



ST MARY'S CALNE
ST MARGARET'S CALNE

Director of Development

CANDIDATE INFORMATION

WELCOME

Dear Candidate,

Thank you for your interest in this position. I hope this information pack provides a helpful insight into our very special schools in the heart of Wiltshire and inspires you to apply to join our community.

The Director of Development will be a key member of the Schools' Leadership Team, reporting directly to the Head and sitting on the Calne Foundation Trust. The creation of this new role demonstrates our recognition of the importance of Development, and we are firmly committed to working with the incoming Director to make it a success.

St Mary's (senior boarding and day school for around 340 girls) and St Margaret's (co-educational prep and nursery aged 2-11 for 160 children) share a beautiful 27-acre campus, where exceptional facilities support a broad and diverse educational offering. Both schools provide outstanding care to every pupil as well as a wide range of opportunities both inside and outside of the classroom. We are extremely proud of our pupils and their achievements.

At the heart of our schools is our strong sense of community. Our core values of curiosity, compassion, and courage are demonstrated every day by pupils and staff alike. You would be joining a warm and welcoming team committed to providing the best possible educational experience to all our pupils.

We are seeking a Director of Development who is ambitious, with a proven track record in this field, and who is passionate about supporting the education of

young people. St Mary's Calne is privileged to benefit from generous philanthropic support, underpinned by strong and enduring relationships with alumnae, parents and friends of the School. In recent years, this generosity has translated into the successful delivery of several significant capital projects, including the development of a new Sports Club, a spectacular library and the creation of our thoughtfully designed Lime Kiln Garden.

This is a really exciting time to be joining our schools. In 2023, St Mary's celebrated its 150th anniversary by launching an ambitious and genuinely transformational Bursary Fund which embodies the School's aims and values, providing bursaries of up to 100% of the fees. Our intention is to develop this to an endowment of £12 million through fundraising. We also have ambitious plans for the estate, including a STEM and Creative Tech Centre and a Performing Arts Centre.

Being an active member of our community is both important and immensely rewarding, and we hope that the successful candidate will be fully involved in school life, including attending evening and weekend events.

If this is a role that excites you and you believe you have the requisite skills and experience, I would be delighted to hear from you.

With best wishes,

Anne Wakefield

HEAD



OUR SCHOOLS



ST MARY'S CALNE
GIRLS' BOARDING & DAY

St Mary's Calne

St Mary's Calne is a leading UK independent boarding and day school for girls aged 11 to 18, shaped by the values of a full boarding ethos and where more than 80% of pupils board. Located in the historic market town of Calne in Wiltshire, the School sits on a picturesque campus near the edge of the North Wessex Downs, an Area of Outstanding Natural Beauty, offering a peaceful and inspiring rural setting. Calne itself lies a short distance from the city of Bath and within easy reach of Bristol and Oxford, with good transport links to London. This blend of countryside charm and accessibility makes St Mary's Calne an ideal location for both study and community life, and its national reputation means that it attracts pupils from London and across the south of England, as well as overseas. At present, there are boarders from more than 30 countries.

St Mary's cultivates a vibrant and supportive community where every pupil is known, valued, and

inspired to flourish. The aim is to develop in each pupil confidence, independence, and the sense of purpose they need to succeed, supported always by a kind and caring community. The School supports the evolving aspirations of every pupil and equips each of them with the knowledge, skills, and self-belief to shape their own future and thrive in a rapidly changing world.

St Mary's is deeply committed to academic excellence, achieving outstanding results through exceptional teaching and a culture of curiosity, ambition, and intellectual growth. A level results are consistently either above or close to 90% A*-B grades, and nearly all leavers gain entry to their choice of university, including those applying for the most highly selective courses. Destinations span a wide range of top-tier institutions, including Oxford, Cambridge, and leading Russell Group and US universities.

