
FOR FEBRUARY/MARCH 2026

DEVELOPMENT & ENGAGEMENT MANAGER



Applications should be submitted no later than noon on
2 January 2026 through the MyNewTerm application portal.



ST ALBANS
SCHOOL



A WELCOME FROM THE HEADMASTER

I am delighted that you are considering applying to join the staff at St Albans School.

Founded in 948 AD, St Albans School is one of the oldest schools in the country, with a rich heritage of academic excellence and innovation. While proud of our long history, we are a forward-looking school that prepares young people to thrive in a rapidly changing world.

Our pupils are intellectually curious, enthusiastic, and ambitious and we aim to foster in them not only academic success but also a lifelong love of learning. At the heart of our approach is the belief that passionate, knowledgeable teaching inspires pupils to explore subjects in depth, think independently, and achieve their best.

Beyond the classroom, life at St Albans School is vibrant and full of opportunity. We offer a wide-ranging and inclusive co-curricular programme, with activities spanning music, sport, drama, debating, CCF, outdoor education, academic societies, and much more. This breadth is central to the all-round education we provide, helping pupils develop confidence, resilience, and a strong sense of community.

Our pastoral care is a cornerstone of school life. We want every pupil to feel known, supported and encouraged to be themselves. We work hard to create a positive, inclusive environment where young people feel safe to take risks, learn from setbacks, and grow into thoughtful, compassionate individuals.

We also recognise that great schools depend on great staff. We are committed to supporting the professional growth and wellbeing of our colleagues. Whether through our robust programme of professional development, opportunities for career progression, or our supportive and collegial atmosphere, we aim to ensure that our staff feel valued and thrive as part of the St Albans School community.

If you are excited by the idea of joining a school that combines high academic standards with a deep commitment to developing the whole person, then I warmly encourage you to apply.

We look forward to welcoming you to St Albans School.

Joe Silvester
Headmaster



CULTURE OF THE SCHOOL

St Albans School is a community rooted in over a thousand years of tradition, yet forward-looking in its ambition. Located in the heart of a historic city, we are very much of the community we serve, not apart from it. Guided by our motto, Non Nobis Nati - “Born Not For Ourselves” - and our School Values, we encourage pupils to look beyond themselves and contribute positively to the wider world.

Pupils and staff experience a welcoming, friendly and cohesive atmosphere where newcomers quickly feel part of the community; we not only welcome diversity but actively embrace it.

Classrooms are safe and supportive spaces that foster curiosity, risk-taking and intellectual challenge. Pedagogy is rooted in research, with the School among the first nationally to be awarded the coveted Chartered College of Teaching Research Mark Plus status. Teachers are responsive to the needs of each individual and nurture both academic potential and personal growth, equipping pupils with the skills and confidence they need for life beyond the school.

Pastoral care is a defining strength of the School. All staff are trained in safeguarding and contribute to pupil wellbeing. Our pastoral care builds confidence and resilience, supported by tutors, Heads of Section, Sixth Form prefects and a large safeguarding team. Additional provision is made by our School Nurses, Mental Health Support Mentors, and Counsellor, ensuring that every pupil is well known, supported and encouraged to thrive.

The School offers a distinctive co-curricular breadth, with 200+ clubs and activities, including a wide sporting programme, vibrant performing arts, and leadership and service

opportunities through CCF and DofE. These experiences enable pupils to develop essential skills such as teamwork, leadership, creativity, resilience and empathy.

We are proud of our strong commitment to the community. Pupils engage in meaningful partnerships with local schools and care settings, and support charitable causes through fundraising and service projects, helping them to understand their responsibilities within both local and global contexts.

Looking ahead, we are excited to welcome our first cohort of girls into Year 7 in September 2026, ensuring that inclusion and community remain at the heart of all that we do.





THE ROLE

The role of Alumni Relations and Development Manager is to contribute to and implement a comprehensive fundraising and engagement strategy. Reporting to the Director of Development, the Alumni Manager is responsible for delivering and managing an innovative operational plan focused on alumni and supporter engagement. This role plays a key part in supporting the School's strategic fundraising objectives and advancing its philanthropic mission.

The Development and Engagement Manager is expected to foster strong working relationships across the wider School community, effectively representing the Development Office. They collaborate closely with teaching and support staff to identify and develop opportunities for engagement with parents and Old Albanians (OAs), helping to cultivate meaningful relationships that support the School's development goals.

The role also involves hosting a diverse calendar of events, including some evenings and weekends. A flexible approach to working hours is required to fulfil the responsibilities of the position effectively.

Below are the key duties and responsibilities associated with the position; however, it is not intended to be an exhaustive list and additional development related tasks are required.

