

HEAD OF DEVELOPMENT AND ALUMNAE RELATIONS

REQUIRED FOR SEPTEMBER 2026

CANDIDATE PACK



James Allen's Girls' School

JAMES ALLEN'S GIRLS' SCHOOL

With its distinctive heritage as the oldest independent girls' school in London, James Allen's Girls' School, JAGS, provides a forward-thinking and contemporary education for over 1100 girls aged 4 to 18.

Located in the London borough of Southwark, JAGS has a diverse school community and is committed to inclusive recruitment and inclusion in the workplace. The school has entered an exciting new phase in its development and this post presents the opportunity to work in a community without barriers to full participation. JAGS recognises that celebrating the full diversity of staff and students has a positive impact on all and invites applications from candidates from a broad range of backgrounds.

Awarded the title of London Independent School of the Year 2024 by the Sunday Times, the school has entered an exciting new phase in its development. Your input will help to bring a bold educational vision to life for all students and colleagues as we work together to develop this already exceptional school in its next chapter.



James Allen's Girls' School 144 East Dulwich Grove London SE22 8TE

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MESSAGE FROM THE HEAD

I am delighted that you are interested in joining the JAGS community. As Head, it's absolutely my belief that all girls should be given the opportunity to grow and flourish in an environment where there is no limit to their ambitions.

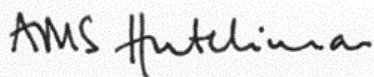
At JAGS you will find a happy, diverse and dynamic community, rooted in academic excellence and yet fully committed to the breadth of a holistic education both in and out of the classroom. Compassion and commitment are central to our ethos, in this environment that values individuality and inclusivity.

Our school aims, both in and out of the classroom, are clear:

- To celebrate our diverse and inclusive community
- To champion social awareness and sustainability
- To empower courage, creativity and compassion in each student
- To inspire aspirational and authentic lifelong learners and leaders
- To nurture respectful, resilient and kind individuals

It is an enormous privilege to lead this exceptional school, where all members of our school community share a passion for life and learning.

I hope that this matches your educational vision and look forward to welcoming you soon.



MRS ALEX HUTCHINSON, MA (OXON) PGCE



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WORKING AT JAGS

Working at JAGS is about more than just working. JAGS is a community and a family that nurtures a warm and supportive environment for both the students and staff who come to learn and work here. From your first day at JAGS you will have access to some of the best educational facilities in the country and will be encouraged to take part in the many shared activities here.

JAGS works hard to attract the best staff from both the independent and maintained sectors and the benefit package is both generous and competitive. Candidates are welcome to visit JAGS prior to application should they wish to gain a greater sense of the school community.



We offer:

- The opportunity to join our outstanding school where public examination results consistently place JAGS amongst the leading schools in the UK
- A community of considerate, creative and compassionate students and staff
- A highly diverse and inclusive school community, committed to our bursary provision
- An inspiring and enthusiastic team of colleagues across the teaching and support staff
- Excellent facilities, including the latest resources to support learning
- A diverse benefits package including:
 - Competitive salary
 - Support Staff Pension scheme with 10% employer contributions
 - Enhanced sickness, maternity and paternity pay
 - Free onsite parking and bicycle storage
 - Free gym membership with discounted family rates
 - Employee Assistance Programme
 - Free lunches, teas and coffee all year round
 - Free access to the Dulwich Picture Gallery
 - School fee discount
 - Cycle to work scheme
 - Interest-free computer loans
 - Interest-free transport season ticket loans

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THE DEVELOPMENT AND ALUMNAE RELATIONS DEPARTMENT

The Development and Alumnae Relations (DAR) department at JAGS is an outstanding place to work.

We are looking for a well-qualified individual with significant relevant experience to lead this exceptional department who shares our vision, is passionate about our core ethos of bursary provision, and who will bring their own individuality to this warm and supportive team.

