



Sandroyd

Candidate Information

**Old Sandroydian Secretary and
School Development Officer**

Commencing September 2021

Introduction

Sandroyd is an independent, co-educational prep school for day and boarding pupils aged from 2-13 years. For over 125 years Sandroyd has represented the very best in prep school education. We aim to develop children through a combination of a caring and supportive environment with the provision of stimulating opportunities in and out of the classroom.

Sandroyd is very much a forward-looking prep school with a firm grip on tradition. In the Prep School we are proud of our record of academic success at both Scholarship and Common Entrance level and our Honours Boards tell a consistent tale of excellence in examinations to all leading public schools. This success is a result of the academic ethos in both the Prep and Pre-Prep Schools.

Sandroyd has wonderful facilities and resources and is set in extensive grounds within 7,000 acres of the stunning Rushmore Estate. The school owns the freehold to Rushmore House and approximately 60 acres surrounding the main buildings. The school has enjoyed a high level of investment over the past few years with the addition of a new state of the art sports hall, new classrooms and laboratories and a purpose-built Pre-Prep department. Last year we opened a new art studio and dance studio and refurbished two of our boarding houses.

Sandroyd has approximately 220 pupils on the roll with 40 in the pre-prep and 180 in the main school. The heart of the school is in boarding and whilst many country prep schools have dramatically reduced their boarding in recent years, Sandroyd has bucked this trend, with a thriving boarding community. Our boarding is currently full.

Pastoral care is one of Sandroyd's great strengths. Each child has a personal tutor or form teacher who is responsible for monitoring academic progress, seeing that out of class hours are spent profitably and productively and generally being the first port of call whenever needed. The school aims to produce academic, well-rounded children and to that end operates a long day. The prep school day starts at 8.20am and finishes at 6.30pm for senior children in the prep school.



The Post

We are seeking to appoint an enthusiastic candidate with strong administrative skills. The ideal applicant will have excellent communication, organisational and prioritisation skills and will enjoy engaging and cultivating relationships with our alumni (Old Sandroydians) and the wider school community.

This role is a new role at Sandroyd with the principle aim of improving alumni relationships with the school and growing our current database of Old Sandroydians. The Old Sandroydian Society is the alumni association of Sandroyd School and has recently had a resurgence following a successful Old Sandroydians' Day a few years ago. When pupils leave Sandroyd, they are welcomed as Old Sandroydians. We currently have about 500 contactable former pupils and a further 500 former parents, staff and Governors. However, we are looking to re-engage with well over a thousand Sandroydians with whom we have lost contact.

The role is part time (anticipated minimum 20 hours per week). The salary is dependent on skills and experience.

Support Staff Benefits at Sandroyd

- Annual Leave: Negotiable, to suit both the school and the successful candidate.
- Lunch: During term time, lunch is available for staff free of charge.
- Pension: Sandroyd runs a group personal pension scheme with Standard Life, into which new staff are automatically enrolled on their first day of employment. The contribution rates are 3% employee and 5% employer.



All of our staff are dedicated to going the extra mile to provide an exceptional education for each and every child at Sandroyd. This can only be achieved by working with outstanding team players who share our values; who care greatly about their colleagues, our children and their parents; and who are motivated by the importance of their work.

Sandroyd has an all-embracing staff culture, which sees us support and communicate with one another at all times. The staff at Sandroyd are undoubtedly our most important and valued asset, and we work hard to ensure they are rewarded appropriately. We work closely with everyone so that they have the correct training and support to be able to seek internal or external promotion as appropriate to their experience and skill level.

With increased demand for pupil places, we have benefited from significant investment in the school's facilities. The Governors, Headmaster and Senior Leadership team are ambitious to ensure that Sandroyd remains at the very forefront of boarding prep schools in the country, and the successful candidate will be joining the school at an exciting time in the next stage of the school's development.

