



APPOINTMENT OF A

# DEVELOPMENT ADMINISTRATOR

FULL TIME



# HAMPTON SCHOOL

**Hampton is one of the country's leading, most successful and best-resourced independent schools and has been helping boys to fulfil their potential and realise their aspirations for over 460 years.**

Established over 460 years ago, Hampton is one of the country's foremost, highest-achieving and best-resourced independent schools. Our community is vibrant, dynamic and happy, making it a wonderful place to teach and learn. Members of the Common Room are talented and hugely supportive of one another and their pupils; they share their love of learning with young people who are bright, intellectually inquisitive and aspirational.

Hampton is a lively, friendly and inclusive School community where we aspire to enable our boys to not only to make sense of the world, but also to want to go out and improve it. Above all, Hamptonians are encouraged and indeed expected to aspire to personal best while supporting those around them with kindness and respect.

Situated on a green-field site in a leafy suburb of South West London, we are fortunate to have 28 acres of playing fields within our spacious grounds. Pupils and staff alike benefit from first-class facilities across all areas of School life. These include a state-of-the-art 3G sportsground, a large and well-appointed Sports Hall, and the remarkable Hammond Theatre for the Performing Arts, along with an excellent library and specialist facilities for Art, Music, Science, Technology, Computer Science and Languages (Modern and Classical). Our older pupils enjoy impressive Sixth Form private study and Careers provision in The Barry Martin Centre.

The Millennium Boat House, shared with our neighbouring girls' school, Lady Eleanor Holles, has a prime location on the nearby River Thames, and provides the focal point for our popular and successful Boat Club.

Hamptonians' examination results and university entrance record consistently rank in the top echelon nationally and indeed internationally. Nearly all Hampton leavers go on to undergraduate courses at Russell Group or equivalent universities; around 25 pupils are offered places at Oxford and Cambridge annually, and a significant number move on to global top-10 universities. We also support pupils who wish to study at universities in North America, some of whom secure academic and/or sporting scholarships.

Hampton's notably diverse, socially inclusive nature is an especially cherished part of our DNA and we are far from being a stereotypical public school as any setting in the independent sector. Currently, 7% of our boys (around 100 in total) attend on means-tested, free places, many of which are funded by a separate but closely linked educational charity, The Fitzwygram Foundation.

***'One of the most genuinely inclusive, diverse independent schools in the London area'.***  
**Good Schools Guide**



# DEVELOPMENT ADMINISTRATOR

**We are looking for a motivated individual to join our expanding team and help us manage our database to help us increase free places at Hampton.**

Join a growing development office to help increase the number of free places for bright pupils at Hampton School. Hampton challenges and develops young minds, allowing pupils to progress as individuals in a kind and supportive environment where contributing to wider society is engrained in the culture.

Development at Hampton in its current form has been in place since the establishment of The Fitzwygram Foundation in 2016. Over this period, it has built up strong relationships within the School community and established excellent fundraising foundations.

The primary fundraising focus over recent years has been on raising funds for The Fitzwygram Foundation, to provide additional free places at the School. In total, 107 Senior School pupils are currently attending Hampton on completely free places, of which 18 are funded by the Foundation.

Our ambition, in the first phase, is to be able to fund an additional 50 free places via The Fitzwygram Foundation and this will be the focus of the development strategy and plan. This ambition is to be assessed and reviewed by the Development Director to determine realistic targets and associated expectations. Fundraising for capital projects and academic endeavours may also be part of the future fundraising plans.

Hampton is one of the country's foremost independent schools and equity, diversity and inclusion are fundamental to our ethos and the School has a thriving partnerships programme.

The role of Development Administrator is critical to the success of the office and includes both database and general office administration, as well as events. The role is full time and based at Hampton School. The core working hours are 8.45am to 4.45pm, however, a high level of flexibility, commitment and dedication is required, as there will be some evening and weekend work to attend Fitzwygram Foundation and Alumni events.

Previous office and/or database administration experience would be an advantage but the role could also be suitable for graduates looking to enter a career in development.

The salary will be £28,870 and Hampton also offers an attractive benefits package including generous pension, free lunch, cycle to work scheme, fitness facilities and private health, subject to eligibility.

The School reserves the right to commence or complete the interview process at any time prior to the closing date so we encourage applications as soon as possible.



