



Clifton High School

**CANDIDATE INFORMATION
DEVELOPMENT MANAGER**



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BEYOND A SCHOOL, a place to belong



AN INTRODUCTION TO OUR SCHOOL

Clifton High School is future-focused with traditional values. Located in the heart of the beautiful and picturesque Clifton Village in Bristol, we are a mid-sized, all-through, independent school, educating boys and girls aged 3-18 years.

‘Realising Individual Brilliance’ is more than a tagline at Clifton High School; it is an aspect of education we truly believe in and see exemplified every day. Each child's unique talents and qualities are nurtured and celebrated in ways bespoke to them as an individual.

Clifton High School is renowned for its strong pastoral and family ethos. The safety and well-being of each pupil is our priority, ensuring emotional and personal development is given the same level of importance as academic achievement.

Our community rapport, teacher encouragement and continuous support create an atmosphere where children and young people develop happily and progress successfully. Parents often comment on the excellent relationships between staff and pupils as “relaxed yet always respectful”.



JOB DESCRIPTION

Job Title: Development Manager

Department: Development

Reports to: Development Director

PRIMARY PURPOSE OF THE ROLE

Development at Clifton High School

Our Development Team champions and delivers all philanthropic and charitable fundraising efforts for Clifton High School through the Clifton High School Foundation charity. The Team is also the main point of contact for the Clifton Rosarians (alumni) and the School's extensive archives.

Clifton High School will celebrate its 150th Anniversary in 2027 with the Development Team playing a strategic role in embedding and developing a culture of philanthropy and support both within the School and throughout wider School networks.

The Development Manager is responsible for engaging with a wide range of stakeholders, particularly our alumni, to continue to grow our rich body of supporters and fund future development and projects that will benefit the School and its pupils for generations to come.

Our 150th Anniversary Appeal - Funding the Future

The Development Team and this role are central to leading our 'Funding the Future' 150th Anniversary Appeal, driving fundraising efforts, nurturing relationships, organising and attending celebratory events.

Through our 'Funding the Future' 150th Anniversary Appeal, we ambitiously plan to:

- Invest in our science facilities, introducing two new state-of-the-art laboratories, including a space to inspire our youngest learners.
- Increase the School's Bursary Programme, for pupils to access from across the Bristol Area.



PRIMARY PURPOSE OF THE ROLE CONT.

Our values remain strong, integrating the fundamental principles laid down by our Founders, Lieutenant Colonel Arnold Pears, Reverend John Percival, Miss Catherine Winkworth and Mrs Sarah Wollaston nearly 150 years ago.

As we approach our 150th anniversary in 2027, it is the perfect time to reflect upon our evolution and to imagine the possibilities of an exciting future. We will be celebrating our pioneering history, whilst continuing to offer an outstanding and enriching learning experience for generations to come.

The Role

The Development Manager will be pivotal in developing our existing fundraising strategies, particularly within our Clifton Rosarians (alumni). A good knowledge of fundraising principles and experience in implementing these strategies with successful outcomes are essential to this role.

Working closely with the Director of Development, the Development Manager will aim to inspire a culture of philanthropy, engaging and growing our networks to ultimately secure success for our 150th Anniversary Appeal and future development projects thereafter.

The ideal candidate will have:

- Experience in the charity sector or equivalent
- An outgoing personality
- An understanding and sensitivity around the nature of our work
- Confidence in communicating with a wide range of donors and stakeholders, both in-person and through correspondence
- A proactive, creative approach to fundraising
- Excellent attention to detail

SAFEGUARDING

Clifton High School staff are committed to Safeguarding and promoting the welfare of children and young people, aged 3-18, across the School, both in and off-site when in their charge and care. The School will also ensure that any volunteers engaged to work with their children and young people are also committed to Safeguarding and are fully aware of the School's policies and procedures beforehand.

TERMS AND CONDITIONS SPECIFIC TO THE ROLE

The salary for this role is £32,977pa - £39,083pa, FTE, dependent on experience.

