



# READING SCHOOL VACANCY INFORMATION PACK

## Alumni & Development Assistant (Maternity Cover)



Future Stories



FINALIST  
SCHOOL/COLLEGE  
OF THE YEAR  
2021

UK  
Social  
Mobility  
Awards



ibsc

bsa | GROUP  
MEMBERSHIP 21/22  
bais bsa hieda saepa bsab



School of  
CHARACTER



# Reading School

## Introduction

Everyone needs to belong, and at Reading School our staff work together, acting with purpose and leadership to serve the school community and beyond. With common purpose we achieve a profound sense of belonging.

Belonging is an essential component of wellbeing, because when we feel that we belong, we are more likely to achieve our potential, add value and make a positive difference.

As a school of character we believe that your actions can and will make a difference to you and others. We role model positive behaviour and celebrate success.

We support our staff to learn, lead and serve.

**Learn:** What are my opportunities for development in the year ahead?

**Lead:** How can I role model a culture of character and belonging to colleagues?

**Serve:** How can my skills positively shape the school community?

We are a values-based organisation that contributes to meaningful work and focuses on growth and development. Our values underpin everything that we do.

If you are thinking about joining our team you can find out why it might be the right fit for you. Our team is proud to make a positive impact and strives to put values in to action – excellence, integrity, leadership and community.

We believe that when you feel, safe and included, you will be at your most engaged and productive.

We are committed to developing our staff by providing opportunities for growth to empower you to achieve your best.

**Mr AM Robson**  
**Headmaster**

## Join our team...

The governors seek to appoint an Alumni and Development Assistant to provide maternity cover as a part of Reading School's Society Office starting in November 2022.

This is an exciting opportunity to join an excellent team that is passionate about strengthening our relationships inside and outside of the school.

We are looking for someone who:

- Has good interpersonal and organisational skills.
- Works successfully as a member of a team.
- Is able to work in a fast moving, and sometimes changing environment with a flexible approach.

Philanthropy is vital in enabling Reading School to be a leading player in education. It provides and grows enrichment opportunities for our students whilst maintaining our historic Alfred Waterhouse building and refurbishment of facilities. The Development Office has a key role in the cultivation and stewardship of donations towards all aspects of Reading School life, including creating opportunities bringing our community and supporters across the world together to demonstrate the impact of their munificence.

As we approach our 900th Anniversary in 2025, we are strengthening our relationships and plan to build a programme of memorable events and engagement that adds value to the life of our pupils and inspires education in our local community through our Future Stories programme, raising aspirations of students from disadvantaged backgrounds.

You will be building on our 5 year engagement and relationship strategy, where we have seen the introduction of the Reading School Alumni Society connecting our alumni community across the world. The Alumni & Development Assistant will assist in our development and fundraising ambitions, create a strong philanthropic dynamic and continue to develop our alumnae and parent relationships, which are key to the success of the School.

Combining a distinguished heritage, a positive reputation for outstanding academic achievement and a commitment to high standards of pastoral care, at Reading School we aspire to be a school with excellence at the heart of everything we do. We are situated 15 minutes walk from central Reading and close to transport links. Reading is a diverse place to live with arts, culture and heritage at the heart of the town.

We offer an exceptional all-round education enabling each student to realise his academic, cultural or sporting potential. A Selective Boys' School, Reading School takes both day and boarding students. In 2022, the school was rated the Sunday Times South East State School of the Year and awarded 'outstanding' in the Boarding Ofsted Inspection in February 2020.

# What can we offer you...

## Excellence

- An absolute commitment to growing and developing all our staff
- Opportunities to participate in extra-curricular or pastoral projects if desired
- October 'Reading Week' which allows time for Associate Staff time to focus on personal development and training opportunities

## Integrity

- 28 annual leave days (increased to 30 days after 5 years' service)
- Local Government Pension Scheme and generous pension contributions (optional)
- Private Health Medical Insurance (employee contributed, competitive corporate rate)
- Free on-site car parking near central Reading & in walking distance of train/bus
- Free use of Fitness Suite on site
- Annual eye care for regular DSE users
- Ride to Work and Technology schemes

## Leadership

- A supportive, proactive and knowledgeable governing body and staff
- Encouragement for personal and professional development through CPD

## Community

- Exceptional students who are motivated, interested and able
- A staff body based on values of support, kindness, calm and caring responses
- A free cup of tea / coffee each day for all staff from our Refectory
- International connections and partner schools in Kenya, New Zealand and Denmark
- A school where you can really make your mark and where you will feel valued



## *Character Education is at the heart of all we do...*

Reading School believes Character Education belongs at the heart of the curriculum. The Reading Way is a holistic approach with a broad curriculum that encourages intellectual curiosity, whilst enriching and developing the sporting and artistic lives and cultural capital of our students.

