



Merchant Taylors'
School

Ambition | Character | Excellence

Merchant Taylors' School, Liverpool

Appointment of

Development Manager Competitive Salary

**Candidate Brief and
Information for Applicants**

Merchant Taylors' School

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About Merchant Taylors' School

Merchant Taylors' School in Crosby, Liverpool, is one of the North West's most respected independent schools, educating girls and boys aged 4 to 18. With over 400 years of history and a reputation for excellence, we are proud to be a school that honours tradition while embracing innovation.

As of September 2025, we are a fully co-educational school across all age groups, creating a unified and inclusive learning community. Our closely connected sites include:

- **Stanfield Preparatory School** – Coeducational, Reception to Year 6
- **Merchant Taylors' Senior School** – Coeducational, Years 7 to 13, based at the Harrison Site

This strategic transformation marks a new chapter in our history, one that is defined by ambition, collaboration, and a commitment to excellence. We are investing significantly in our estate, curriculum, and staff development to ensure that every pupil receives an education that prepares them not just for exams, but for life.

At Merchant Taylors', we believe that outstanding schools are built by outstanding people. Our staff, both teaching and professional services, are central to our success. We value creativity, initiative, and a shared commitment to nurturing young minds. We offer:

- A forward-thinking and supportive working environment
- Opportunities for professional growth and leadership
- A culture of collaboration, innovation, and continuous improvement
- A strong sense of community, underpinned by Christian values of compassion, respect, and integrity

Our Strategic Direction 2025–2030 sets out a bold vision: to be the leading independent school in Merseyside. We are committed to outreach, inclusion, and educational excellence, and we seek colleagues who share our passion for shaping the future of education.

If you are motivated by purpose, inspired by challenge, and committed to making a difference, we invite you to join us.

The Post

We're looking for an enthusiastic and relationship-focused Development Manager to join Merchant Taylors' School and play a key role in developing our fundraising and alumni engagement programme. Working closely with the Director of External Relations, you'll help identify and build relationships with donors, support engaging fundraising campaigns, develop a varied programme of alumni events and work with the Harrison Society to strengthen our alumni community. You'll also work with the Head of Futures to bring alumni expertise into our Careers provision, while helping to connect former pupils with the School and its history. If

you're passionate about building relationships, creating opportunities and making a lasting difference, we'd love to hear from you.

Safeguarding Responsibilities

- The provision of a safe environment in which children and young people feel heard
- Being aware of the indicators of abuse and neglect
- Ensuring vigilance in recognising changes in behaviour or mood
- Reporting safeguarding concerns in line with the School's Safeguarding Children and Child Protection Policy
- Attending Safeguarding training and updates as requested by the School

The duties of this role meet the definition of regulated activity relevant to children and an enhanced DBS check with children's barred list is appropriate.

General

This job description is current at the date of advertising but may be changed to reflect or anticipate changes in the job commensurate with the salary and role. Annual objectives will be agreed between the post holder and their line manager. The job description and person specification does not form part of a contract of employment and each individual task may not have been precisely identified within the duties and responsibilities above. It would be expected that the post holder would carry out any reasonable request made to undertake work of a similar level that is not specified in this job description.

Person Specification

Criteria	Essential	Desirable
Qualifications & Knowledge	Educated to degree level or equivalent professional experience.	Professional qualification in fundraising, marketing, communications, events management or a related field.
Experience	Experience in fundraising, development, alumni relations, membership, events or a similar relationship-focused role.	Experience in an educational, charitable or membership organisation.
	Experience of building and maintaining effective relationships with a range of stakeholders.	Experience of working with alumni or former members of an organisation.
	Experience of supporting or delivering fundraising campaigns, appeals and donor engagement, including the cultivation and stewardship of	Experience of donor or prospect research.

	supporters.	
	Experience of managing databases and maintaining accurate records	Experience of using a fundraising or alumni CRM.
Fundraising & Development	Understanding of how effective fundraising and donor stewardship can support an organisation's strategic priorities.	Experience of developing donor stewardship programmes or communications.
	Ability to identify opportunities to engage alumni and the wider School community in fundraising.	Experience of prospect identification and research.
Communication & Engagement	Excellent written and verbal communication skills, with the ability to engage confidently with different audiences.	Experience of producing newsletters, digital communications or social media content.
	A warm, personable and professional approach, with the ability to represent the School positively.	Experience of working with high-value donors, senior stakeholders or prominent alumni.
Organisation & Delivery	Excellent organisational skills, with the ability to manage multiple priorities, projects and events to deadlines.	Experience of managing larger or complex events or projects.
	Strong attention to detail and a high level of accuracy when handling information and records.	Experience of developing and delivering new initiatives or programmes.
IT & Data	Confident using databases, CRM systems and standard office software.	Experience of analysing data to inform fundraising or engagement activity.
	Able to handle sensitive and confidential information appropriately.	
Teamwork	Able to work independently while contributing effectively as part of a wider team.	Experience of working across different departments or with volunteers, committees or

		community groups.
	Able develop effective working relationships with to colleagues and external partners.	
Safeguarding	Commitment to safeguarding and promoting the welfare of children and young people, with an understanding of the importance of maintaining appropriate professional boundaries when working with pupils, alumni and visitors.	Experience of working within a safeguarding framework in a school or other child-focused environment.
Personal Qualities	Relationship-focused, with a genuine interest in developing long-term connections with alumni and supporters.	
	Enthusiastic about fundraising and motivated by creating opportunities for people to support the School.	
	Creative and able to develop fresh ideas for alumni engagement, events and fundraising	
	Reliable, adaptable and willing to respond positively to changing priorities and opportunities.	
	Discreet, professional and committed to maintaining high standards.	

Key Competencies

- Relationship and stakeholder management
- Fundraising support and donor stewardship
- Alumni engagement and community building
- Event planning and delivery
- Communication and influencing

- Collaboration and partnership working
- Project management and organisation
- Initiative and problem solving
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Terms and Conditions

The post holder is expected to work 37 hours per week with a 30 minute unpaid lunch break. The position is full-time and the hours and days of work are Monday to Thursday 08:30 – 16:30 and 08:30 – 16:00 on Fridays.

The role is permanent and subject to a 6-month probationary period.

Benefits

The successful candidate will be able to take advantage of a number of benefits which include:

- Working as part of a committed and talented team of professionals
- Competitive salary
- Membership of the Schools' support staff pension scheme
- Pension scheme benefits include life insurance, bereavement counselling and a probate helpline
- Access to our on-site fitness suite
- Access to our employee assistance programme providing a 24-hour counselling and advice line
- Support for your continuous professional development

Safeguarding Statement

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo safeguarding checks appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

Applications and Deadline

For more information about Merchant Taylors' School, Liverpool why not visit our website <https://www.merchanttaylors.com/>

If you would like to apply for this rewarding role please go to [Support Staff Vacancies - Merchant Taylors' School](#) Insert job link

Candidates should submit an application form via email to recruitment@merchanttaylors.com or alternatively post to Human Resources Department, Merchant Taylors' School, Liverpool Road, Crosby, Liverpool L23 0QP.

Closing date: Friday 16th October 2026 at midday however, we reserve the right to close the vacancy early so you are encouraged to apply as soon as possible.

Proposed interview date: Friday 23rd October 2026