The role is offered at 30 hours per week, to be worked over four weekdays (predominantly 9.00 am to 5.00 pm), during term time, with ten additional days to be worked in the School holidays. This includes a 30-minute unpaid lunch break. Occasionally, additional hours may be required (for example, to support Development Office events) and will be recognised with time off in lieu.

Attendance at annual School events and Continuing Professional Development (CPD) days is required.

ADDITIONAL BENEFITS

There is a Pension Scheme for all Business Support Staff, and a School Fee Remission Scheme is also available.

All staff are entitled to a two-course daily lunch during term time and to refreshments throughout the School day.

MAIN RESPONSIBILITIES

The Development Manager role is primarily responsible for developing relationships across our alumni network, donors and stakeholder groups, raising funds for additional current and future development projects, such as bursaries and capital builds. This role will deputise for the Director of Development when necessary.

Clifton Rosarian (alumni) relations

- Manage our Clifton Rosarian talks and seminars, to complement and enhance the School's further education and Careers Department.
- Manage alumni events, including alumni visits, reunions and our bi-annual Rosarian Day, all within set income and expenditure budgets.
- Build on our existing Rosarian relationships, in the form of regular communications and meetings where appropriate.

Donor management and stewardship

- Identify donors within our alumni and beyond who have the capacity and propensity to support the School and our 'Funding the Future' 150th Anniversary Appeal.
- Proactively build and manage a pipeline of prospects, and work across the Development Team and wider Senior Leadership Team (SLT) to build relationships and secure gifts.
- Ensure both current and potential donors have opportunities to engage with School activities and events.
- Build relationships with current pupils, families and staff to embed the culture of giving alongside the work of the Clifton High Foundation.
- Manage the Development Team's stewardship matrix, ensuring donors are acknowledged, informed and engaged with the School and our Foundation.

Regular giving

- Grow the Foundation's regular giving programme, The Percival Gift Scheme, particularly within our alumni and former parents.
- Monitor and analyse results, preparing detailed analysis to inform strategic direction and budget forecasting.

MAIN RESPONSIBILITIES CONT.

Legacy fundraising

- Working with the Director of Development to grow the Foundation's 1877 Club, established to acknowledge and recognise the generosity of our donors.
- Identify potential legators, cultivate relationships and encourage pledges to grow the 1877 Club's pool of supporters.
- Develop an annual programme of stewardship to ensure donors continue to feel engaged and appreciated.
- Work with SLT to identify future initiatives and projects that require investment and lead the development of these appeals.

Data management

- Ensure all donor and alumni records are accurate and relevant to our work, implementing excellent data management standards.

Marketing and Communications

- Write engaging communications to grow our networks and encourage support.
- Create digital and physical assets that illustrate or promote our activities.
- Ensure our current School community (staff, pupils, etc.) is informed and aware of the Development Team's activity and its purpose. This may include delivering CPD sessions and pupil talks.

GENERAL

All staff are expected to:

- Work towards and support the School's vision and objectives outlined in our Development Plan and our 'Funding the Future' 150th Anniversary Appeal.
- Support and contribute to the School's responsibility for safeguarding pupils.
- Work within the School's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, students, parents and colleagues.
- Take responsibility for their own CPD, and to attend and participate in meetings, training, performance development and professional development processes as required.
- From time to time, this role may also include providing support and cover within the Development Department or the wider Business Support Team, with normal duties being temporarily put 'on hold', as directed by their Line Manager.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post.

