



Development Office Manager





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*A reputation to rival any
of its competitors*

Good Schools Guide





Introduction

Eltham College

The Eltham College family of Schools comprises Eltham College Senior School, Eltham College Junior School and, since September 2023, Blackheath Prep School.

Founded in 1842, Eltham College is a thriving, co-educational day school located in south-east London. Originally a boys' school that first accepted girls into its Sixth Form in the late 1970s, Eltham College is now fully co-educational and has nearly 1,100 students in total, including 240 pupils in the on-site Junior School. Eltham College occupies a green 70-acre site in the London Borough of Bromley and was named London Independent School of the Year 2024 by The Sunday Times.

Whilst holding strongly to its ethos of providing a balanced education for its students, the School places a deliberate emphasis on academic success and the School is now regularly found amongst the leading academic schools in the country in terms of results and value added, matching the performance of its main competitors such as Dulwich College, Alleyn's, Trinity School and Sevenoaks School. It also boasts many county and national players in a range of sports, as well as exceptionally talented musicians, actors, authors, scientists, economists, and artists.

Eltham College has a distinctive character, born out of its Christian heritage. It upholds its founding Christian principles, whilst welcoming students of all faiths and none. The School has its own chapel and all students and staff from Year 6 upwards are expected to attend a weekly service led by the Chaplain, a member of the senior staff, or by students. Alongside its emphasis on academic achievement, the School continues to focus on care for each and every pupil. Strong pastoral care, an energetic House system that promotes collegiality, and a relaxed and unpretentious atmosphere make Eltham College a happy and vibrant place for students and staff alike. Students also benefit from an impressively wide range of opportunities outside the classroom through an ambitious co-curricular programme across sport, music, drama and art, and community outreach and enrichment.

Eltham College enjoys superb facilities. In 2019, the Turberville Centre for Mathematics, Languages and Music departments was opened, along with a new Sixth Form Centre and a dedicated medical and wellbeing facility. Extensive and well-maintained sports facilities extend across the 70-acre site, including Astro and hard-court venues, and a large indoor sports centre and swimming pool. There is a drama theatre and a modern art gallery. The Science and Technology Centre has recently been extended, adding four new state-of-the-art laboratories and a science prep room.

The 2022 ISI Regulatory Compliance & Educational Quality Inspection rated Eltham as 'Excellent' in all areas and the full Report can be read [here](#).







Eltham College Junior School

Eltham College Junior School shares the Senior School's 70-acre site, with an entrance just three minutes' walk along the path from the College itself. It has a second entrance from Mottingham Lane. Fully co-educational, the Junior School is home currently to some 240 girls and boys from Year 3 to Year 6. Whilst very much part of the Eltham College community, the school has its own Head and its own identity.

Eltham College is an all-through school and Junior School students are not required to sit a separate entrance exam for the Senior School. Academic standards and co-curricular provision are exceptional, and great emphasis is placed on pastoral care. Students at the Junior School benefit from use of many Senior School facilities, including the dining hall and the extensive indoor and outdoor sports facilities.

'Tip top facilities, positive relationships, inspiring teachers and exciting extracurricular opportunities. The easy transfer to the college is surely the icing on the cake.' **Good Schools Guide 2024**



Blackheath Prep

In April 2023, Eltham College was delighted to announce a merger with Blackheath Prep to form a family of schools. Blackheath Prep is an independent prep school for just over 370 boys and girls aged 3 to 11. Founded in 1996, it occupies a beautiful five-acre site close to Blackheath village. Its original Georgian and Victorian buildings have been extended and adapted to include large playgrounds and extensive playing fields, tennis courts, cricket nets and a Forest School area.

With outstanding facilities, a formidable track record in academic success and impressive achievements in Music, Sport, Drama and Art, Blackheath Prep's vision is to offer an education without boundaries: to give every child the freedom to shine and achieve their full potential, to uphold academic excellence, sparking curiosity and a joyful love of learning, and to nurture kindness and wellbeing, creating a strong sense of community. Children go on to a range of independent and maintained secondary schools and, as part of the Eltham College family, benefit from a priority application process to Eltham College Senior School. A large proportion (at least 50% of the cohort over the last five years) are awarded academic scholarships at prestigious local independent schools or places at top grammar schools. A large number are also awarded scholarships in Art, Drama, Music and Sport.





Our Mission and Values

Eltham College's mission is to provide an outstanding and well-rounded education for girls and boys, built on Christian principles, as a thriving and leading institution among London day schools. This mission is supported by seven interdependent aims which shape the overall culture and direction of the school:





The Role and Person Specification

Job Description

| | |
|----------------|--------------------------------------|
| Job Title: | Development Office Manager |
| Hours of Work: | Full Time |
| Reports to: | Development Director |
| Salary: | £30 - £35k (depending on experience) |

Principal Role

The principal role of the postholder is to support the effective operation and continued growth of the Development Office through excellent administration, relationship management, communications and fundraising support. Acting as a key point of contact for alumni, parents and donors, the postholder will play an important role in delivering engagement activities, events and fundraising initiatives that strengthen long-term support for Eltham College.

