



SEVENOAKS SCHOOL
FOUNDATION

TELEPHONE CAMPAIGN CALLER





THE SCHOOL

Founded in 1432, Sevenoaks enjoys a global reputation as a centre of academic excellence and a flagship school for the International Baccalaureate. A co-educational day and boarding school, it offers a stimulating, intellectually demanding and balanced education for over 1200 students from ages 11 to 18.

Sevenoaks is one of the world's leading IB schools, having taught the International Baccalaureate for over 40 years. For nearly 20 years, all Sixth Form students have taken the full IB Diploma with consistently outstanding academic results which are testament to the school's experience and commitment to the programme.

Sevenoaks is the top large-cohort IB school in the UK and among the top five globally. In recent years it has been the second highest achieving large-cohort IB school in the world. Sevenoaks is also the top fully co-ed all-IB boarding school in the UK, according to Best Schools (Education Advisers Ltd). The Sunday Times named Sevenoaks School Co-educational Independent Secondary School of the Year in 2023.

The school is one of the largest employers in the local area, employing staff in a wide variety of roles, and aiming to be an employer of choice for top staff from around the world. We offer our staff a competitive range of benefits and are in the process of developing a range of progressive employment policies and opportunities for personal and professional development. All Sevenoaks staff are encouraged to enjoy facilities such as our sports centre and pool, attend performances

at our performing arts centre, and get involved in service activities within the local community. We strive to promote the positive mental and physical health of all staff, and are committed to ensuring that equality, diversity and inclusion are at the very heart of our culture and community. We believe every member of the school community should feel welcomed, included and valued.

THE CAMPUS

The school is situated in the Kent market town of Sevenoaks and has a prime position at the top of the high street. The 100-acre site, which includes several listed buildings and attractive gardens, is beautifully landscaped and adjoins the medieval deer park of Knole. London is only a 30-minute train ride away and the school is in commutable distance from several Kent towns including Orpington, Tonbridge, Tunbridge Wells, Bromley, Kings Hill and Dartford.

Recent developments on campus include a superb sports centre, a state-of-the-art performing arts centre, a world-class Science and Technology Centre and a Global Study Centre for the Sixth Form. Our campus has earned several architectural awards, including two RIBA National Awards (2019, 2022).

With eight distinctive and comfortable boarding houses, our boarding community is fun, friendly and busy.



SEVENOAKS SCHOOL FOUNDATION

Sevenoaks School Foundation was established in 2004 to support the development of Sevenoaks School.

Throughout its long history, Sevenoaks has been transformed thanks to the collective generosity of parents, alumni and staff. Every donation to the Foundation supports the school's aim to provide a distinctive education that is broad, integrated, outward-facing and imbued with social purpose.

The Foundation Trustees work in close partnership with School Governors and senior staff to determine strategic priorities. The Foundation has been able to invest more than £75 million in the world-class teaching, learning and living environments enjoyed by students, staff and the local community today: The Sennocke Centre (2005), The Space (2010), The Science & Technology Centre and Global Study Centre (2018) and Aisher House (2019). The Foundation has also supported the Institute of Teaching and Learning (ITL) to ensure Sevenoaks remains at the forefront of education.

Donations to the Foundation have widened access to a Sevenoaks education through bursaries; now over 60 students receive financial assistance. In 2032 the school will celebrate its 600th anniversary and philanthropy will continue to support the legacy of the school's founder William Sevenoke.

The Foundation also administers the Old Sennockians event programme.

Find out more about the Foundation at <https://foundation.sevenoaksschool.org/> and

alumni at <https://osonline.sevenoaksschool.org/>.

THE ROLE

This is a part-time, supervised, remote fundraising and engagement role for 15 consecutive days from 16 – 30 June 2025. It includes two days of training and the opportunity to develop useful, transferable skills to support your career development by telephoning Old Sennockians and parents.

Alongside a carefully selected team of U6 and recent leavers from Sevenoaks School, you will learn how to telephone former students and parents, build rapport, negotiate, fundraise and process donations. This role is both challenging and rewarding, providing valuable experience to bolster your CV.