PERSON SPECIFICATION

Skills and Abilities	<p>Essential</p> <ul style="list-style-type: none">• Highly organised• Excellent interpersonal skills with the ability to build relationships with a wide range of stakeholders• Excellent attention to detail• A positive and collaborative team player• A proven ability to work to tight deadlines and under pressure, with a strong work ethic and high standards of delivery
Knowledge and experience	<p>Essential</p> <ul style="list-style-type: none">• Knowledge and experience of fundraising disciplines• At least 2 years' experience working in a data-led environment, or experience in the Development/Fundraising profession, to be able to best advise on how to use Information Technology constructively and efficiently• Experience in data analysis and maintenance, including working with databases and reporting solutions• Knowledge of the Information Commissioner's Office, Charity Commission, Fundraising Regulator, GDPR and other data protection and governing bodies• Excellent knowledge of Microsoft Office packages and CRM systems• Proven track record of managing, planning and taking responsibility for their work successfully• Evidence of working effectively as part of a wider team, including excellent organisation and administrative skills <p>Desirable</p> <ul style="list-style-type: none">• Knowledge of the Independent Education sector and the role philanthropy plays within this environment

PERSON SPECIFICATION CONT.

Qualifications and professional development	<p>Essential</p> <ul style="list-style-type: none">• At least grade 6 (or equivalent) GCSE English and Mathematics• Educated to at least A level• Evidence of continuous professional development <p>Desirable</p> <ul style="list-style-type: none">• Degree or relevant professional qualification
Personal qualities and competencies	<ul style="list-style-type: none">• Adaptable to changing circumstances and ideas• People-focused and approachable• Excellent social skills• High level of emotional intelligence• Tact, discretion and sensitivity• Proven ability to work within a team• Ability to take the lead and run a project, managing different personalities• Creative approach to complex problem solving with cognitive flexibility• Commitment to the safeguarding of our pupils• Willingness to undertake training as required• Flexibility to undertake any other responsibilities as may be reasonably required by the Head, commensurate with this post• A willingness to be involved in the wider life of Clifton High School
Attitudes and outlook	<ul style="list-style-type: none">• A creative and innovative approach• Calmness and efficiency• Boundless energy and vision• Ability to work under pressure and a capacity for hard work• Ability to appreciate the needs of the whole School• Positive and proactive approach to continuous improvement

CLIFTON HIGH SCHOOL AS A BUSINESS

Just like other independent schools, Clifton High School is a business.

Our product is a high-quality, desirable education. To ensure we continue to provide the education and experience we are so passionate about, our business must be successful. This is largely down to fees; securing future pupils, retaining families, as well as maintaining and building upon the reputation we uphold.

Our parents are our customers, each making large financial and emotional investments in our School. As such, all employees are representatives of the School and play a part in its success.

With a flourishing and affluent Bristol population, the demand for an independent education is strong and highly competitive. To illustrate this, there are more independent schools within the city and its outskirts than anywhere else in the country, other than North London.

Clifton High School has learnt never to be complacent but to strive to keep competitive and ahead of the game. Our unique offering, together with co-curricular activities and personal and social development, is emphasised alongside academic excellence. Parents very much value this. Indeed, it is an important reason why they choose us.

Competition to attract pupils is high, and as such, we seek to appoint and retain staff of the highest calibre who act as ambassadors for the School, embracing and reinforcing our ethos and values.



BEING A CLIFTON HIGH SCHOOL EMPLOYEE

Working at Clifton High School involves a commitment to the vision, culture and heart of the School. All staff members work with colleagues to ensure that the School fulfils its aims.

Our pupils are fun, inquisitive, enthusiastic and rewarding. Staff are expected to share and champion this passion for bringing out the best in each one of them. Classes are small, allowing staff to not only strive to achieve the highest standards but also to make a significant contribution beyond them. All staff enrich and strengthen the wider life of the School by undertaking duties, offering and supporting activities or clubs. As role models for our young people, they are encouraged to show planned and focused career development.

