



Appointment of  
Permanent  
Full time  
Development Manager

To start as soon as possible



The Godolphin and Latymer School  
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# Working at Godolphin and Latymer

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Godolphin and Latymer is one of the country's leading independent day schools for girls. Founded in 1905, it has been both a state grammar school and an independent school in its 113 years. Located in Hammersmith, West London, close to the exciting cultural life of the capital, the school is a dynamic and energetic community of 800 girls, together with approximately 150 teaching and support staff. There are approximately 220 girls in the Sixth Form, studying for both the IB and A levels. Hammersmith itself is very conveniently situated less than 20 minutes from central London, sitting on a beautiful stretch of the River Thames and with plenty to offer, including several fine restaurants and two of London's best theatres.

Godolphin and Latymer is an academically selective school and our girls are bright, enthusiastic and inquisitive. They love learning and are increasingly demonstrating their ability to be creative and critical thinkers, keen to solve problems using their own intellectual resources. Teaching here is a most rewarding experience. Girls are motivated and engaged in their learning. Our harmonious community is socially, culturally and ethnically diverse, indicative of the cosmopolitan world of West London. Our catchment area is relatively wide, encompassing all areas of West London, plus a number of areas further afield from which girls are able to commute easily to Hammersmith because of its excellent transport links. (We are a couple of minutes from each of Hammersmith's tube stations and its bus station.) Relationships between girls and all staff are superb and we place great significance on valuing the individual and expecting the highest of standards in all that we do. The school is governed by principles of mutual respect, tolerance and consideration for others. Girls are very supportive of each other, sensitive and aware of others' needs and proud of their school and its ethos and history. A fine example of this is the extensive support given to our Bursary Fund by all sections of the school community, present and past.

Pastoral care and working collaboratively with parents is fundamental to the success of our girls. We value good communication between all sections of our community and try to be proactive in keeping up to date all who are involved with the school. The school plays a key role in the local area; girls take part in voluntary work schemes with many local businesses and institutions. We run a number of community events including; a public lecture series, the annual arts festival, monthly tea parties for the local elderly, and the weekly Ancient World Breakfast Club.

The school's facilities are excellent and the governors are aware of the need to ensure that such standards are maintained. Our sports facilities include a full-size all-weather hockey pitch and three netball courts, which convert into twelve tennis courts during the summer term, all of which are floodlit, and the Hampton Sports and Fitness Centre (new and purpose-built for September 2015), which contains a four court sports hall, a climbing wall, a dance studio and a fitness suite. Our performing arts centre, the Bishop Centre, housed in the imaginatively converted church of St John the Evangelist, together with the Rudland Music School, is also a recent example of the investment that is crucial to the school's continued development. Teaching and learning resources are plentiful and the use of ICT to facilitate learning is at the forefront of our current strategy. iPads are used by the girls in learning and all teaching staff are given iPads. The school aims to be forward-looking in its approach to teaching and learning and emphasis is placed on pedagogical development amongst all teaching staff.

Extra and super curricular activities play a fundamental part in the education we offer here. All staff play a full part in this aspect of our school's life, with numerous opportunities to lead activities, and to develop interests old and new, in school and on visits both in the UK and abroad. Girls are active participants in this programme, both as leaders and contributors, as well as benefiting from the extensive variety of the provision.

In September 2020, the Godolphin and Latymer School Foundation merged with Redcliffe School Trust, a co-educational Preparatory School in Chelsea. The Preparatory School is now known as Godolphin and Latymer Redcliffe Gardens School.

### **Why work at Godolphin and Latymer?**

The staff are thoroughly professional, highly qualified and knowledgeable, enthusiastic and passionate about their own subjects, as well as understanding the importance of the breadth of the educational experience that we provide.

The school is characterised by a warm and welcoming atmosphere and a mutually supportive approach. Expectations of staff are high, but equally, personal workloads are carefully considered by the supportive leadership team. There are plenty of opportunities for further appropriate professional development and a generous inset budget is provided. Support staff and teaching staff are valued equally for their part in the overall success of the school and there is a strong sense of camaraderie and fun!

