



Bradford
Grammar
School

Candidate Brief

Head of Development

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About Bradford Grammar School

Founded in 1548, this thriving and forward-thinking independent day school has a proud heritage at the heart of Yorkshire. Educating pupils from Reception to Sixth Form, it provides a transformational experience that combines academic ambition with exceptional pastoral care and a strong sense of purpose.

Academically high-performing, socially inclusive and values-led, the school was described by the Independent Schools Inspectorate as “highly effective across all areas”, with particular recognition given to the clarity of leadership and the strength of its ethos. Expertise, ambition and strategic vision at governor and senior leadership level ensure that high standards, ethical conduct and pupil wellbeing remain central to every decision.

A broad and dynamic curriculum spans STEM, the arts, humanities and sport, encouraging intellectual curiosity, creativity and independent

thinking. Beyond the classroom, an extensive co-curricular programme and meaningful community engagement develop resilience, leadership, social responsibility and global awareness.

Tradition and innovation sit comfortably side by side. Historic spaces such as the Price Hall complement modern facilities including the Clarkson Library, reflecting a school that honours its past while continually evolving to meet the needs of the future. Alumni including Sir Ken Morrison, Alistair and Jonny Brownlee, and David Hockney exemplify its long-standing culture of achievement and character.

Guided by the values of **Excellence, Opportunity and Happiness**, the community is ambitious, supportive and optimistic. It is an exciting time to contribute to a school where tradition and innovation meet, and where staff are empowered to make a lasting difference to the lives of young people.



Assisted Places, Development and Alumni Relations at Bradford Grammar School

The generosity of Old Bradfordians, parents, friends and partners has shaped Bradford Grammar School across generations. Their support has been thoughtful and often visionary, focused on long-term impact rather than short-term need. Built on enduring relationships and shared purpose, this partnership has enabled access, sustained excellence and ensured that opportunity is defined by talent and potential rather than circumstance.

For more than a century, the school has championed means-tested access. From early scholarships and Board of Education-supported places to its years as a Direct Grant grammar school, academic distinction has been aligned with social responsibility. When government funding for Assisted Places ended, the commitment to access did not diminish. Instead, philanthropic partnership strengthened and evolved, leading to

the establishment of the 1662 Fund and the 1662 Futures Fund, a strategic framework designed to secure means-tested Assisted Places in perpetuity. At the heart of this work is a strategic, relationship-led Development and Alumni Relations function. Working in close partnership with the Headmaster, Governors and senior leadership team, it contributes insight, influence and long-term perspective to the school's strategic direction. Alumni relations sit at the centre of this approach, sustained by a deeply engaged network whose connection to the school is characterised by loyalty, pride and shared responsibility.

The Head of Development plays a pivotal leadership role in stewarding this vision, deepening long-term relationships, shaping philanthropic strategy and ensuring that access and opportunity remain central to the future of Bradford Grammar School.





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Person Specification

The successful candidate will bring professional credibility, personal warmth and a deep alignment with the values of Bradford Grammar School. Motivated by purpose as much as performance, they will understand that benefaction, at its best, strengthens lives, relationships and communities.

An accomplished relationship-builder, they will move confidently and sensitively between donors and supporters, Assisted Places pupils and families, and the wider school community. Acting as a bridge between generosity and lived experience, they will foster trust, long-term partnership and shared purpose.

They will be a compelling and ethical storyteller, able to articulate the life and ambitions of the school with integrity and sound judgement. Stories of opportunity and impact will be gathered with care, shared with appropriate consent and communicated in ways that are authentic and dignified.

A visible advocate for Assisted Places, the successful candidate will anchor this commitment at the centre of Development and Alumni Relations and champion it confidently to families, donors and

partners. They will present the BGS experience as a life-shaping opportunity sustained through generosity and shared belief.

Personally, they will demonstrate strong character and emotional intelligence. Socially confident and adaptable in style, they will be persuasive without being transactional, credible at senior level while remaining grounded and approachable, and guided by curiosity, sound judgement and a practical mindset.

An excellent communicator, they will write and edit clear, compelling copy, speak with clarity and warmth, and lead a small team with encouragement and purpose. Working closely with the Headmaster, Governors and senior colleagues, they will contribute insight and strategic perspective to long-term planning.

Above all, the successful candidate will recognise that Assisted Places are part of the moral fabric of the school. This role offers the opportunity to shape the future of a community where opportunity is earned by talent and aspiration and sustained through partnership and generosity.

Job Description

Job Title: Head of Development

Reports to: Headmaster

Direct reports: Events and Engagement Coordinator and a Senior Database Administrator

Purpose of the Role

The Head of Development is a senior role at Bradford Grammar School, responsible for cultivating and advancing the School's long-standing commitment to means-tested Assisted Places. The role exists to connect generosity with lived experience and to ensure that access, opportunity and social responsibility remain embedded in the life of the School.

