



Head of Philanthropy

Starting Date: ASAP



MAGDALEN
COLLEGE SCHOOL

INDEPENDENT DAY SCHOOL
BOYS 7-18 & SIXTH FORM GIRLS





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 co-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



Working at MCS

There are many benefits to working at Magdalen College School. Founded in 1480 by William of Waynflete, the school has a rich history and an enviable location at the heart of Oxford beside the River Cherwell.

MCS is one of the country's leading independent day schools. 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 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 950 pupils, boys aged 7-18 and Sixth Form girls, and 350 members of staff who learn and work on the School's central Oxford site.

Academic

The pupils are a joy to teach – gifted academically and talented across a wide range of other pursuits. Pupils wear their considerable abilities lightly; they feel a very strong connection to their school, are kind to one another and are inquisitive and motivated. Public exam results see the school consistently placed among the most successful schools in the UK. In 2024, 44% of A Level grades were A*, 82% were A*-A and 95% were A*-B. At GCSE, 56% of grades were Grade 9, 79% were 9-8, 92% were 9-7 and 98% were 9-

6. Pupils are very successful in their university applications, with the vast majority gaining places at leading institutions, including around 25% gaining offers from Oxbridge.

Co-curricular

Co-curricular activities play a central role in life at MCS. The quality of the provision across sport, music and drama, as well as over 100 clubs and societies, is exceptional. There are around 40 music ensembles and over 70 concerts per year; some at MCS and some at venues around Oxford like the Sheldonian Theatre. There are 10-15 drama productions of various genre each year; some are performed at MCS, and some make use of theatres in Oxford such as the Playhouse and Burton Taylor. There is also a technical theatre academy. Sport is hugely popular and successful at MCS with a dual focus on participation and performance. Last year, 94% of all pupils represented the school in a competitive fixture and over the last few years we have won national titles in hockey, sailing and tennis. There are also numerous successes at local and regional level across all sports and a significant number of individual pupils are supported along talent pathways in various sports.

Pastoral

MCS places great value on the individual and is well-regarded for the quality of the pastoral care. Most teachers are also tutors, responsible for the day to day pastoral and academic care of their tutees under the leadership of the Heads of Year and Heads of Section. Tutor groups are organised through the house system which develops a sense of loyalty and identity and provides many opportunities for competitions from quizzing to football and from debating to singing. Our pupils are happy and have excellent relationships with each and with members of staff.

Remuneration

This is an all-year-round full-time contract with 38.75 working hours per week 08:15-17:00, Mon-Fri with one hour (unpaid) lunch.

This role offers an attractive and competitive salary range of £40,000 to £50,000 per annum commensurate on skills and experience.

Non-teaching staff are automatically enrolled/ can choose to enroll 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%.

Benefits

There is a wide range of benefits available to staff, including a free lunch. 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. Staff also have the opportunity to join choirs and music groups, and to get involved in drama productions.

Staff are encouraged to make use of the Senior Common Room within and after the school day, as an area for relaxation and shared discussion outside departments. Tea and coffee are served in the SCR at morning break, and cakes and fruit are available at the end of

the school day. Staff socials and guest night dinners are regular features of each term.

School fee remission is available for permanent members of staff whose sons and/or Sixth Form daughters are offered a place at the school following entrance tests and interviews, and is currently 50% pro rata subject to a minimum FTE of 50%. In addition, 20% fee remission is available pro rata for permanent MCS staff who have daughters attending Headington Rye, subject to a minimum of 50% FTE.





Philanthropy at MCS

Magdalen College School is one of the UK's top schools. Our success is secured by five factors:

- The excellence and diversity of our pupil body
- Being able to attract the very best teachers
- Creating facilities that enable the best education
- Being a leading place and voice in our extraordinary city and the wider world
- Having a sustainable and diverse economic model.

The school sees development as a central part of its strategy. The school's future ambitions are significant and it is clear that philanthropy will play a crucial part. The Waynflete Office will be working with the Master and Governors to plan the way forward on strategic projects, which are at the heart of Governors' planning to 2030 and beyond.

