



Database & Development Officer

Development & Alumni Relations Office (DARO)

These historic schools seek to make an academic education accessible to able pupils, whatever their family background or financial situation. To this end, Assisted Places (bursaries) are funded by the Foundation, and through the donations of alumni and other donors to the Development Office.

To date, over £14.5m has been raised for Assisted Places at King Edward's School (KES) and £4.5m has been raised at King Edward VI High School for Girls (KEHS) for the same purpose.

The DARO team leads the schools' fundraising and alumni relations. The team is led by the Development Director and consists of a Head of Philanthropy, Database Officer, Finance Manager, Events Officer and an Alumni Relations Officer who all work across both schools. The office also works closely with External Relations.

We are also responsible for keeping former pupils, parents and staff in touch with each school, and each other, through a comprehensive events and communications programme. We run around 20 events each year across both schools, including reunions, dinners, drinks receptions, lectures and concerts. Over 1,000 people attend these events every year. We communicate with our former pupils via our database, two websites, two Facebook Pages, two annual magazines and termly e-newsletters.

We have set up two separate charitable trusts to receive donations on behalf of the two schools: The King Edward's School Birmingham Trust (for KES) and The King Edward VI High School for Girls Trust (for KEHS). Both trusts are registered charities with several trustees, most of whom are former pupils of the schools, and they receive all donations on behalf of both schools.

The Foundation is responsible for fourteen schools within Birmingham. These include the two independent schools, six Grammar Schools and six Academies. Further details about the Foundation can be found at: <https://www.schoolsofkingedwardvi.co.uk/>

Both schools have their own alumni associations – the Development Office works very closely with the Old Edwardians Association (OEA) at KES and the Birmingham Girls' Old Edwardian Club (BGOEC) at KEHS. Further details on both organisations can be found online at: www.oldereds.kes.org.uk and at: www.oldereds.kehs.org.uk.

Database & Development Office

King Edward's School (KES) and King Edward VI High School for Girls (KEHS), two of the leading independent day schools in the country, seek a Database & Development Officer to oversee and maintain our database, processes within the Development and Alumni Relations Office, and support the team on a variety of projects, ensuring accuracy and compliance with all relevant legislation and guidance.

The Database & Development Officer will report to the Development Director, however in the first year will also be supported by a further Database Officer (formerly the Database Manager). Together they will oversee all database processes within the office, as well as providing operational support for other DARO functions as required. The Officers will also have particular responsibility for complementary DARO platforms and software, including the creation, implementation and running of the telethon database, a members' area on the website and the OE Careers Network at each school (CareersLink).

The Database & Development Officer will work closely with all members of the DARO team, ensuring all DARO staff are adequately trained in using the database for their own roles. They will work with the team to ensure that the database is used effectively for all office functions.

Training will be provided on the job with by the Database Officer who has 10+ years experience. This role has the potential to progress into a larger role over the next couple of years and we very much see this a stepping stone for the successful candidate. It would be ideal for someone who is looking to get into the industry but would equally suit a database professional looking for an interesting and varied role.

Terms and conditions

Job title: Database & Development Officer

Reporting to: Development Director

Salary: Grade 6, actual salary £17,954 - £18,661 (FTE: £30,425 - £31,624)

Hours: 25 hours per week over 4 days ideally, but flexible for the right candidate.

Type of position: Term time, plus 20 additional days, permanent

Holidays: 22 days holiday a year, 8 bank holidays and 4 concessionary days.

Benefits: School fee discount, defined contribution pension, lunch in term time, complimentary access to gym facilities and parking.