Main Duties

General Office

- Being the first point of contact for all incoming telephone enquiries, actioning requests and redirecting enquiries as appropriate;
- Receiving and actioning all incoming post, including returned mailouts;
- Monitoring and actioning the Elthamians email account, including but not limited to: alumni details updates, purchases, careers engagement and processing donations;
- Monitoring the Development Director's calendar and emails, highlighting urgent tasks, projects and messages as necessary and actioning directly where appropriate;
- Ensuring adequate supplies of office, collateral and memorabilia stock at all times;
- Providing administrative support for any annual fundraising campaigns or Giving Days;
- Processing and inputting gifts and Gift Aid;
- Drafting and sending correspondence;
- Undertaking the role of data protection lead for the Development Office, under the supervision of the Bursar;
- Keeping up to date with latest developments in the sector, including data protection updates.

Database

- Updating the database using LinkedIn and other sources, ensuring all data relating to current jobs of alumni and current parents is reviewed annually and up to date;
- Update the database with details of incoming students, parents and staff
- Actioning and recording communication opt outs and email bounce backs/postal returns;
- Updating the database when constituents reach agreed criteria e.g. OEs of a specified age;
- Removing details of former parents, students and staff in line with the Privacy Policy;
- Updating email addresses and university destinations of Year 13 students.



Social Media/Communications/Marketing

- Managing the Elthamian social media channels, including publicising events, identifying and posting suitable content and monitoring engagement.
- Ensuring that any relevant news items are passed to the Elthamian Magazine Editor.
- Monitoring Graduway activities and undertaking any related required actions.
- Preparing content for the Elthamians section of the school website as required.
- Writing letters and corresponding with a wide audience of former pupils, parents and donors
- Writing and preparing relevant fundraising brochures and/or materials where necessary.
- Researching content and drafting the monthly alumni newsletter.

Web Development

- Creating webpages and writing online copy to advertise events etc
- Creating/installing booking & payment parts to take payments for events

Events

- Planning, co-ordinating and running of Elthamians Office Annual events calendar;
- In conjunction with the Development Director and other relevant staff, co-ordinating and running of Elthamian Office events, including but not limited to: reunions, networking events, fundraising events and 'thank you' events;
- Undertaking event administration and management, including but not limited to:
 - identifying and booking suitable venues, where necessary producing event forms and liaising with all event teams;
 - identifying, inviting and managing bookings/responses of attendees;
 - arranging displays and memorabilia for events;
 - organising catering;
 - producing documentation for the day such as name badges, menus and signs.
- Assisting the Development Director with administering and co-ordinating prospect meetings;

Fundraising Targets

- Having responsibility for a mid-tier giving programme for the current fundraising campaign;
- Conducting enhanced prospect research to build a portfolio of mid-tier prospects;
- With the assistance of the Development Director, develop cultivation and solicitation plans for selected mid-tier prospects;
- Consider new approaches to increase annual regular giving through the establishment of an Eltham College Giving Day;
- Personally solicit donations to go towards the Departmental fundraising target, raising a sum no less than 5% of net annual fee income each year;
- Working with the Director of Development to grow and develop the current legacy giving campaign.

Other

- Maintaining confidentiality and displaying a high degree of integrity at all times;
- Carrying out any other reasonable requests in line with the broad responsibilities of the role.



Person Specification

| Skills | Essential | Desirable |
|--|-------------------------------------|-------------------------------------|
| Excellent verbal and written communication skills | <input checked="" type="checkbox"/> | |
| Excellent attention to detail | <input checked="" type="checkbox"/> | |
| Experience working in an administrative role | | <input checked="" type="checkbox"/> |
| Ability to work effectively with a wide range of individuals | <input checked="" type="checkbox"/> | |
| Personable and diplomatic | <input checked="" type="checkbox"/> | |
| Fast learner | <input checked="" type="checkbox"/> | |
| Excellent organisational and time management skills | <input checked="" type="checkbox"/> | |
| Ability to prioritise tasks | <input checked="" type="checkbox"/> | |
| Ability to multi-task | <input checked="" type="checkbox"/> | |
| Excellent problem-solving skills, with the ability to find creative solutions | <input checked="" type="checkbox"/> | |
| Experience | | |
| Experience of working with CRM databases | <input checked="" type="checkbox"/> | |
| Experience of working with Raiser's Edge | | <input checked="" type="checkbox"/> |
| Experience in fundraising | <input checked="" type="checkbox"/> | |
| Experience of working in the education sector | | <input checked="" type="checkbox"/> |
| Good level of IT skills, including MS Word, Excel and PowerPoint | <input checked="" type="checkbox"/> | |
| Experience of writing communication materials such as newsletters, social media posts and other general correspondence | <input checked="" type="checkbox"/> | |
| Good understanding of GDPR | | <input checked="" type="checkbox"/> |
| Qualifications | | |
| Education to a degree level or equivalent experience | <input checked="" type="checkbox"/> | |
| Formal communications and/or fundraising qualifications | | <input checked="" type="checkbox"/> |



Working for Eltham College

The Senior Team

The Family of Schools is led by Guy Sanderson, CEO of the Eltham College Family of Schools and Headmaster of Eltham College Senior School.