We want our donors to have a meaningful relationship with the school so that they are excited and thoughtful about the school's future, and their care, support and insights will help the school move forward faster.

Since 2019, the school has made transformational progress to secure bursary provision in perpetuity in order to underpin our critical success factors. The ambition is to secure an endowment of £15 million by 2030, the school's 550th anniversary, in order to fund bursaries and so secure the ethos of the school. The endowment now stands at just over £9 million and the number of donors to the school exceeded 800 last year.

This is a very special high-performing environment and a great time to join us. You will be working in a school with a deep heritage in one of the UK's most beautiful cities. That heritage informs us today; you will be part

of a team being thoughtful about our role in Oxford, of Oxford, and for Oxford and where partnership programmes such as The Bridge, for local primary school children, are a genuine and important part of the school's strategy and evidenced as such through external evaluation.

There is an active commitment to the wider fundraiser community: the Master is on the board of CASE, and the Director of the Waynflete Susie Baker is a trustee of the IDPE. We are committed to ensuring you have the personal development you need to deliver your role to the best of your ability. This investment in you rewards your commitment, drive, energy and high standards.

We recently won the Contribution to Social Mobility Award in the Independent Schools of the Year Awards. If that matters to you and you are ready to step up, please apply or ask about the role.





The Role

The School is seeking to appoint someone with the ability to help us build and secure philanthropic relationships with individuals in the MCS community.

You will be able to engage with a wide range of donors, ask them to support school projects and help them as they make their choices. Crucially, you will share the MCS story effectively and fearlessly.

We welcome applications for an ambitious development professional who is able to demonstrate fundraising experience and is ready to make their move to a more senior development post and continue their professional development further.

The successful candidate will be working closely with the Director of the Waynflete office, Susie Baker to meet prospective donors and secure donations.

You will be supported to develop your skills when you are in post through an induction and appraisal programme.

The Waynflete Office

MCS is a fast-paced environment where pupils and teaching colleagues succeed at the highest levels – the same level of energy and accomplishment is expected of the Waynflete Office. Established in 2015, the Office aims to take an integrated approach to strengthening relationships with

our alumni (Old Waynflètes), parents, past parents, and friends.

During the last decade, we have transformed philanthropy and placed it at the heart of school strategy. Our donors are celebrated in ways that reflect our history and their relationship with us. Our donor reports and stewardship show how important we feel it is to listen well and to match donors' interests with the school's needs, and the successful candidate will be a core part of that.

Our bursary ambition is the focus for fundraising and is complemented by a range of partnership activities, which donors also support. The Office is also proud of the funds raised for capital projects including the Richard Record Sixth Form Centre and Learning Support facilities. A master planning process for the school estate and our wider cultural contribution in the city are further developments that offer philanthropic potential.

This role reflects a serious commitment on the part of the Master, the Governors and the school to continue the breadth and depth of its development activity. Getting the right person who can flourish in the Waynflete Office is vital.

You will be valued as part of an experienced development team that achieves success with high professional standards. You will work closely with the Director of the Waynflete Office, the Master and Governors who have extensive experience of engaging the community in MCS's philanthropic aims.

As Director of the Waynflete Office, Susie Baker welcomes applications from candidates who may not have direct experience of the role but have demonstrable skills and experience that could easily adapt to the responsibilities.

Responsibilities

Responsibilities will include but not limited to:

Essential

- Working with the Director of the Waynflete Office to develop the major gift programme, to secure new donors and deliver new fundraising initiatives,
- Use your drive and listening skills to build focussed and exciting short, medium and long-term engagement plans with donors and supporters,
- Manage and steward a portfolio of 30 – 40 prospective donors capable of making five figure gifts to MCS,



- Plan and undertake face-to-face cultivation and solicitation visits with alumni, current and past parents, corporations and trusts, working with the Master and the Director of the Waynflete Office but frequently working alone,
- Attend events at Magdalen College School and elsewhere,
- Undertake any other reasonable tasks which may be necessary in order to assist the efficient and effective running of development activity and the Waynflete Office.

