



**QUEENS' SCHOOL**  
*Dare to be Great*

## **Fundraising and Marketing Co-ordinator**

### **Job Description**

<b>Post title:</b>	Fundraising and Marketing Co-ordinator
<b>Reporting to:</b>	School Business Manager
<b>Purpose:</b>	To increasing the amount of voluntary donations to support school development priorities
<b>Main Responsibilities:</b>	To co-ordinate activities which raise funds for the school through effective marketing and communication
<b>Grade:</b>	H3 pro-rotata
<b>Hours:</b>	10.00am - 4.30pm, term-time only (Hours can be negotiated) 30 minutes lunch

### **Fundraising**

- To develop fundraising and publicity materials to engage current and future givers
- To promote the School Development Fund
  - Parents and external organisations
- To organise fundraising events
- To approach local businesses for sponsorship, donations or match funding
- To oversee a fundraising database
- Ensure the school provides appropriate and accurate recognition for funds received

### **Marketing & Communications**

- To proactively gather promotional information and news through liaison with staff and departments
  - Co-ordinate promotional photography, capturing key events, ensuring GDPR compliance
- To actively promote the school to through newsletters, personal contact, website updates, social media channels, and events
  - Co-ordinate the school's newsletter
- To develop a network of external organisations that will benefit Queens' financially, artistically, educationally and socially

- To expand and develop the school’s alumni database
  - To serve as an initial point of contact for the Queens’ School Alumni (QSA)

### General

- The post holder will also work as part of the school support team and is occasionally expected to provide initial cover throughout the whole non-teaching area as necessary e.g. in the case of staff sickness
- To ensure that data is handled in line with the General Data Protection Regulations.
- To undertake first aid training and be on the register to administer first aid to pupils if required
- To act as Fire Marshall

### Training & development of self and others

- As a lead professional set personal targets and take responsibility for own continuous professional development.

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work

This job description may be subject to review and/or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests

### OTHER SPECIFIC DUTIES

- To carry out the duties in the most effective, efficient and economic manner available
- To support the school ethos
- To maintain confidentiality at all times
- To carry out and communicate Queens’ School’s values in all aspects of work
- To contribute to the safeguarding and promotion of the welfare and personal care of students with regard to Child Protection Procedures

***In order to deliver services effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post at the appropriate grade.***

Signature	Date

October, 2023