



Kimbolton School

C A M B R I D G E S H I R E



APPLICATION PACK

Database and Gift Administrator
Required to start from the earliest opportunity



Welcome From Will Chuter, Headmaster

I'm delighted that you're interested in this important role at Kimbolton School, and I hope this candidate pack answers some of the many questions you will surely have about life here.

Whether you are at the Prep, at one end of the village and our parkland, or the Senior School, at the other, your experience at Kimbolton will be characterised by the same educational ethos: we value character just as much as academic achievement, and we value kindness most of all. To join our school is to enter a friendly and inclusive environment that provides the space and support for children to grow into themselves. Our site is beautiful and safe, with room enough for all our 1,100 pupils to roam, and we are lucky to call Kimbolton Castle and its stunning grounds home.

The most important part of the school is, of course, its people, and you will be welcomed as an old friend by our warm community of pupils and staff. You will find that staff here are well supported and rewarded for their commitment to our pupils, but that what they value most is the camaraderie of supportive colleagues who do not take themselves too seriously.

Kimboltonians are well rounded and have their feet on the ground. They understand the value of hard work, service, and taking failure in their stride. Yet they know how to have fun and they play just as hard as they work - on the sports pitches, on the stage, or just climbing a tree at break time. Their academic results are excellent, too. Our broad curriculum is guided by a desire to see young adults emerge with many strings to their bows and a clear sense of the difference they want to make in the world. Expert staff, who know the pupils as individuals and place their wellbeing first, nurture and challenge them to find their passions and do their personal best.

Kimbolton is, first and foremost, a happy place where every child is valued. I do hope that you will want to join our team.

A handwritten signature in black ink, consisting of a stylized 'W' followed by a long horizontal line.

Will Chuter
Headmaster



Job Description

Database and Gift Administrator

Required to start from the earliest opportunity

The School

Kimbolton School was founded in 1600 and is situated in 100 acres of grounds in the West Huntingdon town of Kimbolton. The School currently educates over 1000 children aged 4-18 in a coeducational, predominantly day environment, although there are up to 50 boarders. The Senior School is located around Kimbolton Castle while the Preparatory School is housed to the west of the village on the original Grammar School site. The School employs approximately 350 staff and also owns a subsidiary company, Kimbolton School Enterprises, which transacts all non-charitable trading activity.

Further information about the School can be found on the School website at www.kimboltonschool.com.

Commitment to Safeguarding

Kimbolton School is dedicated to safeguarding and promoting the welfare of its boarding and day pupils, regardless of age, ability, race, culture, religion, sexuality or class. Safeguarding is integrated into the School ethos. It is the duty of all members of staff including full-time, part-time and volunteers, both teaching and support, to play an active role in ensuring the safety and promoting the welfare of the children in the School's care. Safeguarding is everyone's responsibility.

The Team

The successful candidate will join the Alumni Relations and Development team, which currently comprises a full-time Head of Development and an Alumni Officer. This team is responsible for managing relations with former pupils, who are called Old Kimboltonians (OKs). They are also responsible for generating from the OKs and other supporters the philanthropic donations which help to fund the long-term development of the school.

The Marketing and Admissions team is responsible for promoting the School's profile and reputation, and managing pupil recruitment from Pre-School through to sixth form. Located next to each other in the Castle, both teams make up the External Relations Department.

The Role

Kimbolton School is seeking a well organised, detail-oriented and positive person to take up this new role in our happy and ambitious Alumni and Development Team.

At Kimbolton School, it is important that we maintain positive and meaningful relationships with the OKs. It is also vital that we know our donors well, keep track of their donations or responses to campaigns, and ensure they are looked after and feel appreciated. For these reasons, the team maintains a CRM called Raiser's Edge – it is the database of all OKs and all donors and potential donors to the school.

The role of the Database and Gift Administrator is to ensure our data is as accurate and helpful as it can be, that the database is used well, that gifts are tracked and processed speedily and transparently, and that our data management practices comply with regulations and with the latest developments in educational fundraising.

Main Duties

In a general sense, your role is to be the Alumni and Development Team's lead, or "Super User", for Raiser's Edge, ensuring the data it contains is up-to-date, correct, organized well and used well. In practice, this will mean working closely with colleagues to fulfil the duties outlined below, and others of a similar nature:

Data Management

- Ensuring we follow best practice in terms of our use of the database
- Ensuring the effective, timely and accurate transfer of data from other systems, such as those which hold pupil and parent records
- Customising the data fields to ensure the database fulfils our needs and those of others, such as the Careers Department
- Planning and executing various projects to improve the scope and accuracy of the database e.g. importing the names of businesses associated with OKs and donors; incorporating the details of former members of staff; making sure we keep track of "early leavers" until they turn 18 when they should then become OKs
- Administering questionnaires among leavers, OKs and donors and ensuring responses are stored correctly
- Assisting with segmented communication to OKs and donors; generating and interpreting management reports; analysing the data health.