The governors are keen to ensure that staff remuneration is always competitive and that staff are fairly rewarded for their commitment to the school

Staff turnover is relatively low, indicating a stable staff, yet we also pride ourselves on the welcome and support that we give to new colleagues and we very much value their ideas and contributions. People enjoy working here!

## **The Development Office**

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Godolphin and Latymer School has a strong philanthropic history and an ambitious and outstanding reputation. As such, the Development Office is responsible for maintaining and building upon the community's philanthropic culture and all activity supports the school wide aim to provide outstanding educational opportunities, experiences and facilities on offer to pupils.

Fundraising for the Bursary programme and strengthening the Old Dolphin network to benefit pupils and alumnae alike are currently key priorities for the school.

The Development Office is staffed by three full time colleagues in the roles of Director of Development, Development Manager and Development Assistant.

# Your professional duties

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The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and responsibility.

All staff working in the School during the school day will have some contact with children and will therefore be in regulated activity. In your role, you are unlikely to be working with children directly but will regularly interact with pupils who may seek your assistance or otherwise interact with you when moving around the school.

You are expected to act in accordance with the aims, policies and administrative procedures of the School.

The following duties shall be deemed to be included in the professional duties which you will be required to perform:

- child protection, discipline, health and safety
- promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact
- Participating in any arrangements that may be made for review and appraisal.
- Participating in arrangements for your professional development.
- Participating in meetings at the School which relate to the administration or organisation of the School.
- Participating in administrative and organisational tasks related to such duties as described above.

You may be required to undertake other reasonable duties from time to time as the School may reasonably require.

# Job description

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The Development Manager is responsible to the Director of Development and to the Bursar overall.

## **Purpose of the role**

The Development Manager supports the Director of Development in delivering a comprehensive fundraising programme and encouraging lifelong engagement and support of the School. The Development Manager will play a key role in delivering the School's fundraising and development goals. An important focus of the role is to be responsible for the Annual Fundraising campaigns, mid-level giving programme and, alongside the Director of Development, manage the major giving programme. The Development Manager will manage the prospect pool and develop excellent relationships with donors and prospects.

## **Key Responsibilities**

### **Fundraising and Communications**

- Manage relationships with key stakeholders and members of the community;
- Manage the donations received (including stewardship), to widen prospect pools and to work with Finance to ensure accurate financial reports are produced;
- Work closely with the Development Assistant to identify and reach out to ODs, volunteers etc. to generate support;
- Help support the Director of Development where needed.

## **Responsibilities**

### **Fundraising and Stewardship**

- Build and manage a prospect pool of alumnae, parents, friends and Trusts/Foundation;
- Be responsible for soliciting major gifts through face-to-face fundraising and ongoing cultivation;
- Manage mid-level and major giving programmes (e.g. the mid-level giving programme) from strategy to implementation;
- Develop persuasive and innovative fundraising proposals, 'Case for Support' documents across all mediums;
- Ensure that all donors are appropriately thanked and acknowledged, providing a high level of donor stewardship, including devising stewardship events where appropriate;
- Produce donor/gift agreements and progress reports;
- Ensure the future engagement of donors through regular liaison with them;
- Assist with the processing of all one-off and regular gifts and any other financial processes, e.g. Gift Aid claims;
- Research and assist applications to potential sources of funding from UK, European and international trusts and foundations;
- Write and update reports and newsletters on current priority projects to current and prospective donors as required;
- Assist with other stewardship programmes as appropriate.

### **Database and Research**

- Manage and maintain the CRM database, Raiser's Edge, including accurate inputting and updating of donor and constituent data;

- Lead and oversee all research initiatives as required, including gathering information on ODs and other supporters;
- Oversee periodic wealth-screening of database, to identify prospects for major gift fundraising;
- Responsible for prospect research to identify potential new donors and fundraising streams (from current and past parents, alumnae and corporate/local businesses);
- Produce analysis and reports of activity;
- Manage the yearly migration of data, across all stakeholder groups, regularly updating records on the database;
- Assist with the processing of direct debits, CAF donations and Gift Aid claims;
- Manage mail merges and the distribution of mailings;
- Ensure that data usage is GDPR compliant and respects the School's privacy policy.

