



**TRURO  
SCHOOL**

NURSERY | PREP | SENIOR | SIXTH



**Information for Candidates**  
**Director of External Relations**  
**(Fundraising and Communications)**

March 2026

Full-Time / Permanent

Truro School, Trennick Lane, Truro, TR1 1TH  
[www.truroschoo.com](http://www.truroschoo.com), [recruitment@truroschoo.com](mailto:recruitment@truroschoo.com)

Established in 1880, Truro School is Cornwall's leading independent schools for girls and boys aged 3 to 18

## A welcome from the Head



### Welcome to Truro School!

I am very proud of this community and believe it offers something exciting and empowering to the families and staff who join us.

Our School is steeped in 145 years of history and is Cornwall's only co-educational independent school for children aged 3-18. We are situated on two campuses. The Senior School educates around 800 pupils and is set within 40 acres of sports fields and open spaces overlooking Truro and its iconic Cathedral. The Prep School educates around 300 pupils and is located next to the Royal Cornwall Hospital. We have superb facilities and resources at both sites that support our forward-looking educational ambitions.

Our Cornish setting allows us the privilege of working in a thriving city surrounded by beautiful rural and coastal opportunities. Our educational philosophy is to promote inclusive excellence, academically, pastorally and via a vibrant co-curriculum, for all who join our School.

Underpinned by a welcoming and liberal Methodist ethos, we champion an education rooted in the values of curiosity, courage, creativity, compassion and confidence. We encourage our pupils to be and to become the very best of themselves, embracing the richness of a broad and forward-thinking education. We encourage our staff to be excited by what we provide for the children under our care.

Our school is large enough to offer many diverse and exciting opportunities, but small enough to know our children and families well. We champion an ambitious, broad and balanced education, and we hope that everybody who joins us will feel an important part of this flourishing community.

For a flavour of life here at Truro School please look at our website [www.truroschoo.com](http://www.truroschoo.com) and view our virtual tour, where you will find a glimpse of who we are and where we work, seeing and hearing from staff and pupils alike.

A handwritten signature in black ink that reads "Andy Johnson". The signature is written in a cursive, flowing style.

Andy Johnson (Head)

# The Role: Director of External Relations (Fundraising and Communications)

**Responsible to:** The Head of Truro School

**Grade:** Operational Staff Leadership Scale L8-L12

## The Purpose of the Role:

Truro School is offering an exceptional opportunity to an ambitious Director of External Relations. We are seeking a dynamic leader to bring coherence and impact to our external relations and fundraising work. With a long history of educational success in Cornwall, and an increasingly strong reputation beyond, Truro School is looking to invest in its future and further diversify our community. The School is uniquely placed in our region to be a beacon of regional aspiration, nourished and strengthened by the positive engagement and impactful benevolence of key stakeholders.

The ideal candidate for this role will have a passion for the transformative power of education. They will bring the skills, insight and experience to help shape the School's Strategic direction by strengthening its external relationships, reputation and resources. Working with the Head, Governors and colleagues across the School, they will develop and deliver coherent long-term strategies for communication, fundraising, and reputational growth. This will include enhancing our relationships with current and prospective families, deepening engagement with our alumni community, and realising our fundraising potential to support greater access and enriched opportunities across our School.

The outcome and impact of this work will be transformative. In a changing and challenging future for our sector, our county, and the wider world, the successful candidate will enhance our diversity and grow our influence as a School, in service of our ethos and values. This is an exciting and important time to join Truro School's leadership team.

Alongside this information you are invited to view this short [message](#) from the Head, Mr Andy Johnson.

## Key Responsibilities:

### Senior Leadership:

The Director of External Relations will be a key member of the Truro School Leadership Team, working closely with the Head, Head of Prep, Deputies, Chief Operating Officer, wider School leaders, and the Governing Body. They will:

- Be a core part of strategic planning for us as a School, a Business, and a Charity.
- Be accountable for meeting ambitious targets that serve and promote School development, organisation, and strength.
- Line manage and professionally develop our Development and Alumni Relations team, the Head of Marketing, and the Head of Admissions.
- Support and galvanise the coherence and impact of the School's relationship with our alumni, current and prospective parents, and our wider stakeholders.
- Be responsible for the oversight of significant organisational budget.
- Embody a team and working culture that promotes collaboration, proactivity, professionalism, and shared responsibility towards the School's values and ambitions.
- Play an active role in the life of the School, attending key events, fostering relationships across the community, and contributing to its vibrant and inclusive ethos.



- Prepare a termly report for the Governors as directed by the Head.

### **Fundraising:**

This is an exciting opportunity to develop a sustainable and impactful fundraising culture for the School, building on existing foundations to shape meaningful giving programs and campaigns that ensure the School can continue to offer, and expand, exceptional experiences and opportunities for pupils from any background. The post holder will:

- Develop and deliver a dynamic and impactful fundraising strategy and its associated campaigns, including looking ahead to the School's 150<sup>th</sup> Anniversary in 2030.
- Ensure alignment of fundraising priorities, campaigns, actions, and events with school's strategic goals.
- Monitor fundraising performance, set KPIs, provide regular reports to the Head and Governors.
- Oversee the efficiency and professionalism of donor stewardship, operational systems, campaign tracking, and compliance.
- Represent the School externally at events, conferences, and networking opportunities, acting as a confident and compelling ambassador.
- Lead, manage, and develop the Development and Alumni Relations team, supporting their professional growth and ensuring continued high performance.