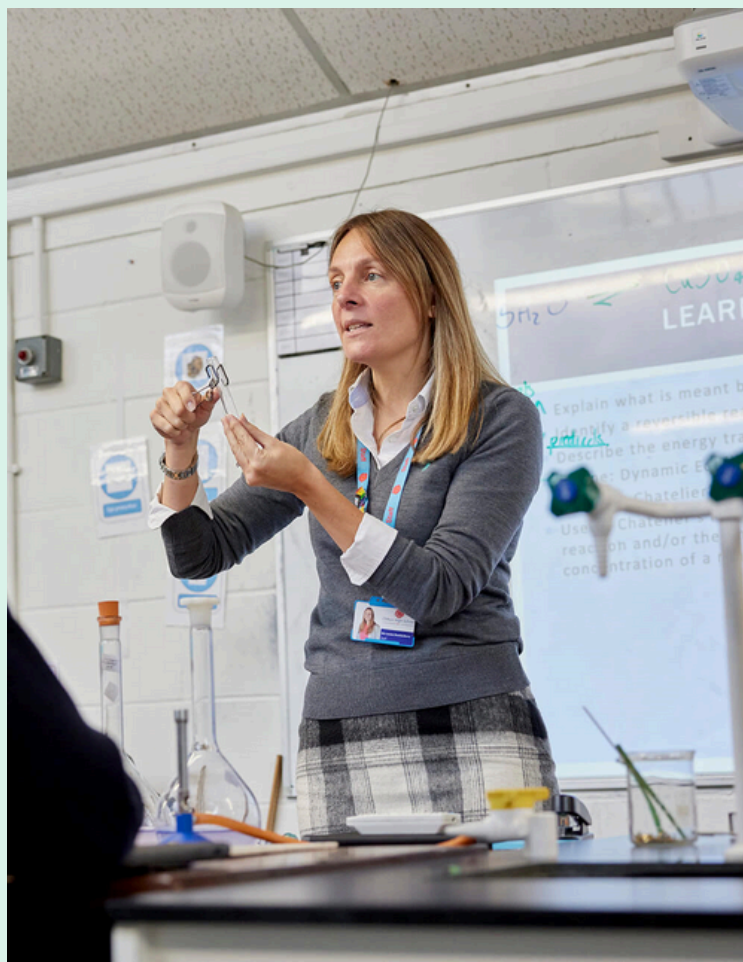
Focusing priority on excellence in the teaching and learning of our young people, as well as their personal development, staff are also encouraged to learn new skills and advance their own professional growth. Whilst Clifton High School encourages its young people to acquire skills, its staff must also lead by being open to new skills and knowledge.

We very much hope every individual, whether part of teaching, support, business administration or otherwise, to feel they belong to our Clifton High School community, sharing our common goal of the health, safety, well-being and education of our young people at its core.

‘Realising Individual Brilliance’ is not just for the pupils, but for everyone at Clifton High School.

What do we have to offer you?

- A committed and supportive staff community
- Motivated children with a desire to learn
- A drive to change and be better
- A culture of high ambition and excellent pastoral care throughout the school
- A history of embedded excellent best practice
- A creative and inspiring ethos with School values that our children and staff members carry with them for life
- Strategic, committed and supportive leaders
- Regular support and training to update skills
- Healthy and nutritious two-course lunch during term times
- ‘School Fee Discount Scheme’ for permanent staff members
- Regular staff socials



OUR VALUES



CURIOSITY

We educate our young people to be informed, inquisitive individuals with the ability and knowledge to use the art of questioning to explore the development of new, independent ideas. This, in turn, instils in them confidence and a lifelong love of learning.



EMPATHY

Relationships are enhanced when the value of love, for oneself and others, is achieved. This is something we encourage in all pupils, alongside a love of the planet we live on, the natural world around us and a passion for preserving it.



EMPATHY

The consideration of alternative perspectives is something we encourage in our pupils. It enables them to go out in the world with a desire to make positive change, through kindness, respect and understanding.



DIRECTION

We constantly support pupils to strive for ambition through a commitment and dedication to achieve personal goals that provide individual and personal direction, give purpose and drive motivation.

OUR STRATEGIC AIMS

At Clifton High School our strategy identifies six key areas that form the basis of our future:

- Pastoral Heart
- One School, One Team
- Beyond Academic Excellence
- Strong Community
- Secure and Successful
- An Environment to Thrive





Clifton High School

**THANK YOU FOR YOUR INTEREST IN
WORKING AT CLIFTON HIGH SCHOOL**