# KEY RESPONSIBILITIES AND ROLE EXPECTATIONS

## You would be responsible for supporting our community by:

- Boosting fundraising through thoughtful donor stewardship and thanking supporters promptly
- Providing excellent administrative support to members of our community via email and phone
- Ensuring individuals feel known and acknowledged through excellent database management
- Supporting the team in making an impact by creating and maintaining office procedures and processes
- Ensuring inclusion of all members of our community through working on our communications and events
- Contributing to an effective and dynamic team culture through presence at events, leading tours, and involvement in the life of the School (flexible working offered during school holidays).
- Supporting excellent charity governance by attending and minuting Trustees' meetings
- Celebrating alumni achievements and philanthropy through effective social media management.

## A great Development Administrator will:

- Have a commitment to the paramount importance of the safeguarding and wellbeing of pupils
- Be excited about working as part of a team in a school
- Have the ability to exercise tact, diplomacy, and discretion combined with personal warmth, friendliness, and openness
- Be a positive and collaborative team player
- Have great attention to detail
- Have excellent communication skills, both written and verbal
- Enjoy hard work with a passion for achieving targets and results
- Be proficient in Office 365 and be keen to learn the Raiser's Edge CRM Software
- Have an undergraduate degree or equivalent
- Be aware of the importance of data security
- Support the ethos and aims of The School.

Please note that there may be some changes and additions to the above, which will be discussed before implementation and changes may occur as the post develops. This document is designed to provide applicants with a "flavour" of the position and responsibilities.



## OTHER

- To act as Fire Marshal and First Aider as required. Training will be provided
- Any other reasonable tasks required by the Bursar and/or The Headmaster in association with the above role
- You may be required to work outside of contractual hours to fulfil the responsibilities of the role and/or in emergency.

## HOURS & HOLIDAY

Normal office hours are 8.45am to 4.45pm, however, a high level of flexibility, commitment and dedication is required. Some weekend and evening work will also be required for events. Attendance at 12 events will be included in the salary and for any additional hours worked outside of normal working hours, time off in lieu may be approved at the discretion of the Line Manager in accordance with the terms outlined in our Guidelines for Time off in Lieu.

The position is full-time (52-week contract) and annual leave entitlement for full time employees is 26 working days per academic year. In addition, you will also be entitled to the following periods as holiday: Christmas School Holiday as notified (includes Christmas Day, Boxing Day and New Year's Day) All bank holidays plus an additional day in May.

## SALARY & BENEFITS

The salary will be £28,870 per annum. Salaries are paid by bank transfer on the 25th of the month.

The Hampton School Trust Governors also currently offer the following non-contractual benefits to staff, subject to any terms and conditions and the School's eligibility requirements: private medical insurance; death-in-service benefit insurance policy; a Medicash healthcare cash plan; Pension Scheme, personal accident insurance, School fee remission, cycle to work scheme, lunch, sports facilities and counselling.

Please note that the above list is not exhaustive and that non-contractual benefits are provided at the discretion of the Governors.

## TRAINING

- Where necessary, to undergo on the job training under the general direction of The Headmaster and/or the Bursar to increase competence, proficiency and safety awareness
- To attend INSET training outside the school, as required.



## **EQUAL OPPORTUNITIES**

It is the policy of Hampton School to provide equal employment opportunities for all qualified individuals and to prohibit discrimination in employment on any basis protected by applicable law, including but not limited to race, colour, religious creed, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition or disability. Hampton School promotes equal employment opportunities in all aspects of employment through positive employment policies and practices.

Offers of employment will be made on merit and suitability of qualifications and experience, in pursuit of our policy of equal opportunities.

The School reserves the right to offer the post at any stage in the appointment process.

## **SAFEGUARDING**

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding Policy and Procedures 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 Safeguarding Designated Persons or to The Headmaster

This post involves working with children, it is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

**Please note all appointments are subject to the Hampton School Trust Recruitment, Selection and Disclosure Policy and Procedure.**



For an informal discussion about the role and requirements, please contact  
Human Resources via [recruitment@hamptonschool.org.uk](mailto:recruitment@hamptonschool.org.uk) or  
call **020 8979 5526**.

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**www.hamptonschool.org.uk**