### **Communications and Events**

- Manage donor, alumnae and community events e.g. reunions, parent drinks etc;
- Ensure that events are delivered to a high standard and within budget;
- Oversee the production of newsletters and communications to members of the School community;
- Manage and support the PTFA where required.

### **General Responsibilities**

- Support the Director of Development in maximising fundraising revenue and goodwill towards Godolphin and Latymer School; foster positive working relationships with alumnae, current and former parents, current and former staff, current and former parents and to encourage lifelong engagement, networking and support;
- Maintain confidentiality of information acquired in the course of undertaking duties in line with GDPR guidelines;
- Maintain a full awareness of, and act in accordance with, legislation concerning philanthropic gifts, particularly in relation to tax-efficient giving both in the UK and overseas;
- Work outside office hours including occasional weekends and evenings when required;
- Undertake such other duties and responsibilities as may be reasonably required by the School;
- Support colleagues and contribute to a happy and productive working environment;
- Champion the charity's mission, maintaining the highest standards of professionalism and integrity;
- Develop strong, positive relationships with colleagues, contribute to collaborative work across the school and support other staff in order to develop and share best practice.

This list of duties and responsibilities is not exhaustive and includes any reasonable additional request which assists the smooth operation of the department.

## Person specification

	Essential	Desirable	Method of assessment
<b>Education and qualifications</b>	<ul style="list-style-type: none"> <li>To have an excellent level of education, including a degree or equivalent</li> </ul>		<ul style="list-style-type: none"> <li>Application form</li> <li>Appropriate certificates</li> <li>References</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>To have proven development and fundraising experience, in any sector, with an ambition to build a career in Development</li> <li>To have experience of maintaining and managing a CRM database (ideally Raiser's Edge or equivalent)</li> <li>To have experience of organising and managing events</li> <li>To be experienced in handling confidential information, using tact and diplomacy</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in a school or university</li> <li>Experience of Alumnae Relations</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>References</li> <li>Interview</li> </ul>
<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>To have outstanding ICT skills, including the ability to use V Look up and Microsoft Word, Excel and Outlook</li> <li>To have excellent administrative and organisational skills</li> <li>To be able to effectively analyse data</li> <li>To have excellent written and proof-reading skills in relation to the production of letters, applications, reports and publications, with accuracy in spelling and grammar</li> <li>To have outstanding communication and interpersonal skills with an ability to build relationships with people at all levels, both internally and externally, and to inspire trust</li> </ul>		<ul style="list-style-type: none"> <li>Application form</li> <li>References</li> <li>Interview</li> </ul>
<b>Personal qualities / behaviours / attitudes</b>	<ul style="list-style-type: none"> <li>To be committed to safeguarding and promoting the welfare of pupils</li> <li>To be a positive and collaborative team player</li> <li>To have confidence in networking, and the ability to represent the Development Office</li> <li>To be results focussed, and able to meet deadlines in a fast paced environment</li> <li>To have an instinctive "Customer Service" approach; to be professional, welcoming and friendly, with a natural desire to go the extra mile to help and exceed expectations</li> <li>To be patient and positive under pressure, remaining flexible in a dynamic working environment with competing priorities</li> <li>To be self-motivated, persistent and good humoured</li> <li>To be willing to work evenings and weekends on occasion</li> </ul>		<ul style="list-style-type: none"> <li>Application form</li> <li>References</li> <li>Interview</li> </ul>
<b>Knowledge and understanding</b>	<ul style="list-style-type: none"> <li>To have an understanding of processing donations</li> <li>To have empathy with the principles, ethos, aims and aspirations of independent schools and a belief in the need to widen access</li> </ul>		<ul style="list-style-type: none"> <li>Application form</li> <li>References</li> <li>Interview</li> </ul>

# Salary, hours and benefits

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## Salary

The salary awarded will depend on experience and qualifications of the successful candidate. The Governors review salaries each year to ensure they remain competitive. Salaries are paid by account transfer on the 25th day of each month, or the previous working day, in twelve equal payments.

