunity, and every encouragement, to flourish as a musician.

Drama is packed with opportunities for all students to be involved both on stage and behind the scenes. There are many productions each year in both the Junior and Senior School, in which girls are encouraged to take an active part. We also participate in the annual Shakespeare Schools Festival and offer a wide variety of House Drama events, film making opportunities and master class workshops with external practitioners.

In Art, girls are encouraged to experiment and take risks while working within a fine arts framework. Students work with a range of media including textiles and sculpture. They also acquire skills in areas such as photography, filmmaking and animation.

Design and Technology is varied and very hands-on. Our older girls are regular award-winners in a number of competitions such as Young Inventor of the Year, Young Designer of the Year and Young Engineer of the Year.

Evidence of the talent we have here is displayed all around the school – paintings, sketches, photographs, sculptures and design projects that were created by our students are always on view.

In Sport, girls have the opportunity to participate in a wide range of activities, both as part of a team and as an individual, during regular lessons at our four-acre sports ground and in the gymnasium, or as part of our co-curricular programme. We currently offer a total of 20 different sports and in excess of 60 sporting clubs across the Junior and Senior Schools. There are regular overseas sport and music tours and overseas expeditions, as well as the more usual school visits at home and abroad. In the Senior School, girls typically spend three hours a week in Sport; in the Junior School, at least two hours. Specialist coaches work with the girls on occasion, and there is a Going for Gold programme for our most talented sportswomen.

The 4 acres of playing fields, squash courts and dance studio are some 10 minutes' walk away. Our aim is to cultivate a positive attitude towards recreational and competitive sport, developing the skills and team spirit needed for a lifetime enjoyment of sport.

The Role

The Fundraising Assistant (Philanthropy & Alumnae Relations) will work with the Philanthropy Director and Philanthropy & Finance Executive to build an engaged and supportive community around South Hampstead High School.

The postholder will drive the school's community relations programme and represent the school in matters relating to the former pupils. They will also be responsible for developing contact and long-term engagement with past parents and former members of staff, and with current parents in the area of careers. They will work and liaise with staff from careers, marketing and the GDST to ensure that the strategy is developed in conjunction with the school's broader development objectives and the GDST wide programmes. They will understand that the term Alumnae includes anyone who has had an affiliation of some form with South Hampstead High School and expect to be in contact with a wide variety of people as part of the role.

The Fundraising Assistant (Philanthropy & Alumnae Relations) will work closely with the Director of Philanthropy to support the Strategic Development Plan, to help research and identify potential supporters and to build relationships with key members of the community.

The post-holder will report to the Director of Philanthropy.

This is a full-time role commencing in October or November 2022.

The salary range is £25,800 - £28,000 and is within the Support Staff grade 3 scale

Specific Responsibilities

COMMUNICATIONS

Plan and deliver a series of strategic, tailored print and email communications:

- Researching, writing and editing content for the annual alumnae magazine *Resplendens* and liaising with graphic designers and printers to ensure smooth production of the magazine
- Writing and distributing a termly e-newsletter to the community
- Managing the Honorary Alumnae rep. to deliver a communications and engagement strategy for this cohort
- Maintaining, populating and promoting GDST alumnae platforms (Rungway, GDST Live)
- Populating and monitoring SHHS social media feeds (LinkedIn, Twitter, Facebook)
- Posting regular news on the SHHS website
- Supplying content for SHHS newsletters, GDST alumnae newsletters and GDST Gi

EVENTS

Plan and deliver a calendar of events for the community to foster greater involvement and commitment to the school including:

- Annual alumnae reunion Lunch
- Young alumnae events
- Ad-hoc reunion events and tours

FUNDRAISING

Work with the Director of Philanthropy to build a strategic programme of community engagement for fundraising:

- Oversee the development and production of the annual giving programme.
- Work with the philanthropy team to deliver the biennial fundraising dinner and annual Towards 150 concert.
- Manage and liaise with the GDST on the Alumnae Telephone campaign
- Develop and roll-out the alumnae regular giving programme (the 'Class of' bursaries)
- Oversee the Legacy giving programme