Candidate Specification

The successful candidate will:

Essential

- Be qualified to degree level or have relevant work experience to the role
- Have excellent interpersonal communication and relationship-building skills in order to engage and work with alumni, parents, colleagues and other members of the wider Sandroyd community
- Have experience of planning, organising and managing events
- Excellent written skills (grammar, spelling, punctuation)
- Excellent all-round IT skills, including competence with all aspects of MS Office (including mail merge and Excel)

Desirable

- Have experience of managing online and social media communities and writing for publications
- Understand the workings of a small independent prep school
- Have an interest in, and demonstrable capability relating to, the evolving digital marketing
- Have proficiency in the use of relational databases
- Have proficiency in the use of InDesign, Canva, Mailchimp or other comparable communication and design software
- Possess ad hoc photography skills to document events

Personal Attributes

- Be highly motivated, positive and enthusiastic
- Have excellent time keeping skills and sense of prioritisation
- Have the ability to work effectively both in a team and independently
- Excellent planning and organisational skills
- Have an eye for detail and commitment to accuracy
- Have the ability to build strong relationships with the staff, parents and Old Sandroydians

Our Vision

We aim to provide an exceptional education that allows each individual to fulfil their academic, sporting, cultural and social potential. This is fostered through the provision of outstanding pastoral care which provides a happy, nurturing environment, and bestows children with the confidence and skills to challenge themselves, now and in the future. We seek to combine the best in modern educational methods with an emphasis on the time-honoured virtues of good manners, self-discipline and respect for others.

Sandroyd places a strong focus on developing a child's 'soft skills', including developing emotional intelligence. We focus on ensuring good learning habits, teaching mindfulness, developing pupils' character, and embedding 'grit'.

In practice, most of these soft skills are best developed outside of the classroom. By taking part in a daily sports programme and activities such as drama and music, regularly, children are able to develop their confidence and self-esteem. Many of these activities inherently ensure that children will experience failure that in turn allows them to have the opportunity to build up their resilience and understand how to learn lessons from setbacks.

Equality and Diversity at Sandroyd

We recognise the value of a workforce in which people from diverse backgrounds are encouraged to introduce fresh ideas and contribute to delivering an outstanding education. Our staff work in a supportive and safe environment, recognising their responsibility to value and respect each other's contributions. Standards of conduct are expected to be of the highest level to ensure that no-one is harassed, bullied or victimised.

We are in favour of a workforce which reflects the make-up of the local and national population. No job applicant, temporary worker or employee should receive less favourable treatment on the grounds of age, disability, gender, race and ethnicity, religion and belief (including no belief), marriage or civil partnership status or sexual orientation.

We are conscious that there are many groups that are currently under-represented at Sandroyd and we are committed to changing this. To that end, we actively encourage applicants from all backgrounds.

Further Information

Any offer of appointment will be subject to satisfactory references and criminal record checks via the Disclosure and Barring Service. Letters of application should state what particular skills and attributes you can bring to Sandroyd School, brief details of how you fit the position, including specific details of experience and achievements, and any interests and hobbies.

The completed application form and your brief letter of application should be addressed to the Headmaster and sent via Mr Chris Stewart, Bursar at Sandroyd School, Rushmore Park, Tollard Royal, Salisbury, Wiltshire. SP5 5QD or by email to cstewart@sandroyd.com. **Interested candidates should apply by midday on Friday 4th June 2021. Interviews will be held at Sandroyd on Wednesday 16th June 2021.**



Job Description

The following Job Description covers the principal tasks required of the Alumni Relations and Development Officer. It is not necessarily a complete list of everything required for the full professional discharge of duties.

Reports to: Headmaster

Alumni Events

- Organise and attend social events in both the local area and London.
- Organise other events as appropriate and relevant
- Organise the Old Sandroydian (OS) Day at Sandroyd (normally every three years)

Communications

- Writing Old Sandroydian News (termly newsletter)
- Create and distribute OS E-Newsletter via Mailchimp (termly)
- With the Director of marketing, manage social media activity and foster growth of online communities to support alumni engagement
- Update the Old Sandroydian web page with latest news, events and fundraising details
- Be the main point of contact between the school and Old Sandroydians
- Engage with alumni correspondence.

Database management

- Actively seek to grow the contact details of Old Sandroydians on the alumni database
- Manage the alumni database
- Help in the coordination of fundraising and stewardship events
- Assist with specific fundraising campaigns such as the school's transformational bursary programmes and special appeals
- Assist in the delivery of one-off school events as required

Development Office

- Supporting the Chair of Governors, Bursar and Headmaster with occasional prospect research and relationship-building with potential and existing donors

Professional Standards

- Support and maintain loyalty to the school at all times both during and outside school hours.
- Help develop the school's ethos, aims, values and standards.
- Attend school functions as requested.
- At all times set a good example to pupils by following the guidance in the Staff Handbook and reinforced in the policy files.
- Read and understand the school's Child Protection Policy, Anti-Bullying Policy, Code of Conduct and Staff Handbook.



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