The aims of academic excellence and building good men are complementary: we want our students to flourish through sustained high performance and personal development.

The Reading Way invites all staff (Teaching and Associate) to work together with students and parents, to learn with and from each other, acting with purpose and leading in order to serve both the school community and beyond.

Electives are an integral part of our ambitious curriculum intent that seeks to develop excellence and build good men, people of substance and character. They are a positive feature of our rich and ambitious curriculum offering, giving our students access to an inspiring, broad range of opportunities to flourish. Through harnessing choice our students are supported and challenged to create energy, enhance intellectual curiosity and be accountable.

The implementation of the Electives programme is based around opportunity, intellectual curiosity, cultural capital, nurturing of skills and application of knowledge, wellbeing and collaboration.

We run 100 Electives per week, timetabled in Period 7 daily and staff are encouraged to contribute in areas of interest.



Now in its seventh year, Reading School's Future Stories programme operates in partnership with local primary schools to develop and support a range of activities.

Its focus continues to be on developing supportive mentoring relationships between primary school pupils and Sixth form students who give their time and energy to support the programme.

We have also developed and sustained a model of online mentoring that has proven to benefit students in need of additional 1:1 support or encouragement to improve their attainment and self-confidence.

You can get involved in delivering fun interactive sessions to primary school students. These sessions are supported by our senior prefects, who greatly benefit from the opportunity to develop their leadership skills and support other students in our local community.

***Learn, lead  
and serve...***

Our Co-Curricular Programme is designed to enable our pupils to extend their aspirations, skills and a range of interests beyond the classroom.

We have numerous available activities including Dungeons and Dragons Club, Robotics, Drama, Music, Combined Cadet Force (CCF) and a wide range of sports, including rugby, lacrosse, football and cricket. However, we are always open to giving staff the freedom to open up new opportunities for our students.

You can discover more about the opportunities you can get involved in on [our website](#).





## A Rich History and a Promising Future

Reading School has a rich history and we wish to build on our impressive past and current achievements and successfully realise the school's ambitious development plans.

Founded in 1125 as part of Reading Abbey, Reading School is the tenth oldest school in England. In 1486 the school was refounded by Henry VII as a 'Free Grammar School'. After the dissolution of Reading Abbey in 1539, the School fell under the control of the Corporation of Reading, its status being confirmed by Henry VIII in 1541.

This was reconfirmed in the Royal Charter granted to the Corporation of Reading by Elizabeth I in 1560.

During the Civil War the School was used as a garrison by Royalist forces and in 1665 Parliament, forced out of London by the Great Plague, took over the school house.

After a period of declining numbers, the School was given a renewed lease of life with the passing of the Reading School Act in 1867 which clearly set out its administration and funding.

*"Reading School is the tenth oldest school in England."*

The new buildings designed by Alfred Waterhouse were opened in 1871. The development of Reading School was strengthened following the 1944 Education Act and the school retained its selective status in 1973 after a petition signed by a third of all voters in Reading.

February 2011 witnessed Reading School converting to Academy status.

Since 2012, there have been improvements to examination results at both GCSE and A Level in addition to the development of a new Refectory, Computer Science facilities and 4 Biology laboratories and 3 Chemistry laboratories.



## Academic Excellence

Our aim to be a World Class School is shaped by the central importance of academic achievement. We have an outstanding academic track record. Indeed, recent examination results have placed Reading School among the top ten performing state schools in the country. In terms of its academic performance, the 'free Grammar School' competes strongly with independent schools costing up to £50,000 per year. For instance, in 2022, 93.3% of Year 13 students were awarded A\*- B grades at A Level, with over 25% of candidates achieving at least three A\* grades. In addition, 71% of candidates gained at least AAB. Furthermore, at GCSE 88.7% of entries were awarded grades 9-7 and 100% of pupils gained five grades 9-4 including English and Maths. In 2022, 49 students have been offered places studying at Oxford and Cambridge Universities, medical school, veterinary medical school, or American colleges. Regularly, over 80% of places are gained at Russell Group Universities. A broad and balanced academic curriculum is one of Reading School's greatest strengths. All students study separate science and a modern or ancient language at GCSE. All students follow a three year KS4 and will be eligible for the English Baccalaureate. The large sixth form of over 360 students offers a wide range of subject combinations covering Maths, Sciences, Humanities, Languages and the Arts.