Data Improvement

- Correcting existing data errors, omissions and duplications
- Updating records with new information to improve the accuracy or richness of our constituent records
- Proactively tracking down missing OKs and other members of our community, or finding missing information, by contacting OKs directly, carrying out online research or other creative methods
- Ensuring that every OK initiative and event is used also to benefit the data records: for example, a drinks reception in London or the publication of a magazine
- Supporting the bespoke research that is required for major donor prospects

Gift Administration

- In a general sense, to take overall charge of gift administration, working closely with the Head of Development and the school's finance team, to ensure all gifts are recorded on Raiser's Edge, reconciled, gift aid claims made, donors are thanked etc.
- Keeping track of campaign progress and the performance of various giving initiatives, as well as analysing donor profiles, using appropriate management reports
- Helping to establish a new regular giving programme
- Taking a lead role in the administration of certain initiatives, such as a "Giving Day", the "name a seat" campaign in the new theatre, pupil leaver gift campaigns etc.
- Maintaining our donor recognition boards

Other duties

- We are a team and we help each other. You will therefore be asked to provide assistance with other alumni and fundraising events and initiatives, from time to time

Person Specification

Criteria	Essential	Desirable
Qualifications	• Education to A Level • GCSE Maths & English Grade 4 or above	• Further qualification with relevance to the role e.g business, office administration, computer studies, data management etc.
Skills and Experience	• Experience of using databases or digital record-keeping • High degree of IT literacy, generally • Good communication and copywriting skills • Proofreading skills • Confident in LinkedIn, Facebook and other forms of digital / social media useful for research • The creativity and confidence to identify and research OKs	• Experience of working within an office environment • Knowledge of how membership organisations manage and use data. • Knowledge of Kimbolton School or similar communities
Personal Qualities	• A professional attitude and approach • A self-starter who knows when to obtain permission and when to get on with things • Ability to manage own workload • Able to relate to and respect different people • Integrity • Attention to detail • Persistence and resilience • Smart – able to think laterally, logically and creatively • Positive "can-do" attitude when approaching problems and challenges	

Terms and Conditions

Reporting to:	Head of Development
Accountable to:	Headmaster
Hours of Work:	Full time: 37.5 hours per week (to be worked between 08:00 and 17:00 to be mutually agreed) with 1-hour unpaid lunch break. Mainly on-site working, with some hybrid if helpful.
Remuneration:	£24,980 to £26,000 depending on qualifications, skills & experience
Probationary Period:	Up to 5 months
Pension:	The School offers a contributory pension scheme
Lunches:	All employees are entitled to free lunch in the school dining hall during term time. Time taken for lunch is not paid.
Additional benefits:	Details of the further benefits on offer can be found on the Kimbolton School MyNewTerm profile page .
Referees:	The names, addresses and telephone numbers of two professional referees are required. Referees will not be contacted without the permission of the applicant.

How to Apply

To apply, please visit our [website](#) and follow the link to [MyNewTerm](#).

If you have any queries, please contact the HR team via recruitment@kimboltonschool.com or by calling 01480 862049.

Please submit your application by the closing date of **Friday 11th September 2026 at 9am**. Any late submissions will not be accepted.

Interviews will take place **17th/18th September 2026**.

Please note: We reserve the right to interview and appoint during the period up to and including the closing date.

Dependent on the number of responses we receive, we may not be able to provide feedback to all applicants.

Kimbolton School is committed to the highest standards of safeguarding and implements a rigorous and robust recruitment process that gathers and evaluates child protection relevant evidence about candidates prior to interview. All appointments are subject to satisfactory completion of an enhanced DBS check and proof of right to work in the UK.

All applicants are requested to read the [Safeguarding Policy document](#). Please note that Kimbolton School does not have a sponsored Licence to recruit non-UK workers and therefore all candidates are expected to be able to work in the UK.

Notes

The post holder is required to operate within school policies and procedures, including Health and Safety.

Kimbolton School is an equal opportunities employer.

Kimbolton School operates a No Smoking policy on the Estate.

Under the Guidelines Safeguarding Children: Safer Recruitment and Selection in Education Settings June 2005, Kimbolton School reserves the right to request age related information from the candidate.

Kimbolton 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. It is an offence for any organisation to offer employment that involves regular contact with young people under the age of 18 to anyone who has been convicted of certain specified offences, or included on lists of people considered unsuitable for such work held by the Department of Education. It is also an offence for people convicted of such offences to apply for work with young people. The successful candidate is subject to satisfactory completion of an Enhanced Disclosure from the Disclosure and Barring Service before the appointment is confirmed. This check will include details of cautions, reprimands or final warnings as well as convictions. Further information about the Disclosure scheme can be found at www.gov.uk/government/organisations/disclosure-and-barring-service. All employees will be expected to abide by the School's Safeguarding Code of Conduct and will attend Safeguarding training.

A copy of the School's Safeguarding Policy can be found on the website www.kimboltonschool.com/about-us/policies