CAREERS

- Plan and deliver careers events to support current pupils and alumnae as part of the school and GDST careers and networking programmes

- Provide support for students seeking mock interviews and advice on applications for higher education
- Promote the Rungway platform to manage ad hoc requests from students and alumnae for mentoring, work experience and careers advice
- Promote alumnae networking and careers events networking events with the GDST and other schools
- Research and invite speakers from the broader South Hampstead Community to support the careers department programme and school events – Specifically prize giving, Speaker Series, Free thinking Friday and Medical panels)

ARCHIVES

Direct the Archivist on specific projects and plan and deliver the next stages of development of the digital archive site:

- Source regular archive stories for literature and social media
- Review existing digital archive content and manage the regular update of resources on this site
- Manage the revisions to honours boards within the school

CRM DEVELOPMENT

Working with the Director and Assistant of Philanthropy to research and enhance the data held on the CRM. Specifically:

- Promote the use of the alumnae portal to drive sign up and information updates on the database
- Manage how data is added to ensure future reporting and manipulation of information
- Ensure ad-hoc correspondence, digital and postal communications to alumnae is recorded on the database
- Increase the number of names held for each 'Class of' cohort
- Increase the % of records with a current email address and telephone numbers
- Improve information on careers and professions

TRAINING & DEVELOPMENT

Regularly review own practice, set personal development targets and take responsibility for own continuous professional development.

SUPPORTING THE WORK OF THE GDST

Develop strong, positive relationships with GDST colleagues, contribute to collaborative work across GDST Schools and support other staff in participating in GDST work, in order to develop and share best practice.

GENERAL REQUIREMENTS

All school staff are expected to:

- Work towards and support the school vision and the current school objectives outlined in the School Development Plan
- Contribute to the school's programme of extra-curricular activities
- Support and contribute to the school's responsibility for safeguarding students
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors
- Work within the GDST's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues
- Engage actively in the performance review process
- Adhere to policies as set out in the GDST Council Regulations and GDST circulars

APPLICATION PROCEDURE

To apply please go to the [GDST Recruitment Portal](#) or via the [GDST website](#) and complete the online application.

Closing date is Monday 26th September 2022 at 9am.

Interview will take place in week commencing Monday 3rd October 2022.

It is the post-holder's responsibility to promote and safeguard the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact. You will adhere to and ensure compliance with the school's Child Protection Policy Statement 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 s/he must report any concerns to the school's Designated Safeguarding Lead (Deputy Head) or to the Headmistress. Candidates should be aware that they will be asked to undergo a DBS check.

QUALIFICATIONS

Educated to degree level	Essential
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PERSONAL SKILLS

Effective Communicator	Essential
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Able to stay calm under pressure and meet deadlines	Essential
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A strong team player who is able to work with all members of staff	Essential
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Ability to build strong working relationships with internal and external parties and confident dealing with people at all levels, from students through to notable alumnae	Essential
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Strong organisational skills to plan and manage own workload with the flexibility to adapt to changing demands.	Essential
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Excellent attention to detail	Essential
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Maturity of judgment, resilience, integrity, and personal presence	Essential
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Goal and target focused	Essential
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Excellent written and spoken English	Essential
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Outward-looking, positive, collaborative work-style, capable of inspiring trust in people from a wide variety of backgrounds	Essential
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Sense of humour and a sense of proportion	Essential
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Flexible approach to working hours according to the needs of the school	Essential
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OPERATIONAL SKILLS

Understanding of fundraising discipline	Essential
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Analytical approach to tasks	Essential
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Intermediate IT skills in Microsoft	Essential
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Working knowledge of CRM database	Desirable
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Experience of working in a busy office	Desirable
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ETHOS

Able to operate at the heart of the school community	Essential
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Supportive of the whole school values – Aspiration, Creativity, Kindness, Courage, Commitment	Essential
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Commitment to SHHS as a school providing academic excellence and a forward-looking approach	Essential
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SAFEGUARDING

Committed to safeguarding and promoting the welfare of children and young people.	Essential
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