## Building Good People

Whilst academic excellence is important, Reading School also offers an exceptional all-round education designed to give each student an opportunity to fully explore their talents. We also value character excellence as evidenced in July 2022 when we were awarded the 'Character Education Kitemark Plus' by the Association of Character Education (ACE). The school offers an extensive extra-curricular programme and has an enviable reputation in Music. Students from Year 9 are able to participate in the Combined Cadet Force (CCF) and there is a thriving 'Future Stories' programme through which the School is able to share expertise and resources with Primary Schools. Reading School is especially proud of the development of International Partnerships and since 2012 we have nurtured links with Schools in Australia, New Zealand, Denmark and Kenya. In addition, our students have represented the UK in competitions held in St Petersburg, Hong Kong, Pittsburgh, USA and Sydney, Australia. The myriad of enrichment opportunities offered are only possible through the commitment of staff, support of parents and the generosity of the Reading Foundation and the Old Redingensians Association. Learning beyond the classroom, whether it be a Year 8 trip to Finland or Iceland or a Rugby tour to Japan is a crucial component of the experience of Reading School. Enrichment activities complement and extend the experience of academic lessons. We are fully committed to developing and extending opportunities for students, through the Reading Way. We are committed to both academic excellence and building people of substance.



## Pastoral Care

Reading School prides itself on delivering high standards of pastoral care. Each student is a member of a House. Currently there are five houses: County, East, School, West and Laud.

In Year 7, each student has a Form Tutor who is also the Head of House. This system helps Heads of Houses to get to know all students.

The School offers an excellent personal development programme which focuses on nurturing integrity and character. This is supplemented by the work of the Chaplain, Learning Consultant and the experienced Special Educational Needs Co-ordinator.

Therefore, it is true to say that at Reading School we believe in the development of the heart and the head.

## Boarding

Boarding is an integral part of the fabric and character of Reading School. The quality of the Boarding experience was judged to be 'outstanding' by Ofsted in March 2020. There are 87 weekly boarders from Years 7-13 in two boarding houses, East Wing and South House. As Reading School is a state school, boarders do not pay tuition fees. The Headmaster is Head of Boarding.

## Admissions

Students are admitted to the School at the age of 11 and are required to sit entrance examinations. External qualified post-16 students are admitted to the Sixth Form.

Reading School is an academically selective, state school and is oversubscribed. The Governing Body are committed to encouraging increased opportunities and promote social mobility through the 'Future Stories' project which seeks to encourage students from all backgrounds to apply to sit the Entrance Test.

## Facilities and Finance

Situated near the centre of Reading, the School offers good facilities which have undergone improvement recently – a Refectory in 2012, new Computer Science laboratories in 2013, refurbished Lecture Theatre in 2014, Fitness Suite and 7 new Biology and Chemistry Laboratories in 2018.

The School has ambitious plans to develop the site, especially relating to Sports Facilities and a Sixth Form Centre.

# Leadership and Governance

## Leadership

The Headmaster, Mr AM Robson, is supported by the Senior Leadership Team, comprising of the Deputy Headteacher, five Assistant Headteachers, Finance Director, Executive Assistant and the Chief Operating Officer. This group meets every morning, with a fuller meeting after school every Monday.

## Governance

As an Academy Trust, Reading School is a charitable company limited by guarantee under the overall authority of the Governing Body and the Headmaster. The school site is owned by a charitable trust, The Reading Foundation, established in 1986.

The Governing Body is chaired by Mr Robert Kenwick and comprises 16 Governors who are Directors of the Reading School Academy Trust Company and is served by an effective, experienced Clerk to the Governors.



# Alumni & Development Assistant (Maternity Cover)

## Reports To

Society Manager

## Reviewed

Annually

## Grade / Pay Scale

RS04 (point 17-22) of the Local Government Pay Scale

## Annual Salary

£24,920 - £27,514 per annum

## Employment Status

Fixed Term (Maternity Cover)

## Hours of Work

Full Time - 37 hours per week, 8am to 4pm, Monday to Friday (52 weeks) with occasional work outside of normal office hours. Some evening and weekend working is required.

## Job Purpose

The Alumni & Development Assistant is a varied role that will suit a well organised and meticulous person with excellent communication skills. To support the Society Office in creating and maintaining positive and sustainable relationships with members of the immediate and wider school community. This includes assisting with fundraising initiatives, assisting in the organisation and coordination of school and external events, administering the department's CRM database, online network portals and social media, whilst always ensuring integrity of the data and compliance with changing legislation. The Alumni & Development Assistant will be a team player providing administrative support to the Society Manager and be used to multitasking various projects at once, whilst prioritising own workload accordingly and be adept at meeting tight deadlines or adapting to changing deadlines.