KEY RESPONSIBILITIES

Fundraising

- Support the Director to create and implement an ambitious and sustainable fundraising strategy in support of the School's short-, medium- and long-term vision.
- Support the fundraising strategy through the implementation of strong support systems, and day-to-day administrative practices.
- Support in identifying potential major gift donors, undertake in-depth research, and create detail plans for cultivation.

- Prepare and project manage detailed plans for the execution of appeals including digital, direct mail and or personal solicitations.
- Manage follow-up action when pledges and gifts are received including ensuring that supporters are appropriately recognised and stewarded
- Support Director in maintaining effective stewardship programmes to recognise the generosity of donors appropriate to their level of giving and develop a system to account for all gifts received.
- Maintain statistical records of giving levels and conversion rates.
- Manage annual giving initiatives such as Sixth Form deposit donations.

Communications

- Compile, produce and manage the creation of departmental communications.
- Manage the OA Connect website and mentoring programme, LinkedIn group, and social media dealing promptly with new registrations and membership enquiries.
- Compile and prepare communications with School alumni and other targeted audiences, including printed, social media and internet correspondence.
- Production and distribution of regular newsletters.
- Manage the creation of publications such as Versa, Foundation Annual Report, Impact statements as well as fundraising collateral (e.g., legacy marketing).





School Alumni

- Record data on the Development Office database (ToucanTech).
- Develop meaningful and beneficial relationships with alumni, current and former parents and members of the wider St Albans community with a view to increasing participation and engagement with the School and support its vision.
- Maximise opportunities for cultivating relationships with alumni to enable the School to benefit from their expertise, influence, contacts and potential financial support.
- Maintain relationships with the President of the OA Association and attend OAA meetings.
- Develop and be able to demonstrate a visible and tangible suite of benefits for OAs to ensure growth of the OA community.
- Lead on alumni research, maintaining an up-to-date knowledge on the progress of former pupils.
- Identify opportunities for finding 'lost alumni' and growing the database of members of the School community
- Host visiting alumni to the School and organise suitable tours and activities
- Raise awareness of the OA Programme through interaction with current pupils throughout their career at the School (esp. Fifth and Sixth form pupils).
- Support the Head of Careers and providing details of potential careers speakers and organising stewardship and engagement of speakers.

Events

- Create and coordinate an active, integrated and relevant Alumni Relations events programme.
- Prepare and provide prospect research. Provide a plan for Director and Headmaster to engage with appropriate guests, ensuring fact finding at each event.
- Provide appropriate follow up and evaluation of events to demonstrate impact and ROI.

KEY PERFORMANCE INDICATORS

- Level of engagement, exploration of new prospects, and movement across the supporter pipeline.
- In-depth research process to increase numbers of contactable constituents, and to increase the depth of knowledge on existing contacts.
- Production of effective communication materials and

fundraising collateral.

- Development of the alumni engagement programme from UVI to alumni.
- Development of parent engagement programme.

EXPERIENCE/SKILLS/ABILITIES

- Demonstratable fundraising experience in Education or Charity.
- Proven experience with donor engagement and managing a diverse portfolio of donors.
- Ability to assess donor data and segment appropriately.
- Experience of communicating key messages verbally and in writing through a mixture of conversation, presentations and reports.
- Experience of planning and executing events.
- Ability to initiate projects, be self-motivated, flexible, and work independently.
- Ability to remain composed and organised when managing multiple priorities.
- Excellent relationship manager, articulate with the ability to engage external and internal stakeholders, leverage connections and build and nurture strong relationships.
- Computer literate (MS Office packages) with experience of working with CRM databases.
- Proven experience in database entry, analysis, reporting and some project management.
- Excellent organisational skills and meticulous attention to details.
- Excellent negotiation and influencing skills.
- Ability to hold and manage a budget as well as financial literacy relating to fundraising.
- Strong personal skills including quiet persistence, gentle persuasion and enthusiasm.

Safeguarding Children

The appointee's responsibility for promoting and safeguarding the welfare of children and young persons for whom they come into contact will be to always adhere to and ensure compliance with the School's Safeguarding Policy and procedures. If in the course of carrying out the duties of the post the appointee becomes aware of any actual or potential risk to the safety or welfare of children in the School they must report any concerns to the Headmaster or the Designated Safeguarding Lead (DSL).



STAFF BENEFITS

We believe that our staff are our greatest asset. We are proud to offer a generous and thoughtfully designed package of benefits to support your professional growth, wellbeing, and work-life balance.

Pension: A contributory pension scheme operated by the Pensions Trust. Details of which include a 6% employer contribution rate and a 3% employee contribution rate. There is the option to increase contributions and the School will contribute double the employee contribution up to a maximum of 11%.

Life Assurance: Four times annual salary.

Free On-Site Parking: Parking is provided at no cost to staff, with availability in the evenings and weekends too.

