

APPOINTMENT OF

DEVELOPMENT DIRECTOR
REIGATE GRAMMAR SCHOOL
FOUNDATION
INFORMATION FOR
CANDIDATES

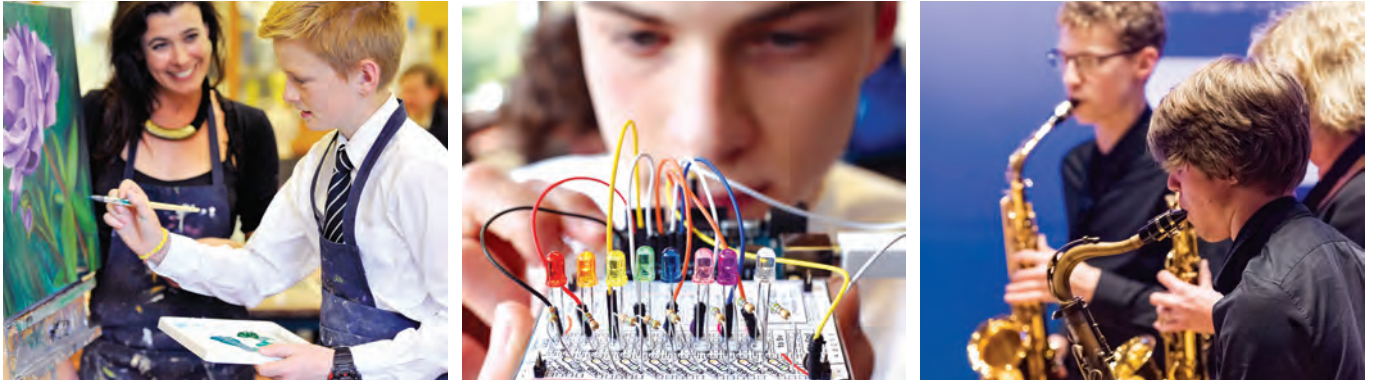


I promise to continue to make the most of the opportunities available to me, because I am constantly reminded of the journey which has brought me here and realise that it began with the gift of a Reigate Grammar education.

*Karolina Csathy, Bursary Recipient
(RGS 2008-15)*



BACKGROUND



Reigate Grammar School (RGS) was founded as a free school in 1675, from a legacy gift bequeathed by Henry Smith, an affluent merchant and Alderman of the City of London, for the relief of the poor through education in Reigate and its environs. Financed by a number of local benefactors and charitable funds, poor boys of the town were taught the basics of numeracy and literacy, whilst fee-paying boys were given a traditional classical education.

In 2003, the school merged with St. Mary’s Preparatory and Choir School to become the established junior school for RGS. In 2017, the school merged with Chinthurst Preparatory School taking its total population to 1500. The ‘grammar school’ tradition that has been so important in the history of the school remains central to its approach today as the academic success of its selected pupils remains one of the most important aims. The strength of the RGS brand; its leadership and staff; its location and strong academic performance means that demand for entry is very high. RGS is recognised nationally for achievement and learning and consistently ranked in the top 10 of all co-educational day schools in the UK. The first co-ed school in the UK to be awarded ‘Exceptional’ following its 2016 ISI Inspection. The School was short-listed for the TES School of the Year 2017 and has just announced an international partnership deal to open 5 schools in China.

However, Reigate Grammar School is more than just about academic performance. What makes RGS distinctive is its pastoral priority and determination not only to provide personal learning pathways but also extensive opportunities for children to broaden skills and experience through an outstanding programme of extra-curricular provision. Our main priority is to care and support each individual child, sensitive to their unique blend of talents and abilities. Each child is at the centre – we get to know each child, focus on wellbeing and balance, and create a partnership with parents. Pastoral Care is the cornerstone of everything we do at Reigate Grammar School and underpins every decision we make.