Exceptional facilities provide a vibrant foundation where each pupil is inspired to learn inside and outside the classroom. In September 2020, a new state-of-the-art **Library** was opened, providing a technology-rich and interactive learning environment. All academic departments are very well equipped, and the music school and art studios are both purpose-built. Pupils have access to these facilities as well as the Sports Club which includes a 25m swimming pool, a sports hall, a climbing wall, a dance studio, and a state-of-the-art gym. In addition to the Sports Club, the excellent sports facilities include 20 tennis courts, netball courts and a full-sized astro pitch.





ST MARGARET'S CALNE
CO-EDUCATIONAL NURSERY & PREP

St Margaret's Calne

St Margaret's Prep and Bluebird Nursery, located on the same site with St Mary's Calne, provide a rich and dynamic educational experience for boys and girls aged 2 to 11.

Exceptional pastoral care lies at the heart of everything at St Margaret's. Dedicated to fostering an inclusive and dynamic community, every child is empowered to flourish and grow. Staff take time to know each pupil as an individual, nurturing their confidence, curiosity, and character with warmth and dedication.

Beginning at the age of two in the year-round Bluebird Nursery, children start their learning journey through play, exploration, and rich early experiences that build independence. From the age of three, they enjoy specialist teaching in sport, swimming, computing, French, and music, nurturing their talents and broadening their horizons.

In the Prep School, outstanding teachers inspire academic excellence, which is celebrated alongside a vibrant and extensive programme of extracurricular activities designed to develop every child's unique interests and skills. The School has its own dedicated specialist classrooms, outside play areas and a purpose-built hall which is used for assemblies, drama productions and music events. Pupils use the Sports Centre, dining hall, theatre and sports pitches at St Mary's, and the older children also use the science laboratories.

Calne Culture

The Schools' expectations guide every pupil to grow with integrity and confidence:

- **Be bold** – Step forward with confidence. Embrace challenges, pursue goals with purpose and have the courage to do what's right, even when it is not the easy path.
- **Be kind** – Lead with empathy, respect and compassion. Help create a community where everyone feels seen, supported and valued for who they are.
- **Be you** – Celebrate what makes you unique. Stay true to yourself while contributing to the shared values that bring our community to life.

School Values

- **Curiosity** – We inspire a true love of learning, encouraging every pupil to ask questions, explore boldly and find joy in discovering new perspectives.
- **Compassion** – We lead with kindness and empathy, creating a community where everyone feels seen, supported and respected for who they are.
- **Courage** – We empower pupils to face challenges with confidence, embrace new experiences and stand firmly by their values with integrity.



DEVELOPMENT

St Mary's Calne has a history of nurturing strong and enduring relationships with alumnae, parents and friends of the School and has successfully engaged donors in support of the School's philanthropic priorities. Over the course of the last decade, fundraising has delivered a number of transformative capital projects, including the Sports Club, the Library and Lime Kiln Garden. Transformational bursaries have also been a focus, with the School also working in partnership with The Royal SpringBoard Foundation to provide life-changing educational opportunities.

To date, the St Margaret's community has not been engaged to the same level. This presents an exciting opportunity for the incoming Director of Development, who will be responsible for bringing a coherent and thoughtful approach across both schools.

Historically, the Development Office has sat as part of External Relations, overseen by the Director of External Relations. The creation of this new role reflects the Head and Governors' recognition of the importance of Development and their commitment to making it a success. The Governors are engaged and supportive of both alumni relations and fundraising.

The Development Office delivers both fundraising and alumnae relations programmes for St Mary's. The Office also supports the activities and operations of The Calne Girls' Association and The Calne Foundation Trust.

The Calne Girls' Association

Alumnae of St Mary's Calne are subscribed to The Calne Girls' Association, which was originally

founded as the Guild of St Mary's in 1891. Today, the CGA has more than 3,500 members worldwide, ranging from gold-medallist Olympians to award-winning writers, scientists, doctors, artists and actresses. Being a member of the CGA gives alumnae the chance to become life members of an exclusive worldwide network. Whilst the CGA ensures that alumnae keep in touch with each other, it also acts as an important networking tool, offering mentoring, work experience, careers advice, travel and social opportunities.