We welcome applications from current U6 students and recent leavers from Sevenoaks School. Applicants should feel confident in their language and communication skills, with a second language as an advantage, and demonstrate a passion for a Sevenoaks education and the importance of financially assisted places. You should show resilience, tenacity and commitment, and be willing to learn and take on feedback and coaching, as well as having the opportunity to connect and network with former Sevenoaks students, many of whom are leaders in their industries. You can find out more about the impact of financial assistance at <https://foundation.sevenoaksschool.org/our-impact/people/>.



REPORTING TO

This role reports to Sas Enderby Coles, Regular Giving Manager.

MAIN DUTIES AND RESPONSIBILITIES

Please note this is a non-exhaustive list and serves to indicate the type of roles that the successful candidate would be required to undertake:

- Act as an ambassador for Sevenoaks School
- To build rapport and foster lifelong relationships between alumni and Sevenoaks School
- To update contact information and protect data accordingly
- To provide information about current projects at school
- To negotiate, inspire and ask for financial contributions to the Foundation, working to targets
- To always remain professional

PERSON SPECIFICATION

ESSENTIAL

- A current U6 student or recent leaver of Sevenoaks School
- A confident attitude
- Excellent listening, speaking and writing communication skills
- To work individually and as a team member, attending all training and calling sessions during the campaign

- To use initiative to solve problems and ask for support as required
- Punctual, reliable and hard working
- Passionate about education and Sevenoaks School
- Excellent attention to detail
- Ability to take on board coaching and advice

DESIRABLE

- Previous experience as a telephone caller or fundraiser
- Awareness of the importance and impact of financial assistance

HOURS

Weekday evenings from 18:15 – 21:30 with one evening off per week, Saturdays from 09:45 – 17:00, and Sundays from 13:45 – 20:00. Weekend shifts include breaks. These times may alter and are subject to confirmation.

SALARY

£14.10 per hour (including holiday pay). Callers can earn up to £821, which includes 12 hours of training and approximately 46 hours of calling across two weeks.

NOTE

This job description is not intended to be a comprehensive statement of procedures and responsibilities, but instead sets out the principal expectations of the school in relation to the post holder's professional responsibilities and duties. We are looking for an individual who is adaptable,



flexible and willing to carry out the wide range of duties that are likely to be required to make a success of this role.

CHILD PROTECTION

All staff have a responsibility for promoting and safeguarding the welfare of children with whom they come into contact and are required to adhere to and ensure compliance with the school's Safeguarding Policy Statement at all times. If, in the course of carrying out their duties, a member of staff becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must immediately report their concerns to the Deputy Head (Pastoral).

OFFER CONDITIONS

Sevenoaks School is committed to safeguarding and promoting the welfare of children, therefore, the offer of employment is subject to the satisfactory completion of a number of background checks including but not limited to an enhanced DBS check with Children's Barred List check, the taking up and verification of references and the verification of career history and fitness to undertake the role. The complete list of required checks will be provided to the successful candidate.

HEALTH AND SAFETY

Under the Health and Safety at Work Act 1974 and subsequent legislation, the school is obliged to provide you with a workplace and working conditions which so far as is reasonably practicable, are safe and without risk to health. You are required by health and safety legislation to take reasonable

care for your own health and safety and for the health and safety of others.

APPLICATION

If you wish to be considered for this role, please complete the online application form at <https://foundation.sevenoaksschool.org/support-sevenoaks/student-callers/>.

The closing date for applications is 30/04/2025 at 23:59.

Applications will be reviewed on a daily basis and interviews may occur at any stage. The school reserves the right to appoint at any stage of the recruitment process. We therefore invite interested candidates to apply as soon as possible rather than working to the closing date.

At Sevenoaks School our mission is to ensure that students secure their full potential. We prepare young people for life in a modern, global society and seek to provide every student with excellent role models. Having a diverse staff enhances our school community and we warmly welcome applicants from all backgrounds.

Please contact the Human Resources Office at humanresources@sevenoaksschool.org or by telephone on 01732 467740 if you have any questions about a completed application.