Start date: 1st September 2025

Key responsibilities

Data:

- Being the main point of contact for the DARO database (Raiser's Edge) and having overall oversight of the database, which includes 20,000 records across both schools.
- Managing alumni data collection and ensuring data integrity through regular data imports, exports, cleansing, segmenting, and de-duplicating.
- Data entry of information including membership updates, event registrations, media, notes, actions and new contact details.
- Ensuring compliance with data protection regulations for exports and imports.
- To routinely retrieve data from other systems (e.g. pupil databases, telephone-calling software) and oversee migration of this information into, and out of, the database.
- Formatting of larger-scale data files within MS Excel, ready for importing into the database.
- Accurate and timely input of data for various groups (leavers, new parents, etc.).
- Promoting database best practices ensuring new information is consistent with existing records.
- Produce reports and queries for appeals and campaigns as well as communication segments. Reporting on data as required.
- Providing accurate data and segmentation for all communications (primarily by email, post, phone), and working with suppliers to fulfil those communications.
- Overseeing adherence to processes and procedures.
- Reviewing processes for efficiency and maintaining up-to-date manuals.
- Assisting in prospect research.
- Providing donation administration support in the absence of the Finance Manager.
- Supporting with internal and external communications.
- To liaise with data/software suppliers responding to technical issues that may arise.
- To support with the annual telethon by setting up the software as well as providing and analysing data for both schools.
- Managing the online OE community platform, including approving requests and answering queries.
- Updating DARO websites as needed.

Old Edwardians Careers Networks

- Working with Head of Careers you will be the first point of contact for the OE Careers Network service (CareersLink) at each school. Acting as the connection between the alumni and the school.

Office Support:

- Providing administrative and communications assistance for the DARO team during peak times and offering support when team members are out of the office.
- Assisting with the annual telethons, including supporting recruitment and occasional support with telethon shifts.
- Attending and assisting with DARO events as required.

Attitudes:

- Being a positive role model and promoting a professional work environment.

Any other duties as may be reasonably required by the Development Director, Chief Master & Principal or Head of School.

Person specification

The ideal candidate would be expected to show evidence of many of the following skills and qualities. The following information demonstrates the qualities considered essential or desirable and how these will be tested during the recruitment process.

Experience, skills and knowledge (tested in covering letter, application form and at interview)

	Essential	Desirable
Experience of preparing high quality data.	x	
Proficiency in Microsoft Office, particularly Excel (manipulating data) and Word/Publisher (high quality).	x	
Experience working with a database.		x
Experience of Raiser's Edge		x
Experience managing data for mass communications.		x
The ability to manage multiple projects over long periods.	x	
Experience of a telephone campaign		x
The ability to deal with matters with discretion tact and sensitivity	x	
The ability to work both independently and as part of a team	x	
Experience with website administration and editing webpages.		x
Attention to detail.	x	

Attitudes (tested at interview)

	Essential	Desirable
An understanding of, and genuine belief in, the aims and ethos of independent education in general and of the two independent schools.	x	
A belief in the aims of the Assisted Places (Bursary) fundraising campaigns.	x	
The ability to work independently or collaboratively as required.	x	

A positive attitude and genuine enthusiasm for the cause.	x	
A strong work ethic and a genuine desire to succeed.	x	
Willingness to roll up one's sleeves to support others in peak times.	x	
Willingness to work occasionally on evening and weekends, especially to help with our events programme.	x	

How to apply

To apply for this role, please forward a completed application form and equal opportunities form (both available for download [here](#)) and a covering letter addressed to the Bursar - Operations (Mrs Jenny Butterworth) by email to: kesrecruitment@keschools.org.uk

If you have any queries about the role or would like to discuss it in more detail, please contact the Development Director, Laura Salt – l.salt@keschools.org.uk

The deadline for applications is 8 am on Tuesday 24th June 2025, however, applications will be reviewed on receipt and so early applications are encouraged. We reserve the right to bring forward the closing date and interview date if sufficient applications have been received.

Interviews will provisionally take place in the week commencing 30th June.

King Edward's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants invited to interview will be required to provide proof of identity, preferably a birth certificate, although where this is not available, we will accept other forms of ID. Online searches will also be carried out for all shortlisted candidates, as required by Keeping Children Safe in Education. Successful candidates will be required to undergo an enhanced DBS check and other pre-employment checks. A copy of the School's Recruitment, Selection and Disclosure Policy is available on the website www.kes.org.uk