The senior Executive team is chaired by Guy Sanderson and also includes the following members: James Martin (Senior Deputy Head, Eltham College Senior School), Vikki Lloyd (Head, Blackheath Prep), the Head, Eltham College Junior School (Rachel Thompson), Robin Wilkinson (Bursar) and Caroline Ward Vine (Director of Marketing and Communications).

Staff and Professional Development

The three schools employ around 240 members of teaching staff (including teaching support roles) and approximately 110 support staff. All are highly committed to helping students achieve their full potential and form a lively Common Room with a good balance of age and experience.

Professional Development

There is a strong professional development programme which is encouraged and generously financed for teaching and non-teaching staff. This includes external courses, an internal CPD programme of lunchtime and twilight sessions, speakers being brought in to deliver in-school sessions and learning from peers and colleagues. The Headmaster is personally committed to staff development and spearheads the Devolved Leadership Programme, which is open to all academic and support staff. This enables ambitious and talented staff who are seeking either senior leadership experience or career development to undertake a whole-school project, with mentoring from a current senior leader.

Pay and Benefits

Eltham College offers very competitive salaries and a good range of non-pay benefits.

All staff are automatically enrolled in a defined-contribution pension scheme (subject to the terms of the scheme). All staff under the age of 70 are entitled to death in service benefit at three times their annual salary.

Lunch is provided free of charge during term time for all staff, in addition to free refreshments available in the Common Room.

All staff also have free membership of the Eric Liddell Sports Centre, giving family access to the swimming pool, fitness room and other facilities at designated times.

There are also electric vehicle and cycle to work schemes, interest free season ticket loans, free eye tests and flu vaccinations. An Employee Assistance Programme is also available for all staff, offering free, confidential, support on a range matters such as financial and legal support and counselling for home-life issues.

Children of staff can be educated at the School if they meet the entrance standards and, at the discretion of the Headmaster, may receive a tuition fee reduction for both Junior and Senior Schools.



Our Benefits



Competitive Salary



Eyecare Vouchers



Interest Free Loan for Public Transport Season Tickets



Interest Free Loan for Rent Deposits



Electric Vehicle Salary Sacrifice Scheme

A tax efficient mechanism for leasing an electric vehicle including installation of a charger cable if applicable.



Cycle to Work Salary Sacrifice Scheme

A tax efficient means of funding purchase of a cycle with value up to £2000.



Sport and Fitness

Free membership of the Eric Liddell Sports Centre.



Free Flu Vaccinations

Provided annually, on site.



Access to Employee Assistance Programme

Confidential independent advice and support on a range of financial and legal matters, and counselling support.



Virtual GP Access

Delivered through HealthHero, virtual GP service available 24 hours a day, 365 days a year.



Free Lunch and Refreshments

Free meals at lunchtime and free refreshments available in the Common Room for all staff during term time.



Death in Service Payments

All staff under the age of 70 are eligible to receive this at three times their annual salary.



Fee remission

Employees with children who are eligible to attend the school, who have satisfied the entry criteria as set out in the School's admissions procedure and are awarded a place, may receive remission on school fees.



Annual Leave Entitlement for Support Staff

Holiday pay, offered at a minimum of 25 days plus bank holidays for full time new joiners (pro-rated for part time staff), increasing with longer service.



Excellent Transport Links

Rail services to central London and Gravesend/Dartford from Mottingham station (10 minutes' walk) and to central London and Sevenoaks/Bromley/Orpington from Grove Park station (25 minutes' walk). The area is served by a number of bus routes. Limited free parking is available on site. Free parking also available locally.



Terms of Appointment and How to Apply

Safeguarding

Eltham College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All applicants should read the School's Safeguarding Policy and Privacy Notice (available on the school website) and are required to declare any criminal convictions or cautions, or disciplinary proceedings related to young people.

Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. Further details are given on the application form.

Equal Opportunities

Eltham College is an equal opportunities employer and welcomes applications from all sections of the community. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience).

The Application Process

Candidates should read the job description for the role, and complete the application form via the TES website [Eltham College - Tes Jobs](#)

Short-listed candidates will be invited to attend an assessment day week commencing 15 June 2026 during which a range of skills, knowledge and experience will be tested.

Safer recruitment checks will be made at all stages in the recruitment process.

Contact Information

For more information about the application process please contact a member of our HR Team by telephoning 020 8857 1455 or contacting them via email hr@eltham-college.org.uk

Further details about the School can be found by visiting our websites: www.eltham-college.org.uk & www.blackheathprep.co.uk

THE SUNDAY TIMES
SCHOOLS GUIDE
2024
INDEPENDENT SECONDARY
SCHOOL OF THE YEAR
LONDON

Gloria Filiorum Patres



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