



ST MARY'S SCHOOL ASCOT

APPOINTMENT OF A DEVELOPMENT & ALUMNAE DIRECTOR

WELCOME TO ST MARY'S SCHOOL ASCOT



Thank you for taking an interest in joining us at St Mary's School Ascot. Ours is a warm and caring community where we are passionate about bringing out the full potential of each of our 390 pupils. We are proud of the strength of our academic achievements and work tirelessly to build on our tradition of excellence both in and out of the classroom. As a full boarding school, we offer a wealth of co-curricular opportunities, meaning that life at St Mary's is vibrant, exciting and always good fun.

St Mary's offers a stimulating and fulfilling working environment. Our staff are talented, friendly, and absolutely dedicated to the work they do. They enjoy supporting each other, and take pride in helping us to provide the very best all-round education for the pupils in our care.

We know that the successful candidate will love working here. We look forward to hearing from you.

Mrs Danuta Staunton
Headmistress



THE VISION AND ETHOS OF OUR SCHOOL

The school's Vision is to provide a modern and holistic Catholic education of outstanding quality for young women to inspire and empower them to play their full part in the global community.

The school's Ethos to realise this Vision is:

- **Nurturing** in each pupil a sense of their own worth and talents by fostering their intellectual, spiritual and personal development.
- **Developing** in each pupil a love of learning and independent thought through a rigorous academic education.
- **Promoting** a strong sense of personal responsibility, kindness, cooperation and social justice founded in respect for the diverse needs of others in a global community.
- **Encouraging** each pupil to enjoy the full sacramental life and spiritual richness of the Catholic Church.
- **Fostering** a partnership between parents, school and the wider community.
- **Inspiring** in each pupil the confidence to collaborate and to lead through an enriching and fulfilling boarding experience.
- **Following** in the spirit of Mary Ward who cherished 'freedom of spirit, sincerity, and a cheerful disposition'.



OUR KEY FEATURES

The Board of Governors defines the school through five features:

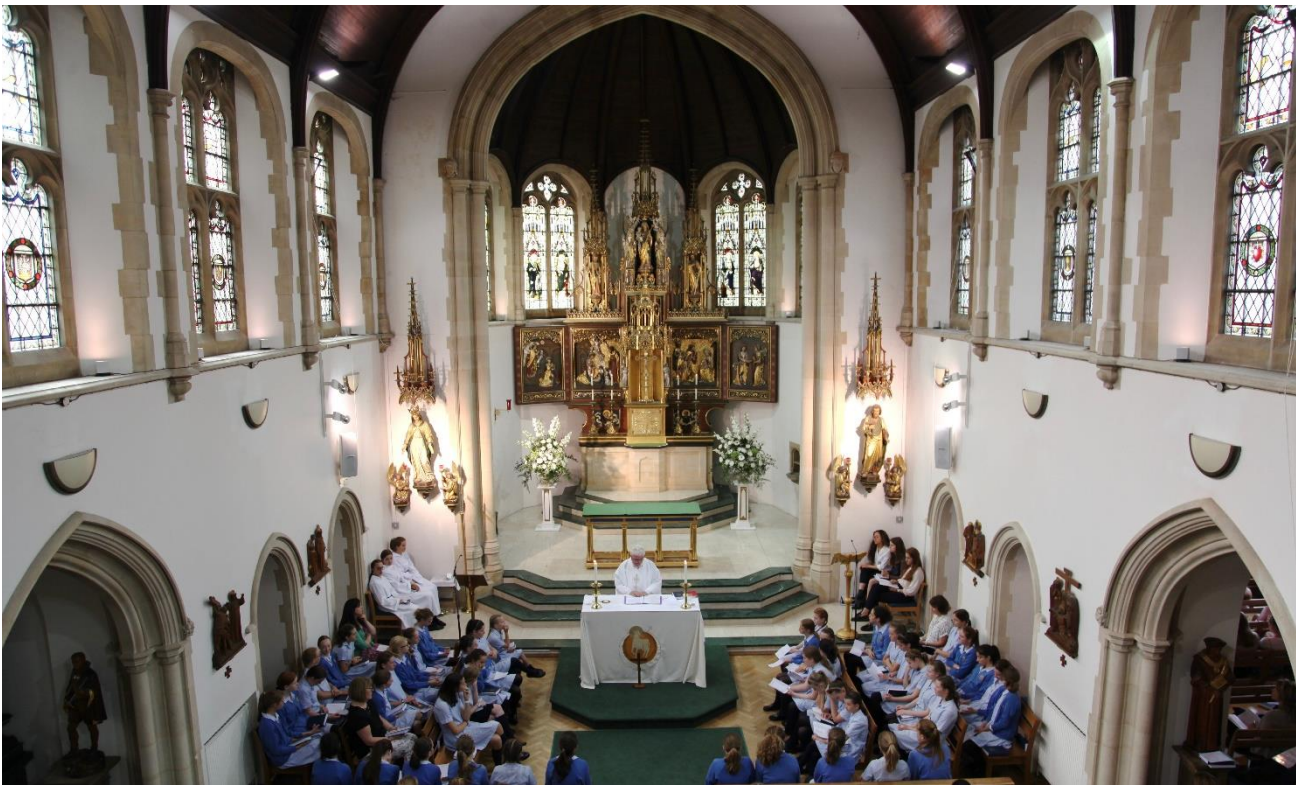
A Roman Catholic school. Over 97% of pupils and over 50% of staff are Roman Catholic. We have a full-time resident Catholic chaplain.

