



The Mall School

## **Headmaster's Personal Assistant / Fundraising and Admissions Officer**

This pivotal role will provide day-to-day confidential support to the Head in addition to developing relationships with alumni and seeking fundraising opportunities. You will also be required to support the Marketing & Admissions Manager in the day-to-day administration of the admissions process.

Typical tasks will include but are not limited to:

### **HM's Personal Assistant**

- Point of contact with parents/teaching staff regarding non-routine matters (i.e. those matters which cannot easily be dealt with by the Receptionist)
- Dealing with the Headmaster's post/correspondence
- Running the Headmaster's diary
- Emails to/from parents and outside organisations
- Production of school calendar
- Contact with other schools (senior, prep schools, pre-schools)
- Contact with various organisations in connection with Harvest Festival arrangements (local sheltered housing, local residential homes),
- Maintaining up-to-date senior school prospectuses for reference by staff
- Maintaining pupil database, including information relating to possible future schools
- Taking minutes of full governing body meetings (termly)
- Taking minutes of significant formal meetings such as disciplinary or complaints
- Assisting with the preparation for School Inspections
- Ensuring school policies are subject to periodic review and making them available for staff and parents
- Assistance with census returns
- Dealing with incoming telephone calls/personal callers in the absence of the Receptionists
- Other duties as required by the Headmaster

### **Fundraising and Admissions Officer**

- Assisting the Head of Marketing and Admissions with all aspects of Admissions (correspondence, mailings, open mornings, new parents' evenings, etc)
- Assistance with the production of the school and alumni newsletters
- Production of class lists/house lists
- Assisting with the updating of the SEN register
- Inputting Leavers' details onto the Old Mallian Association database
- Input of email addresses for new parents and deletion of those who have left the school
- Building and ongoing support of a network of alumni, parents, past parents, staff and friends of the school
- Creation, promotion and management of a programme of communications, publications and events for alumni and other Mall supporters

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- Planning and delivery of events and all associated requirements (i.e. catering, venue management, speakers, booking, ticketing, parking), delivering on budget and on time, carrying out post-event evaluation, reports, photos and database management
- Ensure all communications are on message and aligned with the school's brand and branding
- Building a portfolio of alumni profiles for use in promoting the school
- Developing relationships with alumni/development professionals in other schools to share best-practice and network
- Building up the school's archives for use to engage alumni
- Acting as the first point of contact for alumni, managing enquiries and providing timely responses
- Manage the development database to ensure records for alumni, donors, parents, staff and other supporters are maintained accurately and efficiently and that data remains consistent, accurate and up to date
- Donation management (collection and recording of donations, sending thanks, receipts, Gift Aid)
- Logging all alumni interactions, including general correspondence, event attendance and donations
- Undertaking targeted research on alumni and potential donors including local businesses
- Enriching the data set by identifying and recording information about higher education, careers and relationships between individuals
- Routinely providing regular financial and analytical reports on income, direct debits, standing orders, Gift Aid collection etc.
- Preparing mailing lists (postal and email)
- Monitoring mailing returns (postal and email) and updating database
- Actively searching out lost alumni

**Hours of work are 8.30 am – 5.00 pm Monday to Friday (Term Time only, with three additional weeks to be spread over the school holidays, to be agreed with the headmaster). Salary to commensurate experience and in the region of £27,000.00 per annum.**

The 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 will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

CV's alone will not be accepted but may be submitted in support of the completed application form.

**Applications may be sent by post, marked for the attention of the headmaster, or by email to the HR and Compliance Manager, to: [compliance@themallschool.org.uk](mailto:compliance@themallschool.org.uk).**

**The deadline for applications is Friday 13 February 2026. Interviews will be conducted in the week commencing 16 February 2026.**



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### Headmaster's Personal Assistant / School Secretary - Person Specification

Training and Qualifications		Essential	Desirable
1.	Good education to A level, or the equivalent	✓	
2.	Skills/training in secretarial and/or administrative work	✓	
3.	Customer service experience		✓
4.	First Aid qualification		✓

Experience		Essential	Desirable
1.	Proficient user of Microsoft Office	✓	
2.	Experience of working with children		✓

Abilities and skills		Essential	Desirable
1.	Excellent communication skills, both oral and written	✓	
2.	Strong command of the English language	✓	
3.	Able to work independently or as a team member	✓	
4.	Proven organisational skills	✓	
5.	Accurate/fast touch-typing speeds	✓	

Knowledge and understanding		Essential	Desirable
1.	Understanding of School's database management system	✓	



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2.	Knowledge of the independent school system		✓
3.	Knowledge of Fundraising and Alumni	✓	
4.	Experience of design-based IT applications		✓

<b>Personal Qualities / Attitudes</b>		<b>Essential</b>	<b>Desirable</b>
1.	Excellent attention to detail and commitment to quality and excellence	✓	
2.	Ability to build rapport and communicate persuasively with people of different backgrounds especially parents considering The Mall School.	✓	
3.	Ability to deal with matters of a confidential nature	✓	
4.	Strategic thinking to develop existing and emerging opportunities	✓	
5.	Willing and able to adopt a flexible attitude to working hours to deliver the need to cover some evenings and weekends to include open mornings	✓	
6.	Well-organised, hard-working and efficient	✓	
7.	Sense of humour	✓	