

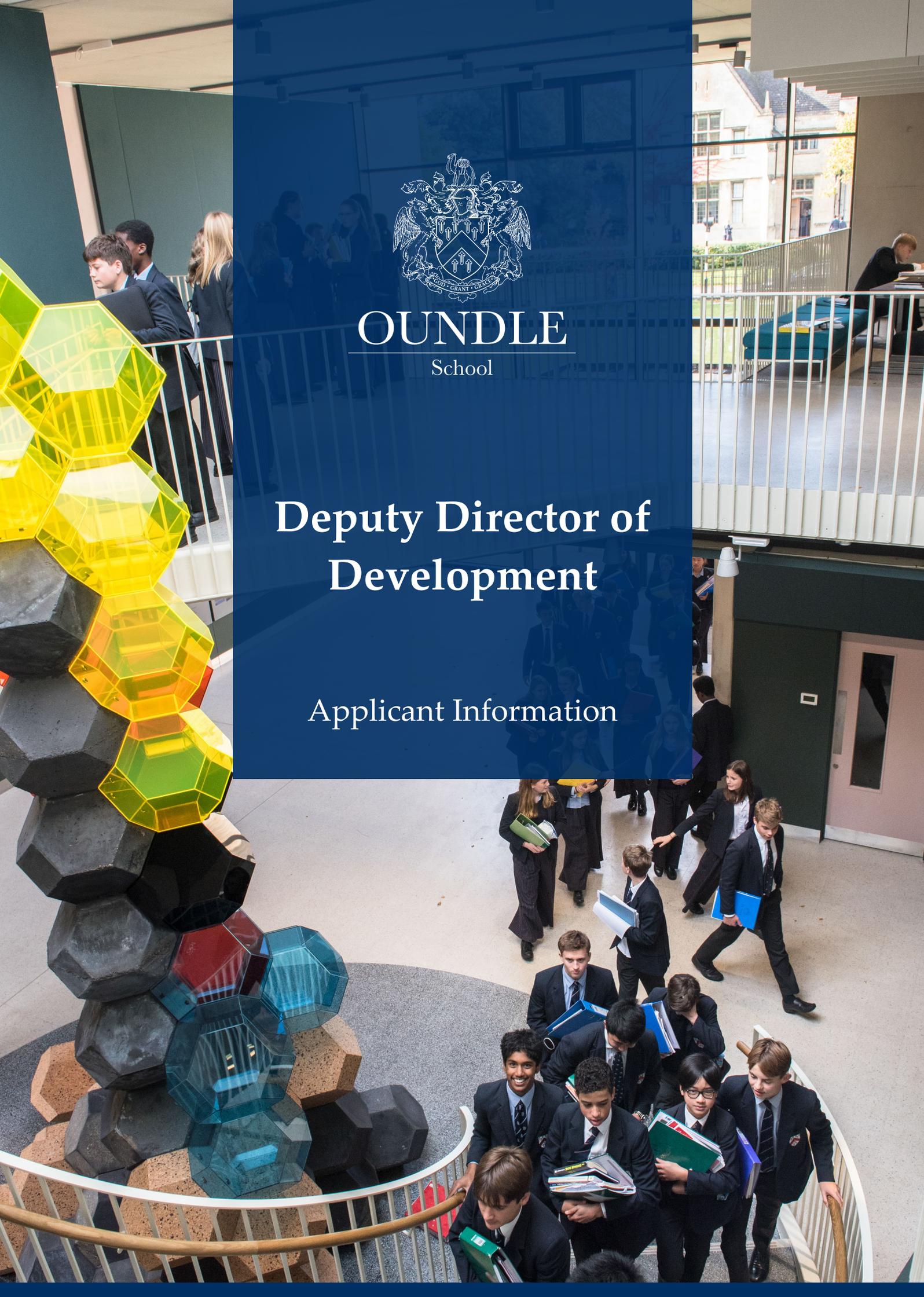


OUNDLE

School

Deputy Director of Development

Applicant Information



Oundle School

The Corporation of Oundle School

The Corporation of Oundle School, a registered charity, was founded to provide an education of the highest class and this remains its primary objective. The Corporation has responsibility for Oundle School, Laxton Junior School, Oundle School Enterprises Limited and the Oundle School Foundation.