## Job Description

We seek an organised person who enjoys variety, with excellent inter-personal and communication skills to assist the Society Manager by coordinating the communication and administration processes. In particular, you will look after the data of over 7,000 school supporters so that the Society Manager has a good understanding of these individuals and their relationships with the School are correctly managed.

We need someone who enjoys meeting and listening to people, while maintaining confidentiality, and possesses a can-do attitude and takes ownership of duties. This is a great opportunity for someone wishing to move into the Development and Alumni Relations sector within schools and may come from a background of school, university or business development or client relationship work. Experience of event management, marketing and communications, copywriting is a strong advantage.

## Main Tasks/Accountabilities

The post-holder will assist the Society Manager, members of the Senior Leadership Team and other members of the school community in the following main areas (but not limited to):

### Development

Continuing to establish and embed the right tone for various forms of alumni and development, including capital campaigns, regular giving programmes, legacies and major gifts by varied communications and events programmes.

### Events

- Organise and coordinate Reading School events programme, logistics, managing guests and attendance lists, event invitations, name badges, arranging catering, seating plans, schedule of the day, providing a debrief and feedback accordingly.
- Facilitate events organised by Reading School stakeholders and by other groups within the school community.
- Calendar planning of school events and reunions.
- Assist in embedding “Alumni Ambassadors” and creating events accordingly targeted at specific year groups.
- Maintain and generate leads for Inspire Lectures and Career Events – building upon the annual programme.
- Working closely with the Career’s Office to share knowledge and engage alumni.
- Attend and provide support at events, occasionally during evenings and at weekends.

## Data Management

You will be responsible for keeping information up-to-date and accurate on the CRM database (synchronising with the school pupil system (Bromcom)) and ensure legal compliance. This includes:

- Database management - maintaining and updating accurate gift records and data on the school's CRM database.
- Generating reports for processing of gift aid and other lists from the database according to specific requirements.
- Perform all database administration functions, including maintaining database, troubleshooting IT issues with support and IT, duplicate record merging, clean-up tasks and quality control audits.
- Assisting the Society Manager and other stakeholders in organising and coordinating events and recording this to the CRM database.
- Ensuring donors are thanked promptly and appropriately by sending out receipts and communication via the Society Manager or on behalf of the school in a timely manner and record details on the CRM database.
- Administering pledge reminders and acknowledgment programs.
- Follow up on meetings and relationships and ensure these are diarised and noted for action on the CRM database as well as recording meeting minutes.
- Calendar planning of fundraising activities.

## Marketing & Communications

There is a growing School presence on LinkedIn, engaging and increasing numbers of younger alumni, and you will be involved in using other social media to attract and engage the School's supporters in the UK and overseas. A key part of this is picking up news from colleagues within the School that will be of interest to alumni and external audiences, and ensuring the most appropriate media is used to promote the School's messages to particular constituent groups. This will include:

- Using digital media productively to engage our alumni and other supporters.
- Assist in the production of publications and other materials to promote the school's fund and friend-raising goals and activities for example e-newsletters and regular giving mailings and others as required.
- Assist in maintaining up-to-date information on the school's website, Community Portal and media channels (Facebook, Twitter, LinkedIn and Instagram). Updating all media channels and encouraging more traffic through engaging content.
- Maintain an electronic file of the school's news coverage.
- Work with colleagues within the School to promote Inspire Lectures and other events including open days, public lectures and exhibitions, fundraising events etc.

### Administration

- Manage all incoming Development Office correspondence by post and email ensuring accurate and quick logging of all data.
- In time, ensure quick and accurate logging of all incoming gifts on the database, liaising with the Finance Department as required.
- Developing relationships with existing stakeholders and build excellent new relationships among all key stakeholders.
- Assist with the administration of fundraising and stewardship programmes.
- Support the work of the Society Manager and undertake any other duties as may be reasonably required to ensure the smooth running of the Society Office.

### Community and Partnership Development

- Maintain an up-to- date database of local community groups and partners in developing the Partnership opportunities.
- Assist the Society Manager and members of the Leadership Team to communicate with and build strong relationships with the local community, including local businesses.

### Special Requirements

- Reading School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.
- Reading School's an Equal Opportunities Employer and as an Academy, Reading School is an exempt charity under schedule 2 of the Charities Act 1993. We have charitable status as recognised by HM Customs and Revenue (HMRC Reference XT35863).
- We are a data controller and registered with the Information Commissioner's Office as required under current GDPR legislation. Further information about how we use personal data is available in our Privacy Notice.
- You may also be required to work occasional evenings and weekends to support open days and other events.





