



SEDBERGH
SCHOOL
FOUNDED 1525

JOB DESCRIPTION

DEVELOPMENT OFFICE RESEARCHER

Safeguarding of Children

Safeguarding the welfare of children is of the highest priority to Sedbergh School. Every employee of the School has a responsibility to:

- **Protect children from abuse**
- **Be aware of the School's safeguarding procedures**
- **Know how to access and implement the required procedures**
- **Keep a sufficient record of any significant complaint, conversation or event**
- **Report any matters of concern to the Designated Safeguarding Lead**
- **Attend annual in-service training provided by the School**

General

Sedbergh School, founded in 1525 by Roger Lupton, Provost of Eton, is an Independent Co-educational Boarding School. Set in the spectacular Yorkshire Dales National Park, the School also benefits from fast motorway and rail access to the rest of the UK.

The School is a vibrant, demanding and supportive community which encourages pupils and staff to be involved in as broad a range of activities and interests as possible. Art, Drama and Music are especially strong, and the School has a national reputation for Sport. This excellent reputation on academics, sports and creative arts has led to a continued growth in the pupil roll over the past ten years. Circa 600 pupils are accommodated in full boarding school environment and further 200 at Casterton, Sedbergh Prep School.

Organisation

Mr D J Harrison MA (Cantab) is the Headmaster of Sedbergh Senior School. Mr W R Newman BA (Ed) MA is Headmaster of Sedbergh Prep School.

The Chief Operating Officer (COO), Mr P S Marshall, is responsible to the Principal and Governors for the management of all the administration and support staff. The COO has responsibility not only for the finances of the School, but also for the extensive land and buildings, maintenance department, grounds & gardens, catering, housekeeping & domestic staff and all other support staff, as well as running the commercial trading arm of the School, Sedbergh School Developments Limited.

The OS and Foundation Department

Sedbergh School is supported by the alumni association and the Foundation, which, while both independent bodies, work in conjunction with the School to support its broader commercial aims. In this respect these two bodies are integral to the long-term business strategy and success of the Sedbergh community.

The School has an active alumni association, the Old Sedberghian Club (OS Club). Established in 1897, it exists for the continuance of those friendships made at Sedbergh and for the celebration of heritage associated with nearly 500 years existence since the founding of the School. It also does much to assist the next generation of alumni as they start their professional journey.

The Development Office continues the work of Sedbergh School Foundation which was established in 2001 as a separate fundraising charity supporting Sedbergh School to fund capital projects, as well as scholarships and bursaries, and other educational initiatives. In the last ten years it has generated over £10 million in support of the School's major infrastructure projects as well as raising significant funds for the Roger Lupton Scholarships.

The Foundation, and by association, the School, is reliant to a great extent on the goodwill and generosity of the Sedbergh School community of which the major part is formed by the members of the OS Club.

The Role

The Development Office Researcher will report to the Director of Alumni Development and will work closely with the Associate Director of Fundraising and Alumni Relations and other members of the Development Office team.

Primary Responsibilities

- To cleanse data in the two main Alumni databases used by the Development Office, Raiser's Edge and OS Connect.
- To research data about Sedbergh School Alumni using social media and online resources and use this data to populate the Alumni databases.
- To assist Development office staff with planning and administering events.
- To assist the Development office staff with their regular stakeholder communications.

Personal Attributes

- Candidates must have excellent interpersonal and communication skills. The Development Office regularly receives visits from school alumni and all members of the team play a role in making visitors feel welcome.
- Candidates must be familiar with social media and networking vehicles including Facebook, LinkedIn, Twitter/X and Instagram such that they can utilise these to gather data about alumni.
- Evidence of being a team player, but with the ability to also work on own initiative.
- Candidates must have strong IT skills and be able to quickly familiarise themselves with new database systems.
- Candidates must be hardworking and have a tenacious approach to seeking out information.
- Candidates must be trustworthy and respect the confidential nature of some of the data they capture and process.

Hours of Work

The Development Office Researcher role is 0.4 of a F.T.E. role. This equates to 15 hours per week. The role is based in the Development Office in Sedbergh and is not available as a 'working from home' position. The Development Office is open 8.30am – 5pm and the candidate would work their allocation of hours within these times by agreement with the Director of Fundraising and Alumni Relations. Ideally the candidate would work some allocation of time during mornings to work alongside a key colleague who is in the office on weekday mornings. Morning start times can be either 8.30 or 9am.

Health and Safety

The Development Research Officer must be fully conversant with the School's Health & Safety Policy and report any breaches of the policy to their Line Manager.

Responsible to

The Development Research Officer will report to the Director of Alumni Development, though a close working relationship with the Associate Director of Fundraising and Alumni Relations will be essential.

Sedbergh School is committed to safeguarding & protecting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Registered Charity No 1080672