A girls' school. St Mary's puts the interest of girls first, allowing them to reach their full potential in all that they choose to do.

A full boarding school. Over 95% of our pupils are full termly boarders and the rest are day boarders. All staff contribute to the boarding life of the school.

A relatively small school. We are proud to be a small school which enables us to provide first class individual education and pastoral care to all our pupils.

An academic school. St Mary's has a strong record of academic excellence. There are over 120 pupils in the Sixth Form all following A Level courses, and all are supported in their journeys into higher education, including Oxbridge.



ABOUT THE SCHOOL

St Mary's is a leading Roman Catholic girls' boarding school set in 55 acres of beautiful grounds in the Berkshire countryside, a 45 minute journey from London, and a 20 minute walk from Ascot train station. The school was founded in 1885 by the Institute of the Blessed Virgin Mary, drawing on the inspiration of the Institute's foundress, Mary Ward, who dedicated her life to promoting girls' education across Europe in the 17th century. Mary Ward's belief, that 'women in time will come to do much', infuses the very fabric of St Mary's to this day.

St Mary's is a boarding school, with only a handful of day pupils who live nearby. The majority of our intake is at Years 7 and 9. Very few girls leave at the end of Year 11. The girls follow a full and challenging academic curriculum throughout the school day. In the afternoons and evenings and on weekends, they take advantage of a vast range of activities, including visiting speakers, academic support sessions, clubs and societies, sport and trips.

The school continues to invest in the development of first class facilities. These include a state-of-the-art performing arts centre, a purpose-built sports complex and all-weather athletics track, two libraries, a new pupil refectory, and most recently a sixth form boarding complex.

The Headmistress is a member of HMC (Headmasters' and Headmistresses' Conference), the GSA (Girls Schools Association), CISC (Catholic Independent Schools Conference) and the BSA (Boarding Schools Association).

For more information about the school, please visit our website: www.st-marys-ascot.co.uk



ABOUT THE ROLE

St Mary's is seeking to appoint a passionate and strategic Development & Alumnae Director from September 2025.

The Development & Alumnae Director will take the lead on planning and implementing a fundraising strategy for the school. St Mary's is unique in being the country's only Catholic, all girls, full boarding school and our relatively small size (just under 400 pupils) means that our community has a very special quality. Known for excellence in both academic delivery and nurturing pastoral care, St Mary's is consistently regarded as one of the best schools in the country. The successful candidate will understand and embrace the special character of St Mary's and who will think creatively and develop a fundraising strategy that reflects the school's values, ethos and strong sense of community.

The school's endowment is managed by the St Mary's School Ascot Charitable Fund (charity number 800450), whose objectives are to promote the charitable work of the Congregation of Jesus, in particular to provide for the advancement of education and religion through the provision of bursaries for present and future pupils of St Mary's School Ascot, and for the maintenance and support of the school. The Charitable Fund is led by an independent Board of Trustees who invest their funds in the Catholic Investment Fund through CCLA.

The School's approach to development is bespoke and individualised, and has been highly successful as a result. The two most recent major projects include the Rose Theatre (4m raised) and an Upper Sixth boarding courtyard and Pastoral Centre (£4.5m raised), which have contributed significantly to the school's objectives. The success of these development projects was achieved through small development events for groups of current parents. Looking forward, the school's focus will be on increasing bursary provision, and there are also nascent plans for a new capital project.

The Development & Alumnae Director will take overall responsibility for securing donor funds, working closely with the Headmistress. They will identify and prioritise potential sources of funds, including current and former parents, alumnae, and other potential donors. This senior position requires an individual with vision, creativity, strategic thinking and the ability to engage with school's various stakeholders to support the continued success and growth of the school. There will be an overlap with the Senior Management and Education Team (SMET), the Director of Communications and the Governing Body.

The Development Office consists of the Development & Alumnae Director and the Alumnae Relations Manager, who is line managed by the Development & Alumnae Director. The Alumnae Relations Manager is responsible for supporting and developing relationships with the school's community of alumnae, the Ascot Alumnae Association (AAA), which is in touch with approximately 3,250 alumnae in the UK and worldwide. AAA Connect, the private social media networking platform for alumnae, currently has 1,500 alumnae registered online. The Alumnae Relations Manager organises and hosts alumnae events, fosters relationships with individual alumnae and produces the Ascot Alumnae Magazine, a high quality annual publication which features contributions from alumnae about their work, endeavours and experiences.

The Development & Alumnae Director is a senior role within the school and will report directly to the Headmistress, and through her to the Governors.