Desirable

- Show that you can work at a strategic level to understand and articulate an institution's mission, vision, and operating context,
- Manage and steward a portfolio of 30 – 40 donors capable of making six figure+ gifts to MCS,
- Show that you can develop and implement plans over a sustained period with a range of stakeholders that measurably contribute to the institution's ambitions,
- Project manage our regular giving programme (currently the telethon in alternate years and the school's Giving Days),
- Have experience of fundraising through regular giving programmes, legacy programmes, giving circles and stewardship,
- Be familiar with the Raiser's Edge database system or similar relationship management system,
- Have experience of integrating development or community-building into a wider institutional context,
- Deputise for the Director of the Waynflete Office and undertake other responsibilities as necessary.

The Candidate

The successful candidate will have the gravitas and communication skills to build relationships with prospective and current donors, and ideally have experience of face-to-face fundraising or regular giving. Additionally, you may already have their own portfolio of prospective donors. You will also be able to demonstrate your ability to take the next step in your career.

Energy and commitment to the school and the ability to develop relationships with individuals who would like to support the school financially are important attributes.

Personal Attributes

- A professional attitude, discretion and proven levels of confidentiality.
- A high level of emotional intelligence that allows you to understand our donors and how best to support them to enjoy giving and seeing school life flourish.
- Excellent communication skills, spoken and written.
- A proven ability to cultivate relationships which lead to financial support.
- Ambition and drive to deliver the school's development plans,
- Ability to succeed as part of a small team and to share expertise in support of the wider success of development activity.
- An understanding of and sympathy with the goals of the school, independent education, and development activity in an education context.
- Ability to understand and articulate the strengths and needs of the institution in a compelling and engaging way to donors at all levels.
- Ability to work well with a variety of people including

alumni, parents, colleagues and senior volunteers.

- Ability to use own initiative and work under pressure.
- Excellent organisational skills and attention to detail.

At interview we will ask you to provide concrete examples of successful donor approaches you have led: from cultivating the initial relationship, articulating the impact of the gift, through to how this has directly led to securing a significant contribution to your organisation's mission.

The postholder will work closely with the Master and reports to the Director, Susie Baker.

The current office staffing is the Director, the Head of Development Services, the Head of Information Management, the Communications Manager and the Office Administrator. In addition, a retired teaching colleague works as Director of Alumni Relations. There are close wider relationships with the Archives staff.





Life in Oxford

Located at Magdalen Bridge, with views toward both the city centre and east Oxford, MCS is close to a wealth of cultural, entertainment, and educational venues.

The City

Oxford, renowned as one of the world's most prestigious university cities, has a rich history dating back over a thousand years. Established in the early medieval period, the city grew around its strategic location on the River Thames, which facilitated trade and transportation. By the 12th century, it became an educational hub with the founding of the University of Oxford, the oldest university in the English-speaking world.

With its blend of ancient and modern, there is an abundance of activities to enjoy. Whether visiting one of the many historic buildings, colleges, or museums, dining in a restaurant, attending a performance, or exploring local boutiques, Oxford offers a diverse array of experiences for all interests.

The University

MCS shares many links with the University. Staff can enjoy free entry to the Oxford Botanic Garden and Harcourt Arboretum, watch our choristers perform evensong in Magdalen College Chapel, or use the University sports facilities on Iffley Road.

During the university's full term, Oxford buzzes with activity, hosting numerous talks, performances, fixtures, events, and celebrations throughout the academic year.

The Arts

Oxford is celebrated not only for its academic heritage but also for its vibrant cultural scene. The Ashmolean Museum, the oldest public museum in the UK, showcases art and archaeology from around the globe. The city's theatres, such as the Oxford Playhouse, offer a range of performances, while the annual Oxford Literary Festival attracts renowned authors and literary enthusiasts alike.