Alumnae are invited to come back into school regularly and enjoy sharing life experiences with current students. Reunions are hosted throughout the year for all ages, both in school and across the country.

The Calne Foundation Trust

The Calne Foundation Trust is a charitable trust that exists to support present and future generations of pupils at St Mary's and St Margaret's. It was established in 2012 to ensure continuing investment in the Schools' facilities and to provide vital funding for bursaries and other educational programmes benefitting the pupils of the two Schools. The Calne Foundation Trust helps the Schools to realise their ambitions and make a real difference for generations to come.

All funds raised are ringfenced and kept separate from main school finances; the CFT acts as a vehicle for collecting, holding/investing, and dispensing sums donated according to donor wishes.

The running costs of the CFT, including the costs of the Development Office, are paid for by the Schools. This ensures that every penny raised will be applied to the purpose for which it was donated.



THE ROLE

The Head and Governors are seeking to appoint an exceptional Director of Development to shape and drive a fundraising and engagement strategy for the strategic priorities of both St Mary's and St Margaret's. Working closely with the Head and Head of Prep, trustees of The Calne Foundation Trust, Governors and the Leadership Team, the Director of Development will play a crucial role in nurturing relationships with alumni, parents, and key stakeholders, both in the UK and internationally.

The Head, Anne Wakefield, is now in her second year in post and is keen to develop a partnership with the Director of Development, who will bring with them a successful track record of fundraising, strategic planning and stakeholder engagement. The Director of Development will also be supported by the trustees of The Calne Foundation Trust and the Governors.

Reporting directly to the Head, the Director of Development, who will be a member of the Schools' Leadership Team, will establish and implement an ambitious Development Strategy for philanthropy and engagement. They will lead the Development Office, line managing the Development & Alumnae Relations Manager and the Development & Fundraising Events Coordinator.

This is an exciting opportunity for an experienced fundraiser to shape and deliver a transformative campaign within a close-knit and supportive community.

Building effective professional relationships with key internal stakeholders is a critical aspect of this role, and the Director of Development will work across both schools to raise the profile and understanding of philanthropy and engagement.

The Director of Development will be directly responsible for:

- Creating and delivering a strategic and impactful fundraising and engagement plan.
- Generating new philanthropic income via a capital campaign.
- The leadership and management of all fundraising activities.

This role will be suited to a strategic, proactive and energetic fundraising professional who is committed to the education of young people and willing to participate fully in a boarding school culture. They will bring a track record in major gifts solicitation and exceptional community engagement skills.

The successful candidate will have extensive knowledge of broad fundraising programmes gained from within or outside the education sector.



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 and legacies, both in the UK and internationally.
- Work closely with the Head, Head of Prep and Governors to align fundraising goals with the Schools' strategic priorities.
- Develop a structured and well-resourced approach to fundraising, underpinned by data and efficient systems.
- As a member of the Schools' Leadership Team, contribute, as appropriate, to the Schools' overall strategic plans.

Fundraising and Philanthropy

- Lead and manage all fundraising activities in support of the Schools' strategic priorities.
- Working closely with the Head, 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 HNWLs.
- Build strong relationships with donors, ensuring effective stewardship and sustainable long-term engagement.
- Over time, build a comprehensive development programme, creating opportunities for supporters at all levels.
- Effectively engage the Head, Head of Prep, CFT Board, 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

- Work with The Calne Girls' Association (CGA), Parents' Guild of St Mary's (PGSM) and Parents' Association of St Margaret's to strengthen relationships with alumnae and parents, respectively.
- Review and develop events, communications, and digital engagement strategies to deepen connections with alumni, parents (both UK and international), former parents and other key stakeholders.
- Friend-raising for the benefit of the Futures Programme, including expanding access to careers guidance and work experience opportunities.
- Work closely with St Margaret's Prep 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 for the Development Office team, including training, mentoring and setting clear objectives.
- Recruit and develop additional resources as necessary.
- Work closely and collaboratively with the Marketing and Admissions teams 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 Schools, educating, coaching and mentoring around best practice.
- Contribute to a number of leadership duties in line with their position on the Schools' Leadership Team.