This post is the continuation of an exciting journey that has seen the Development and Alumnae Relations Department grow into a vibrant and extensive network of supporters. Your dynamic and creative approach will strengthen the school's already outstanding commitment to bursary provision by growing successful fundraising, thereby ensuring that talented young students, whatever their financial background, have the opportunity to flourish in the life-changing education that JAGS offers. Our bursary provision is central to the school's ethos, with around 17% of the Senior School students receiving financial support for their studies at an annual cost of around £3 million.

Led by our Head of Development and Alumnae Relations, the department also comprises the Events & Alumnae Relation Officer, the Development & Alumnae Relations Officer and the Database & Gifts Officer. As the Development and Alumnae Relations department continues to flourish since its launch in 2022, there is scope for the team to grow and further support the school's fundraising efforts and broader ambitions.

In addition, any prospective candidate must show an active commitment to the values and expectations of our school community and to the welfare of the pupils within it.



HEAD OF DEVELOPMENT AND ALUMNAE RELATIONS

JOB DESCRIPTION

JOB TITLE

Head of Development and Alumnae Relations

TERMS & CONDITIONS

Permanent, Full Time or part time (0.8FTE), up to 35 hours per week.

Part time working may be considered for the successful candidate, and some flexibility around the conditions of the role may also be considered.

8am to 4pm (with 1-hour unpaid lunch break), or equivalent

SALARY

Full Time Equivalent Salary - £75,000 - £80,000, based on qualifications and experience.

RESPONSIBLE FOR

Events and Alumnae Relations Officer,
Development and Alumnae Relations Officer,
Database and Gifts Officer

Overview

The Head of Development and Alumnae Relations will be responsible for the School's fundraising for our extensive bursary provision. They will have a focus on fundraising through identifying prospects, maintaining a donor database, developing fundraising appeals and providing long term stewardship of donors, alumnae and parents. Excellent interpersonal skills, a readiness to engage with potential donors and school staff, and the ability to contribute to the School's strategic aims are essential attributes.

The successful candidate will fully understand the importance and significance of the school's long-established provision of bursaries, and just how unique this is to our school's ethos.

In addition, the Head of Development & Alumnae Relations will lead the JAGS Alumnae Association through the stewardship of our extensive alumnae network, leading a dynamic programme of events and engagement with these important stakeholders.

Main Responsibilities

Fundraising

- Implement a strategic plan for the school's Development and Alumnae Relation Department (DAR)
- Lead the school in its fundraising aims and targets
- Develop and operationally manage fundraising campaigns including capital, legacy and annual appeals
- Identify, manage and review a portfolio of alumnae and parent donor prospects, as well as wider support including liveries, trusts and foundations
- Create and implement a cultivation plan for key prospects and provide donor stewardship
- Take responsibility for policies and protocols relating to the school's fundraising compliance and relevant legislation
- Grow the number of 1741 Club members and major donors to the school, ensuring the appropriate stewardship of donors

- Ensure the accurate and compliant processing of donations, including the maintenance of Gift Aid records
- Meet regularly with Head and Director of Finance to update on DAR Projects

Alumnae Relations

- Oversee the JAGS Alumnae Association database, ensuring records are up to date and GDPR compliant
- Build constructive relationships at all levels within and beyond the school community, and build the number of alumnae with whom the school is in contact
- Review and oversee the annual calendar of alumnae events, including class year reunions and professional networking events, ensuring they remain contemporary, extensive and within budget, along with engaging the wider JAGS community of parents and students
- Have responsibility for the JAGS Alumnae Association website, including its content, performance and transactional capability
- With the Development & Alumnae Relations team, develop a communications programme aimed at alumnae and parents across multiple forms of media, including social media, newsletters and alumnae magazines. In addition, to manage communications received from alumnae
- Work with the Development & Alumnae Relations team to initiate alumnae groups by region, business sector and internationally; to recruit ambassadors and facilitate their activities and engagement

Operational

- Keep up to date with DAR best practice, ensuring that the school's fundraising programme follows relevant industry best practice legislation and supports the school's values
- With support from the Director of Finance, ensure all relevant fundraising and gift stewardship policies are compliant and reflect best practice
- Devise and maintain a suite of targets and metrics for measuring the ongoing effectiveness of the school's fundraising, in consultation with the Head and Director of Finance
- Prepare termly progress reports for Governors
- Guide the work of the Development & Alumnae Relations team, and work with the Head of Careers, and the Deputy Head of Sixth Form (Higher Education & Careers), along with colleagues in other parts of the school, to strengthen the careers network for former and current pupils
- Build strong links with the JAGS Parents' Association, and attend their termly meetings
- Participate in other such duties as may be reasonably required.

