



SEVENOAKS SCHOOL
FOUNDATION

GRANTS OFFICER





INTRODUCTION FROM JOANNA WALKER

Sevenoaks School is an exceptional place to work, and we are delighted you are considering joining us.

Having joined in 2023, we have begun transforming the Foundation, building a vibrant global community and culture of philanthropy that is supporting Sevenoaks School in a variety of ways. Having defined our strategy and hit our first goal we are now looking to grow our team as we power towards our 600th Anniversary in 2032. It will be an incredible celebration, not least because by that point we are aiming to have built a permanent endowment of £100 million, to provide bursaries for generations to come.

If you are looking for an exciting and flexible challenge at this outstanding School and thriving Foundation, please read on and consider applying. We would love to hear from you.

Joanna Walker
Chief Development
Officer



SEVENOAKS SCHOOL FOUNDATION

Established in 2004, Sevenoaks School Foundation exists to support Sevenoaks School. We nurture a thriving global community of alumni and parents, and raise funds to support the School's vision.

William Sevenoke founded Sevenoaks School in 1432 to provide a free education for local boys. True to our founding vision, the Governors and Headmaster articulated a clear and ambitious vision for the School's 600th anniversary in 2032: to build a permanent endowment to ensure Sevenoaks continues to offer an outstanding education to any student who needs financial support through bursaries in perpetuity.

Our vision took a major step forward in December 2024 when the Sevenoaks School Foundation Trustees formally established the Sevenoaks School Endowment, with the ambitious aim of building an endowment of £100 million by 2032.

The Foundation is delighted to have reached its first significant milestone of £10 million; this marks a major turning point where the Sevenoaks School Endowment switches on for the first time and the income can now be used to make a difference, forever. Funds from the Endowment will support students from this September and we are delighted to have increased the number of students on bursaries in Year 7 as a result.

Building on this initial success, the Foundation is now recruiting a Grants Officer to support our biggest ever campaign. We hope you will be interested in joining our team.



THE SCHOOL

Since its founding in 1432, Sevenoaks has developed into a school with 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. In 2025 the Sevenoaks Family of Schools was created with Solefield School and Bickley Park School joining the family.

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. 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.

The School is a wonderful place to work. 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 ROLE: GRANTS OFFICER

REPORTING TO

The Grants Officer will report to the Head of Advancement Services.

MAIN DUTIES AND RESPONSIBILITIES

This is a new role, joining a successful team at a pivotal moment in the Foundation's history. The Grants Officer will support the Foundation's effective delivery of grants to the School and other recipients across our wider Sennockian community. Having reached our first milestone of raising £10 million in the Endowment, we are looking for a Grants Officer who will manage all stages in the grant making cycle, from research and consultation, through to planning and design, assessment, monitoring and evaluation of all grants made from the Endowment's income and from other donations.

The Foundation currently makes a small number of restricted grants to departments across the school. Working closely with the Head of Advancement Services, the Grants Officer will develop efficient and streamlined end-to-end grant management systems and processes so that all our grants are managed and monitored consistently. The portfolio of grants will grow as the Foundation's fundraising activities continue towards the School's 600th anniversary, and this role will play a key part in developing the mechanisms needed to successfully award, monitor and evaluate our grant making activity.



The main responsibilities and duties of this role are:

- Maintaining a database of grant applications and awards.
- Handling enquiries from grant applicants, recipients and potential applicants.
- Delivering the administration of funds, ensuring that eligibility criteria are met.
- Reviewing, improving and maintaining the systems and processes underpinning the Foundation's grant making function.
- Supporting the new Grantmaking Committee, creating meeting agendas, presenting recommendations and taking minutes to aid its decision-making.
- Identifying and collating information to provide impact and other reporting to donors and other stakeholders.
- Working with the School's marketing team to produce reports that demonstrate the impact of Foundation grants.
- Supporting and enhancing the Foundation's profile and reputation within the School and wider community.

We are looking for someone who is organised, collaborative and committed to the Foundation's core purpose and priorities. The successful applicant will have excellent attention to detail and will enjoy building positive working relationships with colleagues in the Foundation and across our community.

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.

PERSON SPECIFICATION

ESSENTIAL

- Experience of developing and implementing administration processes and making recommendations for improvements.
- Effective written, verbal, report-writing and presentational communication skills, with a high degree of accuracy and attention to detail.
- Strong organisational skills with a proactive, logical and systematic approach to tasks, and the ability to manage your own workload.
- IT literate, including Office365, Teams, Sharepoint and Co-Pilot; able to analyse data and create simple graphs in Excel.
- Ability to combine information from different sources and share with others in a clear way.
- Experience of working with confidential and sensitive information, complying with all relevant data protection legislation.
- Experience of working in a collaborative team environment and building effective relationships across teams.
- Able to represent the Foundation professionally and effectively in external environments.

DESIRABLE

- Experience of working in a charity, grant-making or not-for-profit organisation.
- An understanding and/or practical experience of charitable grant making and/or donation processing.
- Experience of using CRM software. The Foundation uses Raiser's Edge NXT for its



conditions which fundraising data management and is currently exploring options for grant management databases.

- Experience of communicating with a range of audiences.
- An understanding of the independent school sector.

NOTE

This job description is not intended to be a comprehensive statement of procedures and responsibilities, but instead sets out the principle 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.

HOURS

This is a part-time role, at 0.2 FTE to be taken either weekly or term time only. The hours can be annualised across the year although flexibility in these working hours will be required to meet the demands of the role during peak times. This may include travel and attendance at events. Flexible working will be considered.

SALARY

The salary is £30,000-£32,000 per annum pro rata, depending on the qualifications, skills and experience of the successful candidate.

BENEFITS

- Pro-rata holiday entitlement of 27 days per annum, increasing to 30 days per annum after 3 years of service (excluding bank holidays)
- School lunch
- Free parking (subject to availability)
- Membership of the school's defined contribution pension scheme is available
- Cycle to work scheme
- Membership of the school's fitness centre
- Employee Assistance Programme
- Free or reduced price tickets to events in The Space, our Performing Arts Centre
- Access to Sevenoaks School Savers, a retail discount scheme
- Optional Benenden Health membership (employee funded)
- Fee remission policy (terms apply)

APPLICATION PROCESS

We hope you will apply for this exciting role, and would welcome informal conversations from candidates. If you wish to be considered for this role and would like an initial conversation, please contact Emily Foster, Head of Advancement Services, on ecf@sevenoaksschool.org.

To apply, please send a copy of your updated CV of no more than two pages and covering letter of no more than two pages outlining how your experience meets the criteria for the role to humanresources@sevenoaksschool.org.

Shortlisted candidates will be asked to complete an



application form prior to interview.

The closing date for applications is 21/09/2026 at 23:59. Interviews will be held at Sevenoaks School as follows:

First Interviews: 30 September/1 October

Final Panel: 14/15 October

Please notify in your application if you are unable to attend on any of these dates, online interviews will be considered at shortlist stage.

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.

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.