



# Mill Water School

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## JOB DESCRIPTION

<b>Job title</b>	School Fundraiser
<b>Location</b>	Mill Water School
<b>Reporting to</b>	School Business Manager
<b>Grade</b>	D

### Job Purpose

To successfully fundraise and identify opportunities to raise the school profile in the wider community. To ensure the school website is compliant & current and promote the school community's successes through social media. To provide an administrative service to the school. This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English.

### Main responsibilities

#### Enrichment Activities

- To raise school profile, forming new relationships/partnerships and publicity.
- To fundraise for school.
- To complete Funding/Grant applications for significant projects.
- To liaise with the PTFA.

#### Social Media & Website

- To work with SLT in promoting the school on Facebook, with regular updates, including school news, vacancies, links with partners, agencies including DCC and SENTient Trust.
- To proof read existing text on the website.
- To contribute towards updating the website with new content.
- To attend meetings to plan and develop website content, style and appearance.
- To carry out quality assurance checks on content.
- To report technical problems to IT support staff.

#### Support to School

- To write and design general school material as directed.
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and report all concerns to an appropriate person.
- To be aware of and support difference and ensure all pupils have equal opportunities to learn and develop.
- To contribute to the overall ethos/work/aims of the school.
- To attend and participate in regular meetings.
- To participate in training and other learning activities as required.
- Recognise own strengths and areas of expertise and using these to advise and support others.
- Respect confidentiality.
- Promote the school at all times.

This document outlines the duties for the time being to indicate the level of responsibility. It is not a comprehensive or exclusive list and the duties may be varied from time to time which will not change the general character of the job or the level of responsibility entailed.

## Person specification

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Good general standard of education</li> <li>• High levels of literacy and numeracy</li> <li>• Bid Writing or proven experience at successful bid writing / fund raising</li> </ul>	<ul style="list-style-type: none"> <li>• Maths and English GCSE grade A**-C</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Working as part of a busy team</li> <li>• Working with computer records and filing systems</li> <li>• Evidence of high quality written material for interview.</li> </ul>	<ul style="list-style-type: none"> <li>• General office experience</li> <li>• Working in a school environment</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• ICT literate</li> <li>• Ability to communicate effectively</li> <li>• Ability to develop good working relationships with colleagues</li> <li>• Ability to work independently</li> <li>• Ability to work as part of a team</li> <li>• Ability to preserve confidentiality</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of using MS Office, email and databases</li> <li>• Knowledge of SIMs</li> <li>• Knowledge of special needs education</li> <li>• Knowledge of social media privacy settings</li> <li>• Good ICT skills to produce content for the school website</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Punctual</li> <li>• Organised</li> <li>• Committed and enthusiastic</li> <li>• Willing to learn new skills</li> <li>• Flexible and adaptable</li> <li>• Strong sense of responsibility</li> <li>• Willing to contribute to different areas of work to meet team priorities</li> <li>• Pleasant, approachable and friendly persona</li> </ul>	<ul style="list-style-type: none"> <li>• Motivated to work with children and young people</li> </ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• Clear enhanced DBS</li> </ul>	