Oundle School has its origin in a grammar school founded in 1556 by Sir William Laxton, who was Master of the Worshipful Company of Grocers and Lord Mayor of London in 1544. The Grocers' Company is one of the oldest Livery Companies of the City of London and ranks second in the order of precedence. Under the terms of the will of Sir William Laxton, the Grocers' Company continues to demonstrate its support for Oundle School and Laxton Junior School (the Schools) through the provision of bursaries and grants.

Oundle School and Laxton Junior School

Oundle School has long been associated with the very best of modern independent education, especially boarding. It takes seriously its responsibility to pupils so that they can emerge as decent, open-minded adults; ambitious about what they can go on to achieve and contribute. 1130 pupils are on roll at the School, of whom 820 are full boarders.

Laxton Junior School is a day school of 260 pupils from Reception to Year 6, located in the heart of Oundle.

A team of around 800 staff, both academic and support, ensure an education of the highest standard is in place across the Schools with the efforts of the whole team focused on this fundamental aim.

Oundle Today

The Corporation of Oundle School is a rewarding and exciting place to work. We are proud of our staff and we value the contribution that every employee makes to the life of both Schools and our pupils.

We are fortunate in our location at the heart of a beautiful market town, not least because for over 450 years the School and town have been part of the same community. The town itself is home to a buzz of activity, from local farmers' markets and food traders to antique dealers and an independent brewery, all flanked by numerous shops, restaurants and cafes, many of which span decades of family tradition. There is a spirited cultural life, with music, literature and food festivals as well as extensive sports and social clubs for both young and old. Barnwell Country Park is within easy

walking distance, while the River Nene and the surrounding countryside offer wonderful walks and outdoor pursuits.

Oundle School and Laxton Junior School are proud to be equal opportunity employers and we welcome applications from all. We are committed to the elimination of unconscious bias, promoting an ethos of inclusion, respect for others and celebrating diversity in all its forms throughout the School community.

Recruitment Process and Benefits

The recruitment process will be conducted in line with our Recruitment Policy to select the most suitable person for the role in terms of relevant experience, abilities, and qualifications, as well as to meet our compliance requirements. In providing equal opportunities to all, we encourage all candidates to make us aware of any adjustments they may require in order to support during the recruitment process.

Our staff benefit from:

- Excellent working conditions
- Group Personal Pension Plan
- Life Assurance scheme
- BUPA Wellbeing Expenses Plan
- Employee Assistance Programme
- Access to some discounted tickets to the Stahl Theatre and Music Productions
- Discounted membership of the state of the art Sports Centre and Swimming Pool
- Electric Vehicle scheme subject to rules
- Cycle to Work scheme subject to rules
- Free lunch available for staff during School term times
- Free car parking (subject to availability)

Some of the above are non-contractual.

See also the Employment Information section.

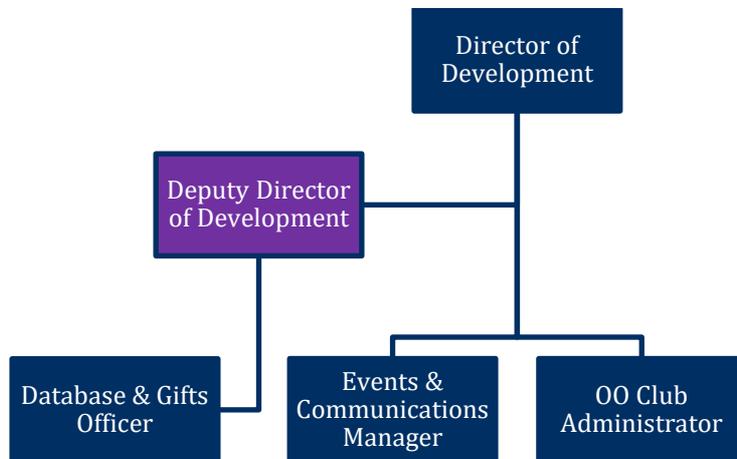
Deputy Director of Development

Responsibilities and Organisation Structure

The Deputy Director of Development supports the Director of Development in the management and running of the Development office. The Deputy Director of Development has specific responsibility for the School’s donor stewardship and legacy fundraising programmes. They will also undertake face-to-face fundraising approaches and works with the Director of Development to support and develop relationships with existing and potential major donors.