The postholder is the public and internal figurehead for the Development Department. They will build, sustain and connect three core communities: donors, Assisted Places pupils and families, and the School itself. Through trusted relationships, ethical storytelling and visible leadership, the Head of Development will help shape a culture of engagement and benefaction that is values-led, strategic and enduring.

Key Accountabilities

Strategic Leadership and Advocacy

- Act as a senior advocate for Assisted Places, ensuring they remain central to the school's culture, communications and external engagement.
- Work in close partnership with the Headmaster, Governors and senior colleagues, contributing judgement and insight to long-term strategic thinking.
- Provide visible, values-led leadership for the Development Department within the school and to external audiences.
- Build understanding and confidence in the purpose and impact of Assisted Places across staff, pupils, parents and alumni.

Relationship Building

- Lead the cultivation of relationships with donors, alumni and supporters, with a focus on long-term partnership.
- Act as a key point of contact for Assisted Places pupils and families, knowing them personally and supporting them sensitively within the school community.
- Serve as a bridge between donors and recipients, ensuring that generosity and impact are connected with care, discretion and integrity.

Storytelling, Communications and Engagement

- Take overall responsibility for the quality, tone and integrity of communications produced by the Development Department.
- Ensure that stories of Assisted Places are gathered ethically, with appropriate consent, and told with dignity, accuracy and purpose.
- Oversee the collation and editing of copy for publications, appeals, reports and digital communications.
- Oversee the planning and delivery of meaningful events that strengthen relationships, build community and deepen engagement among donors, alumni and the wider school.
- Quality assure all engagement activity, including proof-reading, to ensure accuracy, consistency of tone and a high standard of presentation.

Fundraising

- Provide strategic direction for fundraising activity in support of Assisted Places.
- Lead on individual prospect strategies including cultivation, planning and making appropriate and well-judged asks.
- Ensure effective gift administration, acknowledgement and stewardship at all levels.
- Oversee the quality, integrity and effective use of alumni and donor data, working closely with the Senior Database Administrator.
- Ensure compliance with legal, financial and regulatory requirements, including GDPR and fundraising best practice.

Leadership and Management

- Lead, support and develop the Development Department team.
- Set clear priorities, maintain high standards and foster a collaborative, purposeful team culture.
- Manage budgets, planning cycles and reporting requirements for the Development Department.
- Prepare reports and updates for Governors and relevant committees, responding constructively to feedback and guidance.

Wider Contribution

- Be an active and visible presence within the life of the school, gaining a deep understanding of its history, pupils, staff, culture and daily rhythms.
- Represent the school professionally and confidently to external audiences, including donors, alumni and partners.
- Undertake other duties as reasonably requested by the Headmaster, consistent with the seniority and purpose of the role.

Essential and Desirable Criteria

Essential

- Senior-level experience in development, fundraising or a comparable relationship-led leadership role
- Demonstrable experience of building and cultivating long-term donor relationships
- Experience of leading and managing a small team
- Strong written communication skills, including drafting, editing and proof-reading copy
- Confidence speaking and presenting to a range of audiences
- Experience of working with data, compliance and governance requirements, including GDPR
- The credibility and judgement to work closely with senior leadership and Governors

Desirable

- Experience in an independent school, charity, university or values-led organisation
- Familiarity with means-tested bursary provision, widening participation or social mobility initiatives
- Experience of major gifts, campaigns or endowment fundraising
- Experience of alumni engagement and community-building
- Experience of using CRM or donor database systems



What we offer

Bradford Grammar School offers a professional working environment where autonomy is trusted, excellence is expected and service matters, alongside a competitive and carefully considered benefits package.

The Head of Development will receive a salary of **£60,484** based on 37.5 hours, full-time. The role includes an **employer pension contribution of 10%**.

This is a senior role with a high degree of professional autonomy. The postholder will work in close partnership with the Headmaster, Governors and senior colleagues, with the visibility and authority to contribute to the strategic direction of the school.

The role is full-time and based on site. The Head of Development will be a visible and active presence within the life of the school.

The postholder will be entitled to **23 days' annual leave** plus bank holidays, equivalent to **6.2 weeks per year**.

Professional development is supported, including attendance at sector-leading conferences such as IDPE, and engagement with relevant professional networks.

The school offers a **wellbeing and employee assistance programme**, including confidential counselling and access to legal, medical and financial advice. Staff also have access to a **pensions adviser**.

Additional benefits include **lunch provided on each term-time day**, use of **on-site facilities** including a swimming pool and gym, and **50% fee remission for children of full-time employees**.

For the right person, this role offers professional challenge, visibility and influence within a school of strong values and clear purpose.





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