## Qualifications and Experience

The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively. It is expected that the successful applicant will have and can demonstrate:

| ESSENTIAL  | DESIRABLE   | EVIDENCE   |
|--|---|--|
| <ul style="list-style-type: none"> <li>• 5 GCSE's grade A - C or 5-9</li> <li>• IT Skills – specifically intermediate level in Microsoft Office, Word, Excel, PowerPoint</li> <li>• Good working knowledge of social media platforms such as Facebook, Twitter, LinkedIn and Instagram.</li> </ul> | <ul style="list-style-type: none"> <li>• NVQ level 3 or equivalent</li> <li>• Updating and editing websites</li> <li>• Microsoft Project or other graphics package</li> <li>• Working knowledge of CRM databases in particular Toucan Tech</li> <li>• Proficient in using Canva for marketing purposes</li> <li>• Copywriting skills</li> </ul> | <ul style="list-style-type: none"> <li>• Application form</li> <li>• Letter of application</li> <li>• References</li> <li>• Interviews and In-tray exercise</li> <li>• Certificate/s (to be available at interview)</li> </ul> |

## Knowledge and Skills

| ESSENTIAL   | DESIRABLE  | EVIDENCE  |
|---|--|---|
| <ul style="list-style-type: none"> <li>• Strong organisation and administrative skills</li> <li>• Excellent written and verbal communication skills</li> <li>• Experience of using databases</li> <li>• Excellent interpersonal skills</li> <li>• Adapts communication style to relevant audience</li> <li>• Ability to deal with conflicting priorities and work to tight deadlines</li> <li>• Self-starter and ability to work on own initiative as well as in a team</li> <li>• Can do attitude</li> </ul> | <ul style="list-style-type: none"> <li>• Experience of working in a fundraising, events, marketing or development role</li> <li>• Experience of working in a school</li> <li>• Experience of managing events</li> <li>• Experience of working with databases, updating records and producing reports.</li> </ul> | <ul style="list-style-type: none"> <li>• Application form</li> <li>• Letter of application</li> <li>• References</li> <li>• Interviews</li> <li>• Certificate/s (to be available at interview)</li> <li>• Competence Summary - knowledge, skills experience)</li> </ul> |

## Personal Qualities

| ESSENTIAL  | DESIRABLE  | EVIDENCE  |
|--|--|---|
| <ul style="list-style-type: none"> <li>• Friendly and approachable</li> <li>• Flexibility adapting to changing priorities</li> <li>• Ability to collate and analyse data and present it in an effective format</li> <li>• Extremely meticulous with good attention to detail</li> <li>• Demonstrates integrity, reliability and discretion</li> <li>• Knowledge of GDPR and PECR regulations and how to handle personal information.</li> <li>• Knowledge of Gift Aid and relevant charity legislation and regulations e.g. the Fundraising Regulator</li> <li>• Understanding of, and commitment to, the vision, values and ethos of Reading School and our philanthropic aspirations.</li> </ul> | <ul style="list-style-type: none"> <li>• Awareness of the changes to the fundraising landscape.</li> <li>• Have an understanding of the Development and Alumni sector.</li> <li>• Educated to degree level.</li> </ul> | <ul style="list-style-type: none"> <li>• Application form</li> <li>• Letter of application</li> <li>• References</li> <li>• Interviews</li> <li>• Certificate/s (to be available at interview)</li> <li>• Competence Summary - knowledge, skills experience)</li> </ul> |

All applicants must complete an Associate Staff application form and submit it to:

hr@reading-school.co.uk

or by post for the attention of  
The Headmaster, Mr AM Robson

Forms can be downloaded from the [vacancies section](#) of the Reading School website.

**THE DEADLINE FOR APPLICATIONS IS 12PM ON MONDAY 31 OCTOBER 2022**

Early application is advised as we hold the right to close the application process early if a suitable applicant applies and is appointed.

Safeguarding guidelines look to references being obtained prior to interview. Please ensure any referees who you are happy for us to contact before interview are aware that they may be asked to provide a reference with a relatively short deadline.

Reading School is committed to safeguarding and promoting the welfare of children and young people. The successful candidate must be willing to undergo an Enhanced DBS Disclosure. Full details of our Safeguarding - Staff Recruitment Policy and Data Policy can be found on [our website](#).

If you have any queries regarding this role, please contact:  
hr@reading-school.co.uk

or by telephone:  
0118 901 5600





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Reading School is an Exempt Charity under Schedule 2 of the Charities Act 1993, and is recognised as charitable by HM Customs and Excise, ref. no. XT35863.

Registered address as above, a company limited by guarantee, registered in England no. 7475515.