Compliance and General

- Oversee all other administrative duties of the Development Office as required, ensuring the accuracy of the database and the timely acknowledgement of gifts and event attendance.

- Review and establish, where necessary, policies, systems and protocols to support the effective running of the Development Office.
- Ensure appropriate due diligence is conducted on incoming gifts.
- Supply financial and administrative reports as required for the Leadership Team, CFT trustees 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 Schools' safeguarding policy and procedures, which includes undertaking necessary training and can be found **here**. St Mary's is dedicated to safeguarding and promoting the welfare of our pupils, regardless of sex, race, disability, religion or belief, gender reassignment, pregnancy and maternity, or sexual orientation.



PERSON SPECIFICATION

Knowledge and Experience

- Educated to degree level or equivalent.
- Track record of successfully creating and managing a major fundraising campaign.
- Proven experience in securing five-, six- and seven-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.
- Exceptional relationship-building skills, with the ability to engage stakeholders and cultivate new donors.

- Strategic thinking with the ability to develop and implement long-term plans.
- Creating and communicating an articulate and persuasive case for support and tailoring this as necessary to include a broad range of stakeholders.
- 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.

Skills and Personal Attributes

- A naturally collaborative worker with 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 Schools.
- A self-starter with excellent team-building and management skills.
- Motivated to work to ambitious goals.
- Demonstrable energy, stamina and drive with attention to detail and ability to manage competing priorities.
- Self-awareness, resilience and empathy.
- Personal integrity, professionalism and sound judgement.
- Ability to work flexibly, including travel within the UK and internationally as required.
- Commitment and interest in being involved in the wider life of the Schools, including some weekends.
- Genuine interest in and support for all-girls education.
- Commitment to the safeguarding of children and young people.
- Aligns with the Schools' values and promotes equality, diversity and inclusion.



APPOINTMENT TERMS

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

This is a full-time post, and some flexibility of working hours will be required in light of the role and responsibilities it entails, for example, evening, weekend and (on occasion) overseas travel commitments. The role may also form part of the Leadership Team on-call rota.

The main benefits are likely to include:

- Annual holiday entitlement of 30 days plus statutory bank holidays.
- Family accommodation may be available.
- Contributory pension scheme with life assurance at four times annual salary.

- A generous fee remission for children who meet the entrance criteria.
- Medical insurance for the postholder.
- Complimentary meals during term time.
- Discounted membership of the Sports Club, including swimming pool, fitness classes and gym.
- An employee assistance programme.

St Mary's Calne 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) and a review of their social media presence.

All appointments are subject to 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

Closing date: 10.00am UK time on Tuesday 17 February 2026.

You should submit:

- A completed online application form (available to download from **www.rsacademics.com**).
- A covering letter addressed to the Head, Mrs Anne Wakefield. The letter should be a maximum of two pages and should explain your reasons for applying and outline your suitability for the role.

Applications should be made electronically to RSAcademics. To submit your application, please follow the instructions provided on the RSAcademics **website**. If you have any questions about how to apply, please contact:

- Jonathan Barnes, Head of Operations (Leadership Appointments):
applications@rsacademics.com /
+ 44 (0) 204 6269 791

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 Monday 23 and Tuesday 24 February 2026.
- Longlist interviews will take place at St Mary's Calne on Tuesday 10 March 2026.
- Shortlist interviews will take place at St Mary's Calne on Wednesday 18 March 2026.



RSAcademics 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 for more information.