“RGS is rocketing up the rankings: 94% A*-B at A-Level and in the top five percent nationally for value-added... Pastoral care second to none.”
Tatler Schools Guide 2016

“Definitely one to watch.”
The Good Schools Guide

A UNIQUE EDUCATIONAL EXPERIENCE

LEADERSHIP



Shaun Fenton, Headmaster, is recognised as one of the outstanding educational leaders in the country and has accepted the invitation to become Chairman of the HMC in 2018-19.

He has developed a bespoke educational model for Reigate Grammar School, resulting in being the first school of its type to be rated "Exceptional" in 2016 following ISI Inspection.

ACADEMIC

- Centre of academic excellence – A-Level Results in 2016: 94% A*-B
- Established University Links with Oxbridge/Russell Group success
- Bespoke teaching approach with tailored learning model and innovative 3-year GCSE Curriculum
- Henry Smith Studies for enrichment, breadth and depth in the Sixth Form

CO-CURRICULAR

- Extensive programme of extra-curricular activities
- Outstanding success and national recognition in sport, music, drama and the arts
- Leading school in the UK for Duke of Edinburgh Award
- Scholarships and Elite Pathways

PASTORAL CARE

- ISI Inspection 2016 – "Excellent pastoral provision"
- Happy children are at the heart of what we do best
- Every individual with personal development plans
- An extensive programme of child well-being and mindfulness

INTERNATIONAL NETWORK

- Sophisticated international Reigatian Community in key hub cities
- Opportunities with academic, career and network development
- Well-developed RGS Professionals network and event programme

A-level Results Table 2017 for Top Ten Co-Ed Independent Day Schools in the UK*

Rank	School
1	The Perse School
2	Alley's School
3	Immanuel College
4	Bancroft's School
5	Highgate School
6	Reigate Grammar School
7	Kingston Grammar School
8	Norwich School
9	The King's School, Chester
10	Bromsgrove School

*Source: The Telegraph

GOVERNANCE AND MANAGEMENT

There are circa 1500 pupils at RGS (11-18); RGS St. Mary's (2-11) and RGS Chinthurst (2-11). RGS is led by Mr Shaun Fenton, who arrived in 2012 and has recently been elected Chairman-elect of the HMC. The Board of Governors is Chaired by Mr James Dean and meets regularly to advise on matters of governance.

The RGS Foundation is governed by the Foundation and Finance Committee. The Chairman of the RGS Foundation is Mr Mark Elsey and there are two Vice-Chairs; Mr Marc Benton and Mr Nicholas Weber.

The Development Director will be expected to represent the Foundation from time to time at relevant Governing Body meetings and produce reports and presentations.

For further information about Reigate Grammar School and the RGS Foundation, please visit our websites:

reigategrammar.org

rgs.foundation

THE REIGATE GRAMMAR SCHOOL FOUNDATION

The RGS Foundation was established in 2003. However, this was a small-scale operation established to build connectivity with former pupils, known as 'Old Reigatians'. In 2005, the former pupil club, known as the Old Reigatian Association (ORA), transferred its limited activities to the Foundation. In 2010, Sean Davey was appointed as the first full-time Director to establish a professional office. Determined to engage the wider stakeholder group, the (inclusive) term 'Reigatian Community' was introduced to represent current and former pupils, parents, staff, Governors and friends – indeed all who have a relationship and an association with RGS.

The school was founded in 1675 upon a philanthropic vision for open access to children from all backgrounds. True to our history and ethos, social mobility and the provision of 'needs-blind' bursaries to talented children from the local area is positioned at the core of what Foundation and School stands for – its moral purpose. In 2012, the 1675 Bursary Fund was established to provide a restricted fund for the purpose of providing support to disadvantaged children. In January 2014, the award-winning *Changing Lives* campaign, was launched at the Mansion House in London. The preliminary target of raising £1m for an investment fund and sustainable funding for 20 pupils at RGS was realised a year early.

Currently, the 1675 Bursary Fund supports 34 children and has £1.5m invested. With a further £2m in signed pledges we are well on our way to reaching our second target of providing sustainable places for 50 children and £4m invested. Our long-term vision is to be needs blind.

