



MERCHANT TAYLORS'
School

*Development Executive
Fundraising & Stewardship*

From July 2025

Information for Candidates



Welcome from the Head Master



We are delighted that you are interested in joining us at Merchant Taylors'. We are a highly successful day school for boys aged 11-18 situated in north-west London, close to Moor Park on the Metropolitan Line.

This is an exciting time for Merchant Taylors' School. The School delivers academic excellence by nurturing pupils' individual passions and interests, instilling a lifelong love of learning. At the heart of the School is its commitment to holistic education: offering the widest set of experiences to each pupil. An education at Merchant Taylors' is academic and challenging, but full of joy.

We hope this brochure gives you a sense of Merchant Taylors' School and the role you could play here. I warmly invite you to join us on this journey.

Yours sincerely,
Simon Everson

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for you.



The School

Merchant Taylors' School is a leading independent day school offering an outstanding, all-round education for over 960 talented boys aged 11 to 18 years. Competition for places is fierce, and entry is by competitive assessment at 11+ and 16+. Merchant Taylors' Prep School caters for an additional 370 boys from 3 to 11 years of age offering a through-school experience for suitable boys.

Renowned for its high academic achievement, Merchant Taylors' pupils are intellectually able, curious and enthusiastic about learning. These qualities are fostered through an academically ambitious curriculum and forward-thinking teaching methods that seek to stretch, challenge and support boys in their studies. A wide range of co-curricular activities further inspires and develops the boys' skills, passions and interests, ensuring they develop as happy, confident individuals ready to make their mark on the world.

Public examination results are outstanding, the majority of students proceeding either to leading universities as well as medical schools in the UK or abroad. We pride ourselves on our outstanding pastoral care as well as our excellent academic results, and aspiration in all areas goes well beyond the norm, making Taylors' a particularly exciting and rewarding place to teach.



History

Merchant Taylors' School has been one of the leading boys' schools in the UK since its foundation by the Merchant Taylors' Livery Company of the City of London in 1561. One of the nine great 'Clarendon schools', its alumni have achieved distinction throughout history. However, the School wears its heritage lightly, its strong sense of tradition very much at the service of the future. Through the Merchant Taylors' Educational Trust, it retains close links with other Merchant Taylors' schools, and with the Merchant Taylors' Company itself. Relocated from the City of London to Sandy Lodge, Northwood in 1933, the School sits on 280 acres of parkland, playing fields and lakes, all within easy reach of Central London, Middlesex, Buckinghamshire, and Hertfordshire.

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Campus and Facilities

Merchant Taylors' is fortunate to have some of the finest school grounds in the country. With state-of-the-art facilities, it provides an exceptional educational environment for its pupils. Located in Moor Park in North London, Merchant Taylors' is just a 30-minute underground journey from Central London and is easily accessible from Hertfordshire, Middlesex and Buckinghamshire.

The School's impressive sporting infrastructure includes 60 acres of playing fields, a new world-class five-lane indoor cricket centre, cricket nets, ten cricket squares, a heated indoor pool, a large indoor sports hall, three floodlit all-weather hockey pitches, lakes for sailing and windsurfing, floodlit hard tennis courts, squash courts and an athletics track.

The state-of-the-art Design, Engineering and Technology building has university-standard equipment.

The Performing Arts are well catered for with rehearsals, recitals, chamber concerts and recordings taking place in the bespoke Recital Hall, while major concerts are given in the Great Hall. The Studio Theatre provides another rehearsal and performance space for plays throughout the year.



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The Person

We are looking for an outstanding individual to join our Development and Alumni Relations team to help guide and deliver our regular giving and stewardship programmes. The ideal candidate will have experience of running successful major fundraising appeals to large audiences. They will have the ability to draft persuasive and accurate copy to support both fundraising and stewardship literature. They will be highly motivated and creative, driving new initiatives to boost participation, increase overall giving, while also increasing retention of donors through an outstanding, tailored stewardship programme. They will be a team-player who can work autonomously when required, but can work collaboratively, and will support other team members with aspects of their work.

The Position

The Development and Alumni Relations Office leads the process of generating long-term and consistent voluntary income for Merchant Taylors' School, and for running a comprehensive alumni and parental relations programme.

The Development Executive (Fundraising and Stewardship) will be responsible for planning, managing and having an input to the strategy for a regular giving programme at Merchant Taylors' School, with a focus on increasing the participation (giving rates) of both our alumni and parental constituencies, as well as donor retention through planning and executing a stewardship programme for benefactors of all levels. Some face-to-face fundraising may also be required, particularly relating to legacy fundraising.

The post-holder will need to be prepared to undertake any other duties as may be reasonably required and requested by the line manager to meet the School's priorities and demands. The office structure includes an Administrator who will support this role with much of the administrative burden.