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PERSON SPECIFICATION

Operational Excellence

- A well-qualified graduate, or equivalent experiential route
- Knowledge and experience of fundraising and donor stewardship within the education sector is desirable. However, consideration will be given to candidates with significant experience in the charity sector
- The ability to set and achieve fundraising targets and to set metrics for measuring the ongoing effectiveness of the school's fundraising and alumnae engagement
- Excellent digital literacy, including fundraising and alumnae relations platforms such as Toucan Tech or Raisers Edge, along with a working knowledge of the main social media platforms
- Experience of managing diverse projects simultaneously
- Experience as a budget holder is desirable
- Flexibility, and the willingness to work out of hours as and when DAR functions occur
- An excellent eye for detail across communications and events planning
- Articulate in all forms of communication; fluent and accurate written and spoken English

Leadership

- The ability to lead and manage a team to work towards a common goal
- The ability to communicate enthusiasm and vision to the staff and students
- An individual who strives for the highest standards at all times
- A measured and confident decision maker who is calm and positive whilst under pressure
- The ability to blend firmness, patience and empathy when dealing with difficult situations
- Ability to identify problems and bring positive solutions

Personal Behaviours

- Kindness and open-mindedness
- Intellectual curiosity, enthusiasm and a personal ethos of lifelong learning
- Resilience and optimism; someone who is willing to go the extra mile in the busy life of the school
- Team-working abilities and a keenness to enable all colleagues to contribute ideas and be part of positive change

Ethos and Whole School Values

- An individual with a genuine commitment to the wellbeing of the staff and students in their care
- Committed to operating as part of the School community
- Committed to equality, diversity, inclusion and anti-racism in the School community
- Committed to sustainability within the School community

Safeguarding and Pastoral

- Committed to safeguarding and promoting the welfare of children and young people
- A satisfactory Enhanced Disclosure from the Disclosure and Barring Service

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HOW TO APPLY

If you are interested in joining us, please complete the online application form via MyNewTerm.

Please note that applications must be submitted via MyNewTerm. CVs and covering letters sent via email will not be accepted.

All candidates must read our [recruitment policy and safeguarding \(child protection\) policy](#) before applying for any position within the School.

For further information please contact recruitment@jags.org.uk or call the recruitment team on 020 8693 1181.

Closing Date: Midday on Monday 8 June 2026

Interview Date: Week commencing Monday 8 June 2026

We recognise that celebrating the full diversity of staff and students has a positive impact on all and invite applications from candidates from a broad range of backgrounds.

To enable us to make any reasonable adjustments, please let us know when you submit your application whether you have any special requirements.

If you would like to request alternative application formats, please do get in touch with Recruitment at recruitment@jags.org.uk or 020 8693 1181.

Alex Hutchinson; Head via the Recruitment Team (Recruitment@jags.org.uk) will be happy to answer any questions you may have regarding the role.

If you would like to visit the school prior to applying, please contact the Recruitment Team via (recruitment@jags.org.uk) who will be able to arrange this.

Interviews may be held at any stage after applications are received. Interested candidates are advised to apply as soon as possible. We reserve the right to close this vacancy earlier than the specified deadline, if a suitable candidate is found.

JAGS is committed to the safeguarding and welfare of children and applicants must be willing to undergo child protection screening appropriate to this post, including checks with past employers, the Disclosure and Barring Service, and overseas police and regulatory authorities where relevant.

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Ages 4-18

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