The RGS Foundation has also established two other funds which support the activities of Reigate Grammar School: *The Opportunities Fund* and *The Pilgrim Fund*. The former was created to support disadvantaged children and enable them to access enrichment activities and trips that they would otherwise be unable to afford. *The Pilgrim Fund* (RGS school song: To be a Pilgrim), is essentially a development fund for 'other' capital projects. In 2015, RGS received a significant gift of £4.3m from an individual benefactor towards the building of a £7m sixth form and learning resource centre that opened in September 2017.

The Foundation Team is currently comprised of the Development Executive, the Development Office (Administrative) Manager and the Reigatian Community Officer. This position has been created due to the expanding need for the school to develop and the widening (international business development) brief for the Head of Foundation & Business Development, Sean Davey.

Changing Lives since 1675



The *Changing Lives* campaign was launched in January 2014 and has already raised over £4m with 34 '1675 Scholars' currently attending RGS.



**FUNDRAISING
CAMPAIGN OF THE YEAR**

REIGATE GRAMMAR SCHOOL
IDPE DEVELOPMENT AWARDS 2017



The Peter Harrison Foundation Centre – opened September 2017

THE ROLE

The Development Director will play a central role in relationship fundraising for the RGS family of schools.

The Director will play a pivotal role in the next exciting phase of the work and evolution of the RGS Foundation in both engagement and fundraising campaigns. The Foundation and Development Office works to strategic objectives approved by the Governing Body relating to development, fundraising, engagement and outreach across the whole Reigatian Community.

We are excited by our search for a first-class, skilled professional to join and manage an award-winning development team and ensure that we raise the bar even higher. This includes the continuing emphasis on the *Changing Lives* campaign and new and emerging development initiatives across the family of schools. This is a truly exciting period for the RGS Foundation and its dedicated team of development professionals.

The key responsibilities of the role include but are not limited to:

- To raise significant income for the RGS Foundation, including Major Donors, particularly via campaigns-related activities and face-to-face meetings;
- To be responsible for, and manage, a talented and dedicated Foundation team;
- To introduce a development strategy and fundraising plans for both feeder schools (Reigate St. Mary's and RGS Chinthurst) and create a sustainable 'culture of giving and support';
- To help drive a new Legacy Campaign;
- To build long-term relationships in a strategic and sophisticated manner with major donors, lead and steward and portfolio of prospective major donors, and play a major role in the solicitation of major gifts;
- To develop collaboratively the Development Plan and longer-term Strategy for various campaigns and initiatives;
- To conduct a feasibility study for a new capital campaign at RGS;
- To support and drive forward the very important and on-going social mobility work through *Changing Lives*;
- To support the various RGS Foundation community relationship activities;
- To organise and manage relevant events and activities;
- To lead and manage specific projects; meet targets and provide relevant reports;
- To uphold and protect the values and ethos of Reigate Grammar School and the important work of the RGS Foundation.

The Person – Essential Skills, Qualities and Attributes:

- A genuine interest in social mobility through education and the transformational impact bursaries make to the life-chances of a child;
- A proven track-record of successful fundraising (or related activity) and the ability to solicit major gifts through direct, personal approaches;
- Demonstrate maturity, particularly the ability to interact easily and professionally with a diverse community within the UK and overseas;
- Highly accomplished social and inter-personal skills, a proven track record of building trusted relationships with a wide variety of individuals, including those with high net worth;
- A natural people manager;
- Persuasiveness, with the ability to influence any social situation using instinct and tact;
- Ability and imagination to develop ways of enhancing relationships with parents and alumni;
- The ability to recruit and organise fundraising volunteers;
- Broad business acumen with the ability to manage a budget and present reports;
- Strategic vision, with the ability to develop flexible strategies and tactics, and creative;
- Appreciation of the importance of 'brand' and creative design to deliver a case for support;
- Willingness to maintain a busy schedule, including travel (UK and abroad) and regular evening and weekend commitments;
- Enthusiasm, flexibility, creativity, self-motivation and resilience;
- Excellent communication skills, written and verbal, with experience in preparing proposals;
- Excellent general office management skills, including Microsoft Office, relationship database management, research, digital reports and profiling;
- A good university degree;
- Good knowledge of charity law aligned to tax-effective giving, legacies, GDPR and compliance;
- Proven experience and success with specific projects (design, management and completion).