The Deputy Director of Development is expected to lead by example, help foster team spirit within the office, assist in monitoring overall performance and suggest strategies for improvement. They will deputise for the Director of Development when necessary.

- Department:** Oundle Society
- Department/Team:** Oundle Society
- Responsible to:** Director of Development
- Responsible for (staff):** Database & Gifts Officer



Key Responsibilities

Senior support for the Director of Development

- Assist the Director of Development to set and achieve the Development Office’s strategic objectives and specific targets, including planning and delivery of the Project 24 fundraising campaign and associated events.
- Support the Director of Development to plan and monitor budgeting and office expenditure.
- Oversee and co-ordinate the Development Office’s data protection and permissions protocols.
- Assist in monitoring overall performance and suggest strategies for improvement.

Development Team Line Management

- Manage the day-to-day running of the office in the Director of Development's absence and represent the Director of Development and the Development Office on committees and at meetings and events as required.
- Line management responsibility for the Database and Gifts Officer, including setting priorities, training, and performance reviews.

Fundraising

- Lead on the development and implementation of the School's stewardship strategy including delivery of stewardship mechanisms for donors at all levels.
- Lead on the development and implementation of the School's legacy fundraising strategy, including face-to-face visits and other events to secure new legacy pledges and strengthen relationships with existing legators.
- Cultivate personal and institutional (including through face-to-face visits) relationships to secure mid-level and major gifts for the School's priority projects.
- Develop and maintain prospect management systems and processes.
- Work closely with the Director of Development in the design, execution and monitoring of fundraising initiatives and development policy across all fundraised income streams.

Finance and Data

- Oversee gift processing, liaise with the Bursary and oversee all aspects of financial reporting.
- Oversee data management and prospect research activities.
- Direct and develop the database strategy for the Office, and oversee the annual budget for non-staff expenditure.
- Analyse and direct the budget according to return on investment assessment, based on continued monitoring and data-driven evaluation of events and giving patterns.
- Ensure that donations are being processed in an efficient and accurate manner; ensure that monthly banking reconciliations are completed in a timely and accurate manner; monitor systems and procedures and implement any new initiatives to improve efficiency.
- Create and generate financial reports in order to provide useful analysis of fundraising activity.
- Comply with School data protection and information security policies and ensure processes and communications conform to the School's College GDPR requirements.

Other responsibilities

- Deal with enquiries from donors, prospects, other alumni and friends in a welcoming, friendly, helpful manner and ensure that their requests are acted upon speedily and efficiently.
- Produce a variety of written and data reports, including alumni and prospect briefings.
- Liaise with representatives of OO Club.
- Liaise with other department across the School to enlist their support and cooperation in running a smooth and seamless operation.
- Act at all times consistently with Oundle School's Safeguarding Policy, associated procedures and standards of behaviour and in line with Keeping Children Safe in Education (KCSIE) Part 1 and Annex B.

- Support the School's Prevent Strategy as outlined in the Prevent Policy in the Staff Handbook, ensuring that visitor and other relevant protocols are observed.
- Demonstrate an appreciation for the importance of diversity, through your actions and behaviours, with the School's Equality, Diversity and Inclusion Strategy.
- Ensure compliance with the School's Health and Safety policy and requirements.
- Carry out any other duties commensurate with the post as may be reasonably required by your Line Manager.

These tasks are not intended to be exhaustive.

It is the shared responsibility of the post-holder and line manager to ensure that the job description is kept up to date.

Person Specification

The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form.