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Summary of Responsibilities

Fundraising

- Developing and innovating the school's regular giving programme, the Merchant Taylors' Fund, to ensure a consistent income stream and increased participation from alumni, parents and friends.
- In conjunction with external consultants, running our (currently) biennial telephone fundraising campaigns and Giving Days.
- Liaising with school departments, clubs and societies to identify exciting projects to motivate supporters.
- Segmenting and targeting recipients for appeals to ensure the greatest impact and returns.
- Devising the strategy for promoting legacy giving as a means of supporting Merchant Taylors', and to implement this strategy to increase the number of known legacy pledges to the school.

Stewardship

- Establishing and running a comprehensive benefactor stewardship programme that thanks and stewards donors at all levels, including legacy pledges, through regular communication and events.

Reporting

- Reporting on progress against all objectives to the Development and Alumni Relations Sub-Committee of Governors.
- Where appropriate, working with the Development Executive (Events and Communications), to produce benefactor report publications and contribute to other Development publications.
- Ensuring that all contact with OMTs and parents is recorded on the Development Office's database, the Raiser's Edge.

Safeguarding

- It is the post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact and to adhere to and always ensure compliance with the School's Safeguarding Policy Statement. If while carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the Head Master.

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Conditions & Benefits

General Conditions

Start date: ASAP

Hours: Full-time, 9am – 5pm (35 hours per week). Due to the nature of the post, the 35-hour week will not always fall between 9.00am and 5.00pm from Monday to Friday, but time off in lieu of additional hours will be given and there can be some flexibility. There is a one-hour unpaid lunch break.

Salary: £39,749 - £46,017 per annum (dependent on qualifications, skills and relevant experience)

Other Benefits

- 25 days per annum plus public holidays
- 15% employer contribution to a defined contribution pension scheme (3% employee contribution)
- Life cover 4 x annual salary and income protection
- Access to a cash flexible benefit in lieu of pension contribution
- Access to a number of lifestyle benefits including Cycle to Work, ULEV cars, and retail discount vouchers via our benefit provider
- Staff fee remission on school fees (subject to admissions criteria).
- Use of School leisure facilities, including pool, gym and fishing lakes.
- Lunch provided free of charge when the School Catering Department is open.
- Free parking on site, with access to electric vehicle charging (payable via app).
- Support for professional development and professional membership fees.

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Person Specification

Qualifications

	Essential	Desirable	Method of Assessment
Educated to degree level or equivalent.	✓		Applicant's certificates Discussion at interview
Hold a professional fundraising qualification.		✓	Independent verification of qualifications

Experience

	Essential	Desirable	Method of Assessment
Experience working with Microsoft Office.	✓		Application form
Experience working with CRM databases.	✓		Interview
Experience of running successful fundraising appeals.	✓		Practical interview task
Experience of producing donor communications as part of a stewardship programme.	✓		Professional references
Experience working with Blackbaud's Raiser's Edge database or equivalent fundraising CRM.		✓	
Experience with detailed research and data analysis.		✓	
Experience of working in a development office environment in an educational setting.		✓	

Skills

	Essential	Desirable	Method of Assessment
Strong organisational skills, with the ability to plan and execute complex projects to deadlines.	✓		Application form Interview
Ability to work well under pressure.	✓		Practical interview task Professional references

Knowledge

	Essential	Desirable	Method of Assessment
An understanding of charity fundraising.	✓		Application form
An understanding of tax efficiencies of charitable giving, including Gift Aid.	✓		Interview
An understanding of the Independent School sector.		✓	Practical interview task Professional references

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Personal competencies, qualities, attitude and behaviours

	Essential	Desirable	Method of Assessment
Excellent social and communication skills.	✓		Application form
Confidence in networking, and the ability to represent Development internally, and the school externally.	✓		Interview
Ability to work as a team player in support of the Development Director and the Department as a whole.	✓		Practical interview task
Excellent attention to detail, particularly in written communication.	✓		Professional references
Professional demeanour, loyalty and be able to respond to multiple demands.	✓		
Flexibility regarding work schedule owing to the nature of the job and the requirement to participate in and attend events out of normal working hours.	✓		



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The Process

Please complete an application form and an accompanying letter (maximum 500 words) outlining your suitability for the post; you may wish to include a brief CV.

Applications to be submitted by 9.00am on Monday 19th May 2025.

Interviews will be held on Thursday 22nd May 2025.

If you have any questions regarding the role, please contact Nick Latham, Director of Development and Alumni Relations, on 01923 845589 or njl@mtsn.org.uk.

Applications to (email or post):

Recruitment Officer

Merchant Taylors' School

Sandy Lodge

Northwood

Middlesex

HA6 2HT

Email: recruitment@mtsn.org.uk

Merchant Taylors' School is an equal opportunities employer and committed to safeguarding and promoting the welfare of children. This role will bring you into contact with children, you are expected to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974.

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).

How we use your information

We will use the information which you provided, and which we collect from other sources (such as from references and from the Disclosure and Barring Service) for the following purposes: to assess your suitability for the role for which you have applied, to assess your suitability to work with children and to enable us to comply with our legal obligations (including safeguarding and promoting the welfare of children).

Further information on how the School uses personal data is set out in the School's Staff Transparency Notice, which can be found on the Vacancy page of the School Website.

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