



MAGDALEN COLLEGE SCHOOL

INDEPENDENT DAY SCHOOL
BOYS 7-18 & SIXTH FORM GIRLS

Information Pack

**Waynflete Office
Administrator**

To start as soon as possible

Closing Date:
Midday, Friday 17th May 2024

Interview Date:
Week commencing 27th May
2024





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Introduction from the Master, Helen Pike

Magdalen College School is a remarkable place. We are now well into our sixth century, and our former pupils include scholars, war heroes, musicians, Olympians, two Nobel Prize laureates, a Hollywood film director, and a saint. Our success in public examinations, in securing places at top universities, and in an astonishing array of extra-curricular pursuits ensures that we continue this proud tradition. We do so by nurturing the individual potential of each of our pupils, and above all we believe that learning is as fun as it is fulfilling.



William of Waynflete founded Magdalen College School in 1480: schoolmaster, bishop of Winchester and Lord Chancellor of England. Being of humble origins, Waynflete was determined that others of ability should be given the opportunity to learn, to serve and to prosper as he did. And so MCS offers a transformative education in our global university city, the community to which we contribute.

We attract and retain the best staff and MCS is a stimulating, welcoming and thriving environment in which both to learn and to work.

A lot happens at MCS. The various sections of our website (www.mcsoxford.org) including the recent [News](#) will give you an impression of our school.

Thank you for your interest.

H. C. Pike



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The School

Magdalen College School, founded in 1480 by William of Waynflete, is one of the country's leading independent day schools. It is situated in an enviable location at the heart of Oxford beside the River Cherwell. Shaped by its Christian Collegiate foundation and links with the university city of which it is part, it aims to inspire in all its pupils a desire to learn, flourish and to serve.

The school will celebrate its 550th anniversary in 2030. The current generation of MCS staff and pupils wish to ensure that we shape a School that is able to flourish for at least another half millennium, and hopefully many more beyond. There are around 980 pupils (boys aged 7-18 and Sixth Form Girls) and 300 staff who learn and work on the school's central Oxford site.

The Waynflete Office

The Waynflete Office is the Development Office of Magdalen College School.

The team is responsible for nurturing strong links with our MCS community, which includes alumni (Old Waynfletes or OWs), parents, former parents and staff, and for delivering an integrated programme of communications, events, fundraising activities and stewardship to keep them engaged with the school and promote a culture of philanthropy towards MCS.

The success of MCS is due in large part to the diversity of excellence of our pupils. Governors and successive Masters have worked hard to retain a broad mix of pupils, and we know that those who will flourish here can come from any part of the community. Having funds available for bursaries allows us to offer places to able pupils irrespective of their family circumstances.

The Waynflete Office's fundraising priority is to help secure the future of MCS by raising funds for pupil bursaries. This is why the work of the Waynflete Office is so crucial to the overall mission of the school. The community is very warm to the school and is incredibly supportive of bursaries.

The Office is highly ambitious and also supports a range of other school activities through fundraising and through the relationships it builds. It is one of the top fundraising school offices in the country,



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having delivered highly successful fundraising campaigns, including three Giving Days and two telethons, and averaging over £1 million a year in donations since its establishment in 2015.

The Waynflete Office is now seeking a new colleague in our world-class team to help deliver on our aim of building a bursary endowment of £15 million.



The Waynflete Office comprises six staff in addition to the Administrator:

- Director of the Waynflete Office
- Director of Alumni Relations (part-time)
- Deputy Development Director
- Head of Development Services
- Head of Information Management (part-time)
- Communications and Events Manager

The school's specialist archives staff, responsible for enhancing the collections of the school Archive, are also part of the wider Waynflete Office team.

The Role

The Waynflete Office Administrator role is a superb opportunity to gain experience in development and alumni relations in the education sector. The post is fundamental within the Waynflete Office, supporting the office's fundraising and alumni relations activity. It will involve administrative tasks to support our financial and database processes, and our communications and events programme.



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This role reports to the Head of Development Services and ultimately to the Bursar, whilst supporting all members of the Waynflete Office team. You will assist the Head of Development Services in project-related work aimed at ensuring that our systems best support the needs of our office and will be able to participate in office planning for fundraising activity and communications to achieve the best outcomes for MCS.

Responsibilities include, but are not limited to the following areas.

Office systems

Our Raiser's Edge database underpins all we do. It means we can reliably contact, engage, research and ultimately secure financial support from members of our community. You will be trained to use Raiser's Edge, which is widely used in the education sector, and will use that understanding of how our data, processes, and systems contribute to the office's fundraising and engagement needs.

Responsibilities of the Waynflete Office Administrator will include:

- Updating information within Raiser's Edge as provided by constituents, surveys, third party sources, Waynflete Office activity, events and other means in line with the MCS Privacy Policy and GDPR
- Saving all relevant correspondence to constituent records within Raiser's Edge for future reference
- Assisting the Head of Development Services and Head of Information Management in managing constituent surveys, including the annual survey of Upper Sixth Leavers
- Supporting Waynflete Office activities for our community such as mailings, emails, events and fundraising campaigns
- Batch processing online payments for ad hoc gifts, events and other sales
- Recording and banking cash and cheque gifts
- Researching prospects and creating prospect profiles as needed

Stewardship responsibilities

You will work with the Head of Development Services to ensure that when gifts are made, thank you letters are written in a timely way and recorded to ensure all donors are appropriately stewarded.



