



CLAREMONT  
FAN COURT SCHOOL



# DIRECTOR OF DEVELOPMENT

CANDIDATE INFORMATION

# WELCOME

Dear candidate,

Thank you for your interest in the role of director of development. I am delighted that you are considering joining our community.

The past seven years have been transformative for Claremont – our sixth form has doubled in size; our governance has strengthened, and we now offer a seamless 2–18 educational journey shaped by a nurturing vertical structure.

Recent growth in academic outcomes, pupil numbers and our reputation reflects the way in which the wider community has responded to Claremont's evolution. Our staff and pupils, past and present, will tell you that Claremont has always been a special place: a genuinely welcoming community where goodness underpins our values. This long-established ethos now sits alongside a clear step change in our academic ambition.

We have great ambitions to unlock Claremont's full potential, and the new director of development will be instrumental in delivering this growth and change. Sustainable fundraising will help us thrive in the long term. We are therefore seeking a director of development who will create a broad engagement strategy alongside a balanced philanthropic programme, engaging with alumni and Claremont families to steward our rich history and equip our pupils for the future.

The director of development will be a key member of the senior leadership team, reporting directly to me. The creation of this new role demonstrates our recognition of the importance of development to the future of Claremont, and the leadership team and governors are all firmly committed to working with the incoming director to make it a success.

Now is an exciting time to join Claremont as we embark on our new strategic plan. The director of development will be fundraising for new developments to the estate alongside the preservation and refurbishment of our treasured heritage buildings. Being a visible member of our community will be an important and rewarding aspect of the role. We hope that the successful candidate will be fully involved in school life, including attending events, which are a central and valuable part of the Claremont experience.

If you are excited by this opportunity to join our community and believe you have the requisite skills and experience, I would be delighted to hear from you.



**WILLIAM BRIERLY**

*Head*



KIRI  
CLASHING COURTESY

KIRI

KIRI

# THE SCHOOL

Claremont is a well-established independent co-educational day school of 1,200 pupils aged 2 to 18, including a sixth form of just under 200 pupils. Situated in 100 acres of landscaped grounds just outside Esher, Surrey, Claremont is known for focusing on the academic potential of its pupils, but not at the expense of their pastoral wellbeing. Located just 16 miles from London and within the M25, the school enjoys excellent road and rail links. Claygate is the nearest mainline railway station, with direct trains to London Waterloo.

Claremont Fan Court School was established in 1978 following the merger of Claremont and Fan Court Schools. Until 2023, it was sub-divided into three distinct schools, but we have now transitioned towards a whole-school, cohesive and consistent approach to educational and pastoral provision for pupils, enabling a one-school pupil journey through the junior school (aged 2 to 11) and senior school (aged 11 to 18). The focal point

of our grounds, a Grade I listed 18th-century Palladian mansion, served as a royal residence in the 19th century before becoming an independent school in the 1930s.

A Claremont education is unique. Though our A level results place us alongside, and in some areas ahead of, neighbouring competitors, we teach through our character qualities, a set of values that produce far more than just academic results. Pastoral care has built us up to be the school we are today. We offer a warm and welcoming community where pupils are happy and can achieve more than they might ever think possible, developing into individuals who are outstanding citizens, aware of their responsibility to others. From reception onwards, a broad and exciting co-curricular programme is part of Claremont life, with over 60 sports and activities for our pupils to participate in.

Over the last seven years, both the school and its foundation have undergone a period of exciting transformation, with pupil numbers increasing and the opening of a £7m science and technology building and a £4m refurbishment of Stable Court, a junior school building.



# DEVELOPMENT

At this exciting stage in Claremont's growth and development, the school is now looking to focus on the added value that a director of development can bring.

Claremont's alumni come from three strands: each of the separate schools and those of the merged modern school. All are a treasured part of the 'Claremont Connect' association, and alumni from across the years engage with the Student Futures programme, networking events, alumni sports, reunions and our popular Heritage Open Days, held in collaboration with the National Trust. The school has invested in an alumni database (ToucanTech), and alumni receive regular e-newsletters and an Annual Review. In addition, the Friends of Claremont, run by current parent volunteers, works to provide social opportunities for the whole parent body, as well as fundraising to enhance the educational experience and opportunities for all children in the school.

Historically, the school has not actively raised funds, although it has always been the grateful recipient of individual donations over the years, usually dedicated to restoration projects. In 2022, the **Claremont 100** campaign raised funds for local charities in celebration of the school's centenary.

Currently, the community and alumni officer sits as part of the marketing and admissions team, continuing to build the database and delivering alumni events and communications and managing the Digital Archive Fund. The creation now of the director of development role reflects the head's and governors' recognition of the strategic importance of development to the future of the school and their commitment to making it a success. The governors are engaged in and supportive of both alumni relations and fundraising.

Upcoming fundraising projects may include the refurbishment of our theatre (the Joyce Grenfell Centre), a new covered swimming pool (as part of enhanced sports facilities), a photography facility, and reimagining Claremont's library. There will also be plenty of opportunities for donors to support our beautiful Grade I listed mansion building.