Qualifications	Essential	Desirable
Educated to Degree level or able to demonstrate a similar level of intellectual ability	✓	
A-Level or equivalent in an analytical and/or communication-related discipline	✓	
A good understanding of the Data Protection Act/GDPR as it relates to membership organisations and 'closed' communities, or the capability to acquire such an understanding	✓	
Competencies, Skills and Experience	Essential	Desirable
At least three years' experience of fundraising with demonstrable success	✓	
Ability to think both strategically and tactically about the relations between potential donors and fundraising goals.	✓	
Ability to act independently and decisively on behalf of the School when the situation demands.	✓	
Ability to ask for, or arrange for others to ask for, significant gifts to assist the School achieving its fundraising priorities.	✓	
Understanding of the importance of data protection and GDPR and ability to follow policies and procedures in relation to this.	✓	
Analysis of data and information in order to make strategic recommendations	✓	
Experience of and comfort with a target-driven environment	✓	
Experience of deputising for more senior staff		✓
Experience of regular travel, including overseas		✓
Charity governance, management, or accounting		✓
At least five years' experience of regular giving and/or of major donor fundraising with a high degree of responsibility and autonomy		✓
Familiarity with Charity CRM (formerly ThankQ) or other CRM databases	✓	
Experience of briefing and supporting other senior staff		✓
Personal qualities	Essential	
Ability to work with colleagues in the cultivation of prospects and in the solicitation of gifts.	✓	

Ability to manage and develop relationships with volunteers, donors and prospects.	✓
Excellent interpersonal skills are essential, as well as tact, diplomacy, judgment and integrity.	✓
Results driven and outcome focussed	✓
A natural planner and completer-finisher	✓
Able to work with people at all levels, including the most senior	✓
Exceptional ability to use the English language, both in speech and in writing	✓
Warm, friendly & approachable	✓
A team player	✓
Calm under pressure and professional at all times	✓
An appreciation and awareness of the independent education sector	✓
Empathy with the principles, ethos, aims and aspirations of independent schools	✓

All roles at the School are classed as 'regulated activity' as per the Keeping Children Safe in Education 2023 guidance, therefore a good understanding of safeguarding procedures is essential on employment.

THE SCHOOL IS AN EQUAL OPPORTUNITIES EMPLOYER

Employment Information

The role is subject to a six-month probationary period. On completion, staff participate in the School's performance development process

All members of staff are appointed to the School as a whole and may reasonably be asked to undertake similar or related duties in a department or team other than that to which they were originally appointed, or for any subsidiary company.

The School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff to share this commitment. All staff appointed to the School are required to be checked through the Disclosure and Barring Service, and to provide evidence of identity, evidence of their entitlement to work in the United Kingdom, and evidence of qualifications deemed essential to the role, or declared on their application form.

- **Start date:** To be agreed, as soon as possible.
- **Contract:** Permanent.
- **Working weeks:** This role is full time.
- **Hours of work:** 40 hours per week, year-round, we are open to discussion about working arrangements including hybrid working. All meal breaks are non-working hours and unpaid. Flexibility is reciprocal and in this leadership role it is anticipated that the necessary hours will be undertaken to ensure the function is undertaken satisfactorily, within reason.
- **Competitive Salary:** up to £60,000 per annum.
- **Contributory Pension Scheme:** You will need to contribute a minimum of 3% of your contracted salary and you are eligible to receive a contribution from the School capped at 10% of contracted salary.
- **Life Assurance:** 3 x salary, subject to scheme rules.
- **Holidays:** 29 days plus 7 Bank Holidays (There is a requirement to work any Bank Holiday when the School is in operation (currently the first May day). Holidays are to be taken outside of when the School is in session, where possible. The School contractually determines that 3 of the 29 holidays, be taken between Christmas and New Year, where staff are contracted to work this period.

To apply, please visit our Recruitment website at: www.oundleschool.org.uk/vacancies

Closing date for applications is Wednesday 21 January 2026, 9am

Interviews will take place week commencing 2 February 2026 & 9 February 2026

For an informal discussion about the role, please contact Rebecca Baxter on rbaxter@oundleschool.org.uk

For any other queries, please contact the Oundle School HR Department: **Oundle School, The Bursary, Church Street, Oundle, Peterborough, PE8 4EE**

Email c/o: opportunities@oundleschool.org.uk / Tel: 01832 277193