## Hours

This is a full time year-round position. The hours of work will be Monday to Friday 8.00am to 5.00pm during the term time and 8.00am to 4.30pm during school holidays. Occasional evening/weekend work will be required due to the nature of the department and to fulfil the needs of the role. The post attracts 28 days annual leave (in addition to public holidays) to be taken during the school holidays only, with five days per year allocated to the School's Christmas closure.

## Benefits include:

*Staff Fee Remission* – staff are eligible for fee remission. The continuance and value of fee remission is at the discretion of the Governors.

*Medical staff on site* – during term time, the School employs two School Nurses providing daily cover and two School Counsellors each work two days per week. All medical staff are available to employees of the School.

*Enhanced sick and maternity/paternity pay arrangements* – the School offers additional support to staff via its sick and family friendly policies.

*Pension Scheme* - Membership of the Non-Teaching Staff Pension Scheme with employer's contributions of up to 12%. Automatic life assurance cover (currently 4 times annual salary) for members of the pension scheme.

*Personal Accident Insurance* – staff are covered for permanent disability resulting from an accident, whether at School or elsewhere. Cover is provided for 365 days of the year.

*Private Medical Insurance* – membership of a private medical insurance scheme is available at a reduced rate.

*Advance purchase of travel cards with monthly repayments* – the School will pay for your travel card (minimum three month card) and collect the repayments, at cost, over the life of the travel card.

*Cyclescheme* – the School is part of the scheme which enables staff to purchase bicycles and equipment at a tax advantageous rate and pay for the equipment over 12 months.

*Lunches and Refreshments* – during term time, lunches and refreshments provided in the Staff Room and Staff Dining Room are provided by the School to all members of staff, free of charge.

*Fitness Facilities* – staff are able to use the fitness facilities in the Hampton Sports and Fitness Centre and the School's outdoor sports facilities.

*Staff wellbeing* – there is a selection of wellbeing sessions available to staff, including acupressure massage, mindfulness, yoga, zumba, rock climbing and kickboxing.

# Application

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Please read the recruitment pack carefully, including the School's Safeguarding and Recruitment policies. Fully completed application forms should be returned to the Personnel Office at the School by post or by email to [recruitment@godolphinandlatymer.com](mailto:recruitment@godolphinandlatymer.com) **as soon as possible**. Applications must be made on the school's own application form. Please note that CVs alone will not be accepted.

**There is no closing date for this vacancy.**

**Applications will be considered on receipt and interviews may occur at any stage.**

## **Equal Opportunities**

It is the policy of The Godolphin and Latymer School to ensure that all job applicants are considered equally and consistently and that no applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age.

