



Caithness
Consulting

Executive Search by Professionals, for Professionals
Our Experience Makes the Difference



Bloxham School

Engaged by our client to recruit a
Development Officer

Candidate Information Brief



About our Client

Bloxham School

WELCOME TO BLOXHAM SCHOOL

We are a co-educational boarding and day school for pupils aged 11 to 18: a small school with a holistic focus, where every child is known.

The individual matters at Bloxham School and the expectation is that every child will flourish. We believe this is a special place in which young people can grow, explore, learn and reach their full potential. Bloxham is small enough to ensure that each student receives individual attention, yet large enough to offer every opportunity a school twice its size could deliver.

At Bloxham, there is so much for children to explore and try, with people there to look out for them and congratulate them on their successes or pick them up when needed. A Bloxham education looks to give skills for life, not just for when they leave school at 18. Core values are important, with a focus on service, community and friendships. At Bloxham, we look to develop character and self-worth, encouraging our pupils to think of others before themselves and to give rather than take. We help to educate future world leaders and leaders in business, providing them with the skills to know what to do with that leadership for the benefit of all.

Virtual Tour

Explore the School site with a virtual tour:
[Bloxham School Virtual Tour](#)

Bloxham Ethos

Bloxham is committed to offering as many students as possible the opportunity to take advantage of its educational model. Bloxham offers a holistic education within a boarding community underpinned by Christian values. As a School we are committed to ensuring that every individual student receives a Bloxham education consisting of the following five hallmarks:

- A passion for learning - fostering creativity and the capacity for dynamic, independent and critical thought.
- A balanced curriculum - a challenging academic programme, complemented by a broader curriculum which inspires curiosity, rigour and ambition.
- A gold standard of pastoral care - nurturing the well-being of all within the setting of a boarding community.
- Development of character - through promotion of responsibility, generosity, resilience and imagination.
- Christian values - nurturing a compassionate spirit so that our students become a force for good in an ever-changing world.



Dear prospective applicant

Thank you for your interest in Bloxham School and the role of Development Officer.

This is a new role and a wonderful opportunity to make a real difference within the Bloxham community. The Development Office is a small, but growing, team and already doing great things, but we know how much more we could achieve with the right person on board to support our philanthropic efforts.

It was the vision of our Founder, Philip Egerton, that Bloxham should be a school for families from all backgrounds, with financial support available to those who need it. Ensuring that Bloxham is inclusive and accessible remains at the heart of the work we do and fundraising for bursaries and hardship support is our main focus.

While the School has been operating since 1860, we are in the relatively early stages of our development journey. We are looking for someone with fundraising experience, strong relationship skills and enthusiasm to join the team and help us to raise the work of the Development Office to a new level within the Bloxham Community.

If you would like to know more about Bloxham and the role, please do not hesitate to get in touch.

Rachel Graves
Head of Development



Educating a
child's mind,
body & soul



The Role

Development Officer

We are seeking a dynamic, commercial and highly motivated fundraising professional with excellent networking and influencing skills to join the school.

This is an exciting new role at Bloxham. This key post will allow the Head of Development to focus more fully on developing strategy, and major donor solicitation and cultivation.

You will also work alongside the two Alumni and Development Officers who share a full time role.

You will contribute to the overall fundraising strategy with specific responsibility for individual regular giving, creating and delivering a sustainable regular giving programme at the school.

You will work to increase the membership and contribution of the Egerton Society, the School's legacy society, through a range of approaches and strategies.

Read more about the Egerton Society at:

[Legacy Giving - Bloxham School](#)

While educational fundraising experience is not required, the successful candidate will have experience of strategic fundraising across a range of fundraising income streams.

In addition, you will have a strong working knowledge of fundraising CRM systems and the ability to manage and extrapolate data as it relates to the successful management of all fundraising activities.

The School's current development database is InTouch [Welcome to InTouch Software](#)

Training with InTouch will of course be provided if required.



Inspiring curiosity,
rigour and ambition.





Your skills & attributes for success

Development Officer - You will have:

- Proven experience of fundraising with a keen natural ability to build and develop donor relationships.
- Excellent written and oral communication skills.
- Strong people skills excelling in building excellent interpersonal relationships.
- An engaging, outgoing and positive attitude with strong proven organisational and office skills.
- An outgoing and positive personality with a pro-active, can-do attitude.
- The ability to work under pressure to ensure deadlines and targets are met.
- A commitment to Bloxham's educational ethos.

Remuneration Package & Benefits

Compensation:
C.£32 - £35k depending on experience.

Terms:
Full time (37.5 hours per week), permanent.
(occasional evening and weekend work will be required where necessary).

Holidays:
25 days plus public holidays.

Benefits include:

- Free lunches during term time.
- Scottish Widows pension.
- Use of sporting facilities in line with school policies.
- Free parking.
- Free coffee and tea and pastries.

However, what must be one of the main benefits of this role is working in such an amazing environment with awesome scenery and leisure activities on your doorstep.





Eilish McDowell

Will be the Consultant who will lead on this role

Contact details

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✉ E-mail: eilish@caithnessconsulting.co.uk

How to Apply

Caithness Consulting has been appointed by Bloxham School to conduct this search on their behalf. We pride ourselves on our candidate centred approach and welcome initial confidential discussions with potential candidates before deciding to apply. Should you wish to do so, please contact Eilish to arrange a convenient time.

Alternatively, please complete the application form available on our [website](#).

We will review your details and respond as soon as we can.

Closing Date: Monday 21st April 2025

In Person Interview Dates: 1st and 2nd May 2025.

A full job and person specification, plus other documents of interest are available to download from the vacancy page on our website. www.caithnessconsulting.co.uk





Our professional integrity underpins and informs everything that we do individually and as a company.

As the world of recruitment becomes ever more reliant on technology and while we embrace these benefits, we never forget that we are in a “People Business” and People matter.



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www.caithnessconsulting.co.uk