PERSON SPECIFICATION

The successful candidate will have experience of working with a range of stakeholders to generate support. They will have excellent interpersonal skills, with the ability to build and maintain strong relationships. Their communication and presentation skills will be outstanding, in writing and orally, with the ability to express ideas clearly, persuasively and passionately. They will have the ability to present and represent the school's fundraising initiatives effectively to different audiences. They will have an understanding of key fundraising principles, including Gift Aid, GDPR compliance and the Code of Fundraising Practice. Ideally, they will have experience of using Raiser's Edge software or the willingness to learn how to make best use of this software package. They will work collaboratively and respectfully with others, and be motivated by delivering projects to an excellent standard.

RESPONSIBILITIES

The responsibilities listed below demonstrate the types of work which will be performed in the role. Duties and responsibilities may evolve as the needs of the school and requirements of the role develop over time.

- Plan and deliver fundraising initiatives to achieve the school's development goals, including bursary provision, and capital projects ensuring alignment with the school's strategic objectives;
- Organise and host a range of fundraising events, collaborating with the Headmistress and other relevant stakeholders and within the school's marketing, communications and PR strategies;
- Work with the Headmistress and Bursar to develop a compelling case for support and produce any literature and communications as required in relation to this. Liaise with the Director of Communications to ensure messaging is consistent and aligned with the school's style;
- Regularly report on the progress of development fundraising initiatives to the Headmistress and Governors providing insights and recommendations for continuous improvement;
- Identify, approach, cultivate and solicit funds from major individual prospects;
- Take overall responsibility for the school's Raiser's Edge database ensuring that all donor information is managed effectively and up to date;
- Manage any budget delegated in accordance with the school's financial regulations ensuring that resources are used efficiently and within budgetary constraints;
- Act as the ambassador for fundraising internally to create a culture whereby all staff understand and appreciate the value of fundraising initiatives;
- Foster and maintain excellent relationships with the school's stakeholder groups to ensure ongoing support for the school's development goals;
- Work with close regard to the school's vision and ethos ensuring that all development fundraising initiatives reflect and uphold the values of St Mary's;
- Any other duties as reasonably required by the Headmistress.

The Development & Alumnae Director will oversee the Alumnae Relations Manager, who is responsible for maintaining an accurate and up to date database of alumnae, former staff and parents. They will play a pivotal role in maintaining data and supporting the broader development initiatives by fostering strong relationships with alumnae and other stakeholders.

Other duties:

This job description sets out the main duties of the Development & Alumnae Director. No job description can be fully comprehensive and the Development & Alumnae Director will be required to support the Headmistress in any work reasonably required to support the operation of the school.



WORKING AT ST MARY'S

A Catholic school. Nearly all pupils and about 50% of the staff are Roman Catholic. It is not a requirement of this post that applicants should be Catholic but all staff at the school are expected to be sympathetic to the religious and boarding character of the school.

Full-Time/Part-Time. This is a part-time appointment.

Salary. A competitive salary based on experience will be offered.

Accommodation. The post holder is not required to be resident on site and accommodation is not offered with this role.

Working Days and Hours. Core working hours will be from 8.30am until 4.30pm with 30 minutes (unpaid) for lunch. The Development & Alumnae Director will have the following working arrangements:

- **Term time.** Required to work 3 days per week during term time (34 weeks per year). The specific days of the week to be agreed upon with their line manager.
- **School holidays.** In addition to term time, the role requires an additional 30 days to be worked across the school holidays, which includes half terms. There is flexibility in how these additional days are spread throughout the school holidays. The Working three days per week during term time, with the specific days to be agreed upon with their line manager.

Flexibility around the working schedule is essential for this position. On some occasions the Development & Alumnae Director will be required to work evening or weekend. Time off in lieu would be arranged flexibly on such occasions.

Additional Days. The Development & Alumnae Director is required to attend one day of new staff INSET and a further six full days of INSET per year which are currently scheduled in the week before the start of each term. The individual is required to attend the school's annual Open Day which currently takes place on a Saturday during the summer term.

Holidays. Holidays must be taken during the school holidays and must not clash with INSET.

Probationary Period. The first six months of employment is a probationary period and during the probationary period the notice period by both the post holder and the school is two weeks.

Notice Period. On successful completion of the probationary period, the notice period for both the job holder and the school will be three months.

Pension. The Development & Alumnae Director will be automatically enrolled into the school's workplace pension scheme provided by The People's Pension.

Meals. Staff are currently able to enjoy lunch in the staff refectory. This privilege is currently provided free of charge, but this is kept under review and the school reserves the right to change the arrangement.



HOW TO APPLY

Please complete the online application form selecting Development & Alumnae Director from the drop-down menu.

<https://www.st-marys-ascot.co.uk/recruitmentapplicationform/>

A short letter of application addressed to the Headmistress, Mrs Danuta Staunton should be included with your application form. Closing date: **9am on Monday 5 May 2025**.

We reserve the right to interview suitable candidates before the closing date or to close the vacancy prior to closing date if deemed appropriate. Interested applicants are advised to submit their application as early as possible to avoid missing your opportunity to apply. **Applicants must have a valid right to work in the UK.**

St Mary's School Ascot is committed to safeguarding and promoting the welfare of children and young people. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers, the Disclosure & Barring Service (DBS) and social media checks.





ST MARY'S SCHOOL ASCOT

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