# THE ROLE

Claremont is seeking to appoint an exceptional director of development to re-establish and lead the development office. This is an exciting new senior role with the opportunity to shape and drive the school's fundraising and engagement strategy, working closely with the head, head of junior school, governors, and senior leadership team. The director of development will play a crucial role in nurturing relationships with alumni, parents and key stakeholders of the school.

The head, William Brierly, is keen to develop a partnership with the director of development, who will bring with them significant experience as well as a successful track record of fundraising, strategic planning and stakeholder engagement. The governing body is also extremely committed to the success of development at Claremont and will support the director through varied engagement with events and prospects.

Reporting to the head, the director of development, who will be a member of the senior leadership team, will establish and implement a development strategy for philanthropy and engagement. They will lead the development office, line managing the community and alumni officer.

This is an exciting opportunity for an ambitious and experienced fundraiser to shape a programme in a dynamic and vibrant school, helping it to advance its strategic priorities through philanthropy.

Building effective professional relationships with key internal stakeholders is a critical aspect of this role, and the director of development will work across the school to raise the profile and understanding of philanthropy and engagement. These relationships will include our alumni database, Claremont Connect, the Friends of Claremont, the careers team, the marketing and admissions teams, the senior leadership team and the board of governors.

The director of development will be directly responsible for:

- Creating and delivering a strategic and impactful fundraising and engagement plan.
- Generating new philanthropic income for the school's strategic priorities.
- Leadership and management of all fundraising activities.

This role will be suited to a proactive, flexible and energetic fundraising professional with a track record in capital fundraising and building effective programmes and teams.

The successful candidate will have extensive knowledge of broad fundraising programmes gained from within or outside of the education sector. They will demonstrate proven success in engaging a wide range of stakeholders (both internal and external) with development and have the professional experience and confidence to build a successful and sustainable long-term fundraising function at Claremont.

# KEY RESPONSIBILITIES

## STRATEGY

- Develop and implement strategies for philanthropy and the effective engagement of the whole community.
- Define clear objectives for fundraising across major gifts, regular giving, charitable trusts and legacies.
- Work closely with the head, head of junior school and governors to align fundraising goals with the school's strategic priorities.
- Develop a structured and well-resourced approach to fundraising, underpinned by data and efficient systems.
- As a member of the senior leadership team, contribute, as appropriate, to the school's overall strategic plans.

## FUNDRAISING

- Lead and manage all fundraising activities in support of the school's strategic priorities.
- Working closely with the leadership teams, define and articulate a compelling case for support, tailoring this to specific audiences as necessary.
- Establish a prospect pipeline and lead the identification, cultivation and solicitation of key prospects for major gifts, with a focus on HNWIs.
- Build strong relationships with donors, ensuring effective stewardship and sustainable long-term engagement.
- Over time, build a comprehensive development programme, including all areas of the fundraising mix.
- Where relevant, identify and engage with charitable trusts and foundations that support the school's aims.

- Effectively engage the head, head of junior school, governors and other staff and volunteers in the fundraising process as appropriate.
- Develop metrics and reporting frameworks to assess the long-term impact of fundraising and development activities.

## ALUMNI AND STAKEHOLDER ENGAGEMENT

- Working with Claremont Connect volunteers, strengthen relationships with alumni of all ages.
- Develop events, communications, and digital engagement strategies to deepen connections with alumni, parents, former parents and other key stakeholders.
- Friend-raising for the benefit of current students, including expanding access to careers guidance and work experience opportunities.
- Work closely with colleagues across all levels of the school to create a cohesive engagement approach.
- Collaborate with marketing and admissions to ensure their activities and those of the development office are mutually supportive.
- Engage and inform staff to enhance their understanding of philanthropy and engagement, how it can support their work and how they can partner with the development office.

## LEADERSHIP

- Line manage and provide leadership and strategic direction to the community and alumni officer, including training, mentoring and setting clear objectives.
- Work closely and collaboratively with the marketing and admissions team to ensure alumni and other stakeholder activities support the school brand and form part of a coherent suite of school communications.
- Provide leadership of fundraising and engagement to all staff and volunteers at the school, educating, coaching and mentoring around best practice.

## COMPLIANCE AND GENERAL

- Oversee all other administrative duties of the development office as required, ensuring the accuracy of the database (ToucanTech) and the timely acknowledgement of gifts and event attendance.
- Establish policies, systems and protocols to support the effective running of the development office, including appropriate due diligence conducted on incoming gifts.
- Supply financial and administrative reports as required to the leadership teams and governors.
- Ensure that all activities undertaken by the development office are in line with relevant regulations (e.g. GDPR, Fundraising Regulator) and best practice as established by professional bodies such as the Institute of Fundraising and the Institute of Development Professionals in Education.

## SAFEGUARDING AND CHILD PROTECTION

All members of staff are expected to have proper regard for the school's safeguarding policy and procedures, which include undertaking necessary training and can be found [here](#). Claremont Fan Court School is dedicated to safeguarding and promoting the welfare of our pupils and staff, regardless of sex, race, disability, religion or belief, gender reassignment, pregnancy and maternity, or sexual orientation.