## **Safeguarding**

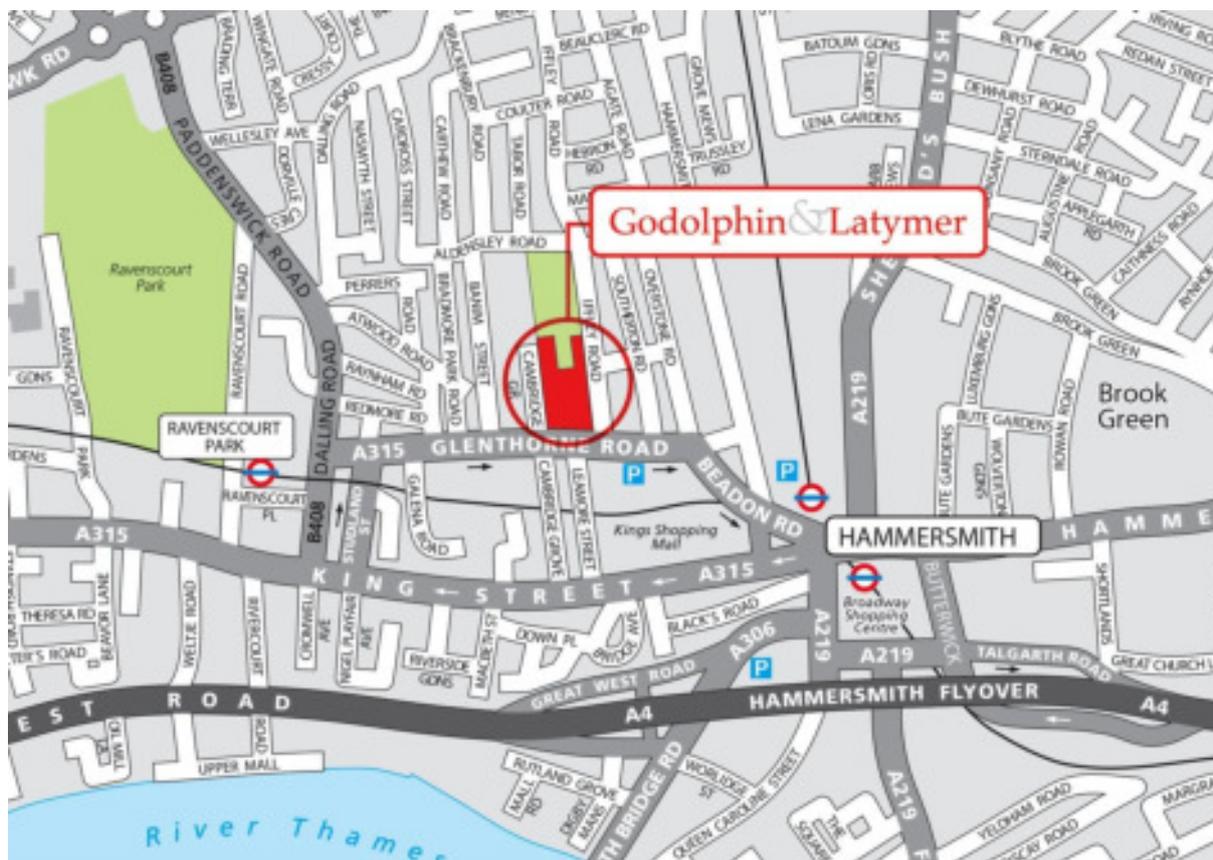
Candidates should be aware that all posts in the School involve some degree of responsibility for safeguarding children. The School is exempt from the Rehabilitation of Offenders Act 1974 and is therefore permitted to ask job applicants to declare all convictions, cautions, reprimands and final warnings (including those which would normally be considered 'spent') in order to assess their suitability to work with children. You are not required to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the Disclosure and Barring Service filtering rules. The successful candidate will be required to complete a Disclosure & Barring Service application. References will be sought on short-listed candidates and we may approach previous employers for information to verify particular experience and qualifications. The successful candidate will also be required to provide original certificates of qualification and may be asked to undergo a medical examination prior to taking up the post.

## **Charitable status**

The Charity called The Godolphin and Latymer School (charity registration number 312699) is administered by The Godolphin and Latymer School Foundation, a charitable company limited by guarantee (Company number 3598439).

## Location

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### **Nearest Underground Stations:**

Hammersmith (District, Piccadilly, and Hammersmith & City Lines)  
Ravenscourt Park (District Line).

### **Bus Routes**

To Hammersmith Broadway:

9, 10, 27, 33, 72, 190, 209, 211, 220, 266, 283, 295, 391, 419

To Glenthorne Road: 27, 190, 266, 267, 391, H91

### **By Car**

There is a one-way system in Hammersmith.

From Hammersmith Broadway: turn left into King Street, take the second right into Cambridge Grove, turn right into Glenthorne Road and turn left into Iffley Road for the school.

### **Car Parking**

We regret that there is no car parking available in the school grounds, but there is a public car park (entrance in Glenthorne Road) only a few minutes from the school, which is inexpensive. There are a number of pay by phone parking bays available in the streets surrounding the school.

Please note that the entrance to the school and the staff car park is on Iffley Road.

### **On Arrival**

Please report to Security.

