

DEVELOPMENT AND AULMNAE RELATIONS OFFICER

REQUIRED FOR MARCH/APRIL
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.

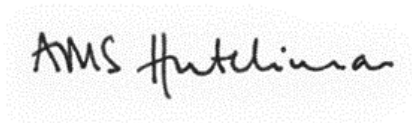
At JAGS you will find a happy, diverse and dynamic community, rooted in academic excellence and yet fully committed to the breadth of a holistic education both in and out of the classroom. Compassion and commitment are central to our ethos, in this environment that values individuality and inclusivity.

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.

A handwritten signature in black ink that reads "AMS Hutchinson". The signature is written in a cursive, flowing style.

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
 - Pension scheme with 10% employer contributions
 - Enhanced sickness, maternity and paternity pay
 - Free onsite parking
 - 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

DEVELOPMENT AND ALUMNAE RELATIONS OFFICER

JOB DESCRIPTION

JOB TITLE

: Development and Alumnae Relations Officer

TERMS & CONDITIONS

: Full Time (all year round) 35 hours per week
8:30am to 4:30pm (with 1-hour unpaid lunch break) and flexibility for 1-day WFH
Please note this role will require some flexibility to work outside of regular working hours to support events

SALARY

: Full Time Equivalent Salary - £34,320 - £36,400 depending on qualifications and experience

RESPONSIBLE TO

: Head of Development and Alumnae Relations

Overview

Considerable work has taken place to enhance our relations with the global community of over 7,000 alumnae and to focus on building a leading Development and Alumnae Relations department (DAR) to fulfil our school aims, which includes our fundraising ambitions particularly around bursaries.

The Development and Alumnae Relations Officer will support the Head of Development and Alumnae Relations in generating fundraising income for the school across the whole of the JAGS community (alumnae, parents and friends of the school) and play an important part in building an active and engaged JAGS Alumnae Association to ultimately increase philanthropic support. Responsibilities include establishing regular giving campaigns, building the number of regular donors, helping to build the number of legacy bequests, prospect research and ensuring the smooth running of the alumnae database.

This is an exciting and integral role within the newly created and hardworking DAR team. The postholder will work closely with the Alumnae and Events Officer in delivering key elements of the Alumnae Relations strategy. The role will work on key areas including building the JAGS alumnae community via social media and through our website, and alumnae career engagement in support of wider school priorities.

Main Responsibilities

- The JAGS Alumnae (JA) Database: maintain up to date, comprehensive and accurate records, including de-duping and updating data, interrogating and segmenting records, collecting and collating data from other sources within the school, plus alumnae questionnaire data, ensuring that data is compliant with current data protection and GDPR legislation
- Provide the Head of Development and Alumnae Relations with data analysis, identify trends and opportunities to improve fundraising efforts, and to build alumnae engagement
- Conduct prospect and due diligence research and produce summary reports on current and prospective donors, along with liveries, trusts and corporations, using publicly available sources. This includes research in advance of DAR events
- Establish a regular giving programme and a Giving Day, in support of bursaries and/or other strategic priorities across the JAGS community, with responsibility for raising philanthropic revenues to achieve set income targets, along with growing the number of members of the 1741 Club

- Develop marketing materials in support of fundraising campaigns, prepare mailings, materials, write reports, and correspondence as required
- Ensure that all donors are stewarded effectively and regular communications are sent to donors thanking them for their support
- Update the DAR web pages, and the JAGS Alumnae Association website; act as the primary contact for alumnae emails and general correspondence. Encourage alumnae to provide news, content, images, etc to enrich the alumnae experience
- Build the JA online community and presence via social media channels. Identify and reach out to 'lost alumnae' to build engagement
- Update and maintain career details of our alumnae and wider community in support of building a deeper connection with our alumnae as potential speakers, mentors, employees and supporters. Encourage support across the JAGS community to harness the knowledge across the school of alumnae connections
- Work with the Alumnae and Events Officer to support events when required
- An understanding of processing gifts, gift aid reconciliation and how to update donation details onto our alumnae database are also important
- The postholder will need to show understanding of the sensitivities and data protection policies of the school and constituents, as well as the wider GDPR context
- To participate in other such duties as may be reasonably required.

PERSON SPECIFICATION

Operational Excellence

- Previous experience of working in a successful fundraising or alumni/alumnae relations role, either in an educational environment or in a charity
- Proven experience of maintaining and updating a fundraising/alumni database, along with experience of reporting and analysing data
- Experience of website content management
- Experience of managing social media channels
- Excellent writing skills
- A good understanding of GDPR and other data protection legislation
- Articulate in all forms of communication; fluent and accurate written and spoken English
- Excellent attention to detail
- Articulate in all forms of communication; fluent and accurate written and spoken English
- Excellent digital literacy

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 click the link to our website (www.jags.org.uk/day-to-day/vacancies/) and follow the instructions to 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 26 January 2026

Interview Date: Week commencing Monday 02 February 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.

Karen Doyle; Head of Development and Alumnae Relations, (karen.doyle@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

144 East Dulwich Grove, London SE22 8TE
Telephone: 020 8693 1181 • Email: enquiries@jags.org.uk
www.jags.org.uk