# PERSON SPECIFICATION

## KNOWLEDGE AND EXPERIENCE

- Proven experience as a senior fundraising professional with a strong track record in securing five- and six-figure gifts from a wide range of stakeholders.
- A comprehensive and proven understanding of the principles and practices of fundraising and alumni relations gained from working in the education, charity or arts sectors.
- Demonstrable experience of effective stakeholder management.
- Strategic thinking with the ability to develop and implement long-term plans.
- A clear understanding of the full range of activities required to build successful and sustainable development and alumni relations programmes, paired with the ability to prioritise activities for maximum effectiveness.
- Budgeting, forecasting and the use of data, benchmarking and research to support fundraising.
- Experience of managing effective small to medium-sized teams.
- Knowledge and understanding of relevant data and regulatory compliance.

- Experience of working with ToucanTech or similar CRM databases.
- Grants and bid-writing experience would be helpful but is not essential.

## SKILLS AND PERSONAL ATTRIBUTES

- Naturally collaborative working and the ability to build strong partnerships and relationships, both internally and externally.
- Excellent communication and presentation skills, with the ability to be a passionate and compelling advocate for the values, aims and ethos of the school.
- A self-starter and self-sufficient, with excellent management skills.
- Creativity with the ability to innovate and thrive in a dynamic and fast-paced environment.
- Demonstrable energy, stamina and drive, with attention to detail and the ability to manage competing priorities.
- Resilience and empathy.
- Ability to work flexibly, including travel within the UK (and exceptionally abroad as the school and role develop), as required.
- Genuine interest in independent education and the development of young people.
- Commitment to the safeguarding of children and young people.
- Values and promotes equality, diversity and inclusion.



# APPOINTMENT TERMS

An attractive remuneration package is offered, reflecting the seniority and significance of the position. The salary offered will depend on skills and experience.

Due to the nature of the role and the responsibilities it entails, some flexibility in working hours will be required, for example, on evenings and at weekends. Flexible or part-time working arrangements may be considered. There may be some opportunity to work remotely as the role develops.

The main benefits are likely to include:

- Annual holiday entitlement of 25 days plus statutory bank holidays.
- Group personal pension scheme with 12% employer contribution matched by 3% minimum employee contribution (via salary sacrifice).
- Life assurance at five times annual salary.
- Generous fee remission for children who satisfy the admissions criteria, following successful completion of the probationary period.
- Cycle-to-work scheme.
- Onsite parking.
- Complimentary lunches and refreshments during term time.
- Access to a confidential counselling service for employees and eligible family members (aged 18+), available 24 hours a day, 365 days a year.
- Annual flu vaccinations provided free of charge.

*Claremont Fan Court School is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children. As 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) and a review of their social media presence.*

*All appointments are subject to receipt of satisfactory references, DBS and other statutory checks, proof of identity and eligibility to work in the UK, completion of a medical questionnaire and proof of qualifications.*



# APPLICATION PROCESS

Interested candidates are invited to contact RSAcademics to arrange a confidential and informal discussion with:

- Peter Lockhart, Search Consultant:  
[peterlockhart@rsacademics.com](mailto:peterlockhart@rsacademics.com)

**Closing date: 10.00am on Monday 20 April 2026**

Applications should be made electronically to RSAcademics. To submit your application, please upload your documents according to the instructions on the RSAcademics [website](#).

You should submit the following (both in PDF format):

- A completed application form (available alongside this candidate information on the RSAcademics [website](#)).

- A covering letter addressed to the Head, William Brierly. The letter should explain your reasons for applying.

If you have any questions about uploading your application documents, please contact:

- Laura Cave, Project Manager (Leadership Appointments):  
[applications@rsacademics.com](mailto:applications@rsacademics.com) / +44 (0) 204 6269 790

The process is as follows:

- All applications will be acknowledged by email. If you have not received acknowledgement that your application has been received within two working days of sending it, please contact RSAcademics' Head Office by telephone.
- **Preliminary interviews** with RSAcademics will take place via Microsoft Teams on Wednesday 22 and Thursday 23 April 2026.
- **Longlist interviews** will take place at Claremont on Wednesday 6 May 2026.
- **Shortlist interviews** will take place at Claremont on Thursday 14 May 2026.



RS Academics is a global executive search and consultancy firm working exclusively with schools. For more than 20 years, we've supported governors and leaders at pivotal moments – whether they are appointing senior staff or making complex strategic decisions.

What makes us distinctive is the depth of first-hand experience in schools across our team – as heads, governors, bursars and senior professionals – combined with specialist expertise in areas such as strategy, research, marketing and finance. This blend is continually enriched by our ongoing consultancy and appointments work with schools worldwide, so our advice is always current, practical and evidence led. Please visit [www.rsacademics.com](http://www.rsacademics.com) for more information.

RS Academics is committed to promoting diversity and inclusion in schools and to safeguarding and promoting the welfare of children and young people.



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