Desirable Skills, Qualities and Attributes:

- Experience of fundraising in an educational environment;
- Full or Associate membership of the IoF/CASE Europe;
- Experience with the IDPE and professional practice;
- Experience of event management;
- Experience of relationship databases e.g. Donor Strategy or similar;
- Knowledge of grant-making Trusts, corporate giving and sponsorship;
- Website and e-communication experience and skills.



TERMS

Full time, permanent contract to start September 2018 or as soon as possible. A highly attractive and competitive package (salary, bonus, pension, annual leave etc.) available to the successful candidate, influenced by experience and qualifications. Also, lunch (term time) and refreshments, car-parking, access to the swimming pool and fitness suite are provided free of charge by the school.

CHILD PROTECTION

Reigate Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All applicants should read the school's Child Protection policy, which is available on our website and are required to declare any criminal convictions or cautions, or disciplinary proceedings related to young people. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Services. Full details are given on the application form.

EQUAL OPPORTUNITIES

Reigate Grammar School is an equal opportunities employer and welcomes applications from appropriately qualified persons regardless of gender, marital status, sexual orientation, race, ethnic origin, colour, nationality, religion, disability or age. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience) in selection and recruitment.

HOW TO APPLY

If you would welcome an informal conversation with Sean Davey, then please contact him via:
spd@reigategrammar.org | 01737 229368

Applications must be received by 10.00am Monday 19 March 2018. Interviews dates will be in the week commencing 26 March.

Applicants are asked to complete the **Support Staff Application Form** and **Supplementary Form** (which are also available on our website) and send them with a supporting letter and CV addressed to the Human Resources Manager as soon as possible and by **Monday 19 March 2018** at the latest. Applications will be considered in the order in which they are received and the school reserves the right to make an appointment prior to the closing date.

Applications should be addressed to the Human Resources Manager and sent (by letter or by email) to the address below:

Mrs Dawn Holmes
 Human Resources Manager
 Reigate Grammar School
 Reigate Road, Reigate RH2 0QS

hr@reigategrammar.org
01737 222231



Good actions give strength to ourselves and
 inspire good actions in others.

Plato



LOCATION

By Road

Reigate Grammar and Reigate St Mary's Schools are situated on the south side of the A25 about a quarter of a mile east of Reigate town centre, between Reigate and Redhill. The most direct route is via the M25. Exit at Junction 8 and join the A217 south. Travel to Reigate Town Centre and turn left to join the one way system.

Continue down Castleford Road to the T junction and bear left onto the A25 Reigate Road. For Reigate St Mary's School, turn right into Chart Lane and the entrance is on the right. For Reigate Grammar School, remain on the A25 for 500 metres and the entrance is on the right.

RGS Chinthurst is situated in Tadworth, just north of junction 8 of the M25. Follow signs for London A217 and carry on over 2 roundabouts and take the second exit on the third (5 ways) roundabout. Following a set of traffic lights, Chinthurst is 100 yards on the right hand side.

By Rail

Regular main line services operate from London to nearby Redhill Station and the Reading to Tonbridge line serves Reigate Station and a number of other towns to the east and west.

By Air

Gatwick is the nearest airport, only 20 minutes away by road and Heathrow is a 40 minute journey. Both have regular scheduled flights from UK, European and International destinations.



Reigate Grammar School, Reigate Road, Reigate, Surrey RH2 0QS
01737 222231 hr@reigategrammar.org

reigategrammar.org