In June and July, the School hosts the Oxford Festival of the Arts, a multidisciplinary festival featuring events across the city. Each year, it offers a broad programme that embraces music, theatre, talks, comedy, film, literature, dance, art, photography, and more. OFA celebrates Oxford's diverse communities, offering something for everyone, regardless of age, background, or artistic experience. The festival's success is evident in its ability to attract nationally and internationally renowned artists

and performers, while also serving as an incubator for new works and arts-based initiatives.

Accommodation and transport

Oxford offers a wide range of accommodation options to suit various preferences and budgets. While many colleagues live in the city, a significant number choose to reside in surrounding villages and towns, which provide easy access to Oxford. Commuters benefit from an extensive bus network and park-and-ride services, and the school is well connected by dedicated cycle lanes from all directions. Additionally, Oxford's excellent rail links make it easy to reach London in just under an hour.





Partnerships and Professional Development

Partnerships

We aim to equip our pupils to make a positive and lasting contribution to their communities, both now and in the future.

Each year, the school coordinates and hosts a wide range of partnership projects and events, professional development meetings for fellow teachers, and academic, cultural, and sporting enrichment opportunities for local children. Key elements of this extensive programme include *The Bridge*, a Saturday school for Year 5 and 6 children; an academic extension programme in a range of science and humanities subjects; monthly partnership activity days; and weekly in-school extension classes in mathematics. In all these areas, we aim to support our community by fostering connections between people and by bringing them together in enriching, collaborative activities.

Community Service Organisation (CSO)

Through the school's Community Service Organisation (CSO), Lower Sixth pupils spend one afternoon each week volunteering in the community. Collectively, they volunteer over 7,500 hours each year. The placements vary, offering each pupil an opportunity to discover something that captures their imagination. Activities range from mentoring primary school pupils in Maths and English, running language clubs, providing

reading support, producing artwork for the walls of local hospitals, performing concerts in schools and care homes, to running practical science workshops in our teaching labs. Each year, a number of pupils choose to continue volunteering at their placements beyond the end of Lower Sixth.

Charity

Charity plays an increasingly important role in school life at MCS. Each year, the school votes to select a local charity to support, alongside our partnership school in Uganda, and every year group participates in fundraising activities.

The school's charity committee organises regular events to raise money and increase engagement across the school. Numerous staff and students take the initiative to hold their own fundraising efforts, from sponsored marathons and long-distance cycle rides to staff concerts, pupil-led talent shows, and House quizzes.

Professional Development

The school places a significant emphasis on the professional development of all staff. A half-termly CPD & Teaching Newsletter is distributed by email, which aims to highlight educational research and practical ideas, to share ideas from courses and conferences attended, to offer guidance on opportunities for CPD, and to highlight the work of colleagues in

the area of teaching and learning. All colleagues are encouraged to attend at least one external CPD course each year, and also to visit another school, place of work or university, where appropriate. The Teaching and Learning Group meets before school twice per half term. Its purpose is to consider developments in educational research, to facilitate discussion of teaching and learning, to offer a forum for the sharing of good teaching practice, and to support colleagues in experimenting with new teaching techniques.

Early Career Teachers (ECTs) and the Waynflete Teaching Certificate

The School has well-established procedures to support ECTs and is the regional hub for ISTIP ECT induction. The School also aims to offer teaching staff joining the school without a teaching qualification the opportunity to develop their teaching craft and reflect on their professional practice through a structured programme of training and support. For such colleagues, the school offers the Waynflete Teaching Certificate, which may ultimately lead to Qualified Teacher Status through the Assessment Only route offered by the University of Reading.





Application Process

Candidates wanting to apply to this vacancy should submit the documentation outlined below no later than Midday on Monday 25th November 2024.

Documentation

Candidates should submit the following two documents to the Recruitment Officer, Miss Yelena Molcanova (recruitment@mcsoxford.org), which can be found here.

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

All documentation should be sent no later than Monday 25th November, at midday. 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

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

Interviews

We anticipate holding interviews either on Monday 2nd December or Tuesday 3rd December. 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.

We reserve the right to interview and appoint before the above dates.

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 ID documentation and degree certificate(s). The enhanced DBS check is due to this role being exempt from the Rehabilitation of Offenders Act 1974.



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