Complimentary Lunches: A free daily hot lunch is provided during term time for staff working over the lunch period, including vegetarian options, bistro-style dishes, homemade soups and a fresh salad bar.

Professional Development: Staff benefit from extensive professional development opportunities.

Fee Remission: Full-time staff receive a remission of two-thirds of school fees for children educated at the School. This provision is subject to the availability of places and to the satisfying of the School's usual entry criteria.

Health Care: Staff have access to Benenden Health Care who support employee physical, mental and financial health needs including 24/7 counselling and support helpline; 24/7 access to a GP; and discounted Health Assessments.

Cycle to Work Scheme: Through Cyclescheme, staff can purchase a bike or e-bike through salary sacrifice, saving up to 42%, depending on your tax band.

Salary Extras: All staff have access to Salary Extras, our online benefits platform, offering:

- Discounts on shopping, restaurants and leisure
- Health and wellbeing programmes
- An Employee Assistance Programme
- Financial advice and guidance
- Spread-the-cost schemes for technology and motor maintenance

Staff Accident Insurance: Claim money back for certain injuries or accidents occurring in and out of the workplace.

Counselling Support: Our on-site School Counsellor is available to staff (when not fully booked by pupils) for confidential mental health and emotional wellbeing support.

Annual Flu Vaccination: For staff not eligible for the NHS flu vaccination programme, the School offers free flu vaccinations every Autumn term.

Sports and Leisure Facilities: Enjoy full access to our excellent facilities, including:

- The fitness suite before/after school and on weekends
- The swimming pool (twice weekly and on weekends during term time; extended access in holidays)
- The Sports Hall, available for private use

Library Access: Staff can use our well-stocked School Library, offering a wide selection of fiction, non-fiction, academic resources, and online materials.



EQUITY, DIVERSITY AND INCLUSIVITY

St Albans School is committed to promoting equity, diversity and inclusion through the creation of an environment in which individuals have the opportunity to thrive and be valued for what makes them unique. We are committed to work to eradicate discrimination and prejudice, reduce barriers to learning and promote participation for all, responding to and embracing the diversity of our pupils, parents, staff, governors and volunteers.

The School recognises the benefits of having a diverse and representative school community who value one another and the contributions everyone is able to make. We celebrate difference and we provide opportunities to share perspectives and support one another.

All members of the community are responsible for supporting an inclusive environment and there is a designated EDI lead as well as a Governance Committee. Regular training on EDI is provided for staff to ensure they fully understand, and can facilitate and support, the School's ethos and aims for EDI.

We are members of the Schools Inclusion Alliance and strive to uphold the stated standards. The School is committed to the principle of inclusion and opposes any and all discrimination, including that defined in the 2010 Equality Act based upon age, sex, marriage and civil partnership, gender reassignment, race (including colour, nationality, cultural, ethnic or national origins), SEN and disability, sexual orientation, religion or belief, pregnancy and maternity status. The School will take all reasonable steps within its power to ensure that members of the school community are treated fairly and have the opportunity to participate in achieving their full potential, with additional support provided where appropriate.

Our pupils are taught across the curriculum and co-curriculum to respect themselves and others in a tolerant, understanding and multi-cultural community. The academic curriculum is regularly reviewed to ensure it is reflective of the cultures and backgrounds of our pupils. We have a programme of diversity events and a range of societies and forums to provide support, share experiences and enable pupil voice. Through the development of skills and values, embodied in our motto 'Non Nobis Nati' (Born not for Ourselves), we empower young people to live lives which will contribute positively to the benefit of wider society.



FURTHER INFORMATION

This vacancy is for a full-time Development & Engagement Manager.

St Albans School is committed to securing equality of opportunity through the creation of an environment in which individuals are treated on the sole basis of their relevant skills and abilities. The School recognises the benefits of having a diverse community of staff and pupils who value one another and the different contributions everyone can make. All policies and practices conform to the principle of equal opportunities including recruitment, selection, training, promotion and career development. Staff are selected according to their suitability for the post, irrespective of background or protected characteristic.

Hours are full time, 37.5 per week, Monday to Friday, with ad hoc evening and weekend working. The role involves organising and attending a diverse calendar of events therefore a flexible approach to working hours will be required to fulfil the responsibilities of the position effectively. The role is full year however term time plus several weeks during School holidays can be considered for the right candidate.

St Albans School is committed to safeguarding young people and promoting the welfare of children. Applicants must be willing to undergo child protection screening and safer recruitment checks appropriate to the post, including checks with past employers and the Disclosure and Barring Service. All positions within the School are exempt from the provisions of the Rehabilitation of Offenders Act 1974.

Applications should be submitted no later than noon on 2 January 2025 through the MyNewTerm application portal available here:

www.st-albans.herts.sch.uk/information/vacancies/

The School reserves the right to make an appointment before the closing date, so early applications are encouraged.