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Events and Communications

You will assist the Communications and Events Manager in the delivery of our communications to members of our community, as well as in the organisation of events. This will include:

- Regular e-newsletters
- Noting stories ready for future editions of our magazine for OWs and Friends, *The Bridge*
- Posts on social media
- The Waynflete Office presence on the school website
- The Waynflete Office section of the termly school print newsletter
- Producing event materials such as display panels, badges, guests lists, menus and biographies of attendees
- Acting as front of house during events
- Processing event bookings and responses within Raiser's Edge

Office Administration

- Preparing the agenda for, and taking and circulating minutes of, Waynflete Office meetings, which also include colleagues from the Archive and other colleagues whose activities intersect
- Assisting with purchase and sale of OW merchandise and carrying out the annual stock take
- Routine tasks, such as scanning and mailings, ordering stationery, photographs etc

The responsibilities may vary from time to time as the needs of the school determine. Any responsibility delegated to the Waynflete Office Administrator will be within their expected capability and as such may reasonably be required according to the normal practice of an independent school. Extensive training will be provided in MCS systems, including Raiser's Edge.

The post holder will be expected to undertake any other duties or tasks as reasonably directed or requested by the Master. This job description may be subject to review in consultation with the post holder.



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The Candidate

We are looking for a team player with a positive, cheerful attitude and a willingness to become involved in the life of the school. The successful candidate will be able to demonstrate the following skills and attributes:

Essential

- High level of accuracy and attention to detail
- High level of numeracy
- Proficiency with programmes including Microsoft Word and Excel, and demonstrable ability to learn tools such as mail merge
- Excellent communication skills, both verbal and written
- Ability to move quickly between projects in a high-performance environment
- Ability to work independently and to organise and prioritise own work
- Strong interpersonal skills and calm under pressure
- The highest professionalism when it comes to working with personal and confidential information, sensitivity to privacy and data protections regulations
- Appreciation of education and fully supportive of Magdalen College School
- Appreciation and interest in the contribution that fundraising makes to the mission of Magdalen College School

Desirable

- Experience of working with a customer relationship management tool or database
- Experience of working in an educational, development or communications environment would be an advantage
- A keen interest to develop in a fundraising and communications environment

Application Process

Candidates should submit the following two documents to the Recruitment Officer, Miss Yelena Molcanova (recruitment@mcsoxford.org), which can be found on the Job Vacancy link of the website (www.mcsoxford.org). To access [Click here](#).



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1. “MCS Application Form for Teaching and Support Staff” Form
2. CV (Curriculum Vitae)

All documentation should be sent no later than **Friday 17th May, at midday**; early applications are highly encouraged. Any applicants who submit just a CV will be automatically rejected. The school's preferred method of communication is by email and it will not be necessary to send a hard copy of the documents by post.

References may be taken up in advance. If you do not wish references to be called for at this stage, please make that clear on the reference section of the application form.

We anticipate holding 1st round interviews the week commencing Monday 27th May, followed by a potential 2nd round interview. We will be in contact with shortlisted candidates by telephone. Please be aware that all shortlisted candidates will be requested to complete a “Self-Disclosure” form before attending their interview.

Equal Opportunities

Magdalen College School recognises and is committed to ensuring applicants and employees from all sections of the community are treated equally regardless of race, gender, disability, age, sexual orientation, religion or belief, gender reassignment, marital and civil partnership status, or pregnancy and maternity. We welcome applications from all sections of the community.

Safeguarding Policy

Magdalen College School is committed to the safeguarding of pupils, and any offer of employment will be subject to an enhanced DBS disclosure, the receipt of satisfactory references, the school's pre-employment medical questionnaire, plus sight of relevant original ID documentation and degree certificate(s). This role will be in regulated activity and will require a children's barred list check as



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well as an enhanced DBS check. The enhanced DBS check is due to this role being exempt from the Rehabilitation of Offenders Act 1974.



Remuneration and other benefits

This is a permanent, full-time post with basic working hours from 8:15 until 17:00 Mon-Fri, including 1-hour unpaid lunch. However, job-share will also be considered, please indicate in your application if you would prefer a full time or job share position. This role is based on site, however, hybrid working will be considered.

Salary will be between £25,000 - £28,000 per annum depending on qualifications and experience.

The Waynflete Office is an active member of several professional organisations such as CASE (Council for Advancement and Support of Education) and IDPE (The Institute of Development Professionals in Education). Professional development activities for Waynflete Office staff are available through these organisations or via other relevant professional training bodies.

Non-teaching staff are automatically enrolled / can choose to enrol in the school's contributory Group Pension Scheme. This is a defined contribution pension scheme into which the employee contributes 5% of gross salary and the employer contributes 10%.



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The school has a fully equipped gym which is available for staff use, and staff may also enjoy access to the University of Oxford's Rosenblatt Swimming Pool. Tennis courts are available, and there is a comprehensive programme of staff sports clubs, including football, climbing, yoga, Pilates, and badminton. Staff also have the opportunity to join choirs and music groups, and to get involved in drama productions. Staff socials, guest nights and Master's Drinks are regular features of each term.

School fee remission is available for permanent staff sons and Sixth Form daughters who pass the entrance tests for the school, and is currently 50% pro rata subject to a minimum FTE of 50%. In addition, 20% fee remission pro rata is available for MCS staff who have daughters attending Headington Rye, subject to a minimum of 50% FTE.

There is a wide range of benefits on offer to staff, including a free lunch during term time and school holidays for all year-round staff, free private health insurance, free mortgage advice, complimentary use of school sports facilities as well as free entry into Oxford Botanical Gardens. Head to mcsoxford.org/vacancies to find out more.

Additional Information

Please note that MCS is an inner-city school, with limited parking. Staff are encouraged to use public transport wherever possible for their journey to work or take advantage of the cycle to work scheme or Travel Loans available. If you have any questions or require additional information about the Waynflete Office Administrator role, please contact the Head of



Development Services (Allison Hood), or HR on 01865 242191.