### **Communications:**

This is an exciting opportunity to develop how the School communicates its identity, purpose, and story, strengthening its profile, and ensuring all stakeholders understand and are inspired by the School's ethos and ambitions. The post holder will help shape how the School is perceived, fostering engagement and support locally, nationally, and internationally. They will:

- Support the Head of Marketing to establish a compelling Truro School Brand strategy.
- Oversee and review the coherence and impact of the School's marketing across key media and markets, including online and at public events.
- Enhance the work of the communications and marketing team to ensure consistent, high-quality messaging and engagement across all touchpoints of the 3 – 18 stakeholder journey.
- Strengthen relationships with alumni, prospective, current and former parents, staff, feeder schools, and other key stakeholders.
- Champion and promote the highest standards of customer care and stakeholder experience, acting as a steer for other School leaders and staff in maintaining excellence in all interactions.
- Lead, manage, and develop the Marketing team, supporting their professional growth and ensuring continued high performance.



## **Admissions:**

This is an exciting opportunity to support and further develop the dynamism and reach of School admissions, ensuring coherence across the work of the admissions and marketing teams, across both School sites, and the development office. The post holder will help to maximise interest in and access to a 3-18 Truro School education for all who could benefit. They will:

- Support the Head of Admissions and Admissions Teams across both sites to oversee pupil recruitment and enrolment.
- Ensuring that policies, procedures, and communications are seamless, welcoming, and reflective of the School's ethos.
- Align the admissions strategy with marketing and communications plans, creating a coordinated approach to outreach, events, and stakeholder engagement.
- Support the admission teams to monitor and report on admissions metrics and trends, providing insight and recommendations to the Head and Governors.
- Build strong relationships with prospective families, feeder schools, and other key partners, enhancing the school's reputation and visibility.
- Lead, manage, and develop the Admissions team, supporting their professional growth and ensuring continued high performance.

## **Person Specification:**

### **Essential:**

- A values driven, experienced, and confident leader who is able to inspire and motivate teams while driving strategic objectives.
- A proven track record of developing and delivering long-term goals and initiatives with measurable impact.
- An exceptional communicator and relationship-builder, capable of engaging with diverse stakeholders across all levels.
- Experience in networking and engaging with individuals from a wide range of backgrounds, including high-net-worth supporters and key external partners.
- A creative and strategic thinker who is organised and proactive, with the ability to manage multiple priorities, teams, and projects simultaneously.
- A role model for the highest standards of integrity, professionalism, and customer service.
- Financially and technologically literate, with experience of managing significant budgets and using data to inform strategic decisions.
- Flexible and committed, willing to work outside of standard hours for key events, with an openness to travel in the UK and overseas as required.

### **Desirable:**

- Experience in major gift fundraising and stewardship of high-net-worth donors.
- Experience of public relations, media management, or sales.
- Experience of database management, analysis and curation to support fundraising and communications.
- Knowledge of the independent school sector and its challenges and opportunities.



**Additional:**

- No experience of teaching or working in Schools is required for this role. It would particularly suit a candidate with experience in communications or fundraising in the charity sector or another educational development office.
- Truro School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and behave accordingly. Although there is no direct responsibility for children, this role may involve contact with pupils.
- This job description sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.

*Truro School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening including checks with past employers and a Disclosure and Barring Service check.*

*We embrace diversity and promote equality of opportunity. We welcome applications from all sections of the community.*

*We would also welcome candidates who are looking for job share opportunities.*



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# Truro School

## Our Motto

Esse Quam Videri, meaning 'to be, rather than to seem to be.'

Founded by Methodists in Cornwall in 1880 our School is a welcoming community in which children and adults can flourish, thrive and be happy. They enjoy being and becoming the very best of themselves.

## Our Values

From nursery through to Sixth Form, the values our community nurtures are:

- **Curiosity** to always want to discover and learn more, academically and more widely too.
- **Confidence** to build resilience by learning from both successes and failures alike.
- **Compassion** to understand and champion the needs of others, in our community and beyond.
- **Creativity** to be imaginative in how we express ourselves and approach new challenges.
- **Courage** to enjoy becoming the very best of who we are, with integrity and ambition.

## Our Ambition

To be a community of inclusion and excellence delivering the best educational journey in the South-West.

Our community and its culture reflect our Methodist foundation and our ongoing evolution in an inspiring Cornish setting. In an ever-changing world, we support and challenge young people to thrive – personally, spiritually, academically, socially, and physically. We value our pupils in the diversity of their identities, beliefs, abilities, talents, interests, backgrounds, and needs. The happiness, energy and wellbeing of our community shapes and inspires who we are and who we can become.

## Academic Life

Many of our pupils at Truro School celebrate exceptional results as they prepare to move on to the next stage of their lives, education and career. Our Upper Sixth pupils enjoy places at some of the best universities in the world including Oxford, Cambridge, and a range of Russell group and international universities.

47% of GCSE and iGCSE grades in 2025 awarded were 9-7 (or A\*/A), with 15% at grade 9.

In the same year, we were pleased to report 50% of A-Levels were graded A\*/A. Furthermore, 74 % of all A-Level grades were graded at A\*-B. In 2024, we were the leading provider of A Levels in Cornwall in terms of pupils achieving AAB or above in two facilitating subjects and in 2025 outcomes in this parameter are even higher.

Further information can be found here:

GCSE results: [www.truroschoold.com/senior-school/academic/results](http://www.truroschoold.com/senior-school/academic/results)

A Level results: [A-Level Results at Truro School Sixth Form | Independent School, Cornwall, UK](#)

## The Co-Curriculum

We believe that a rich co-curricular life is a key ingredient of an excellent education. Whilst having fun, participating in a wide range of activities, without academic pressures, pupils broaden their horizons and learn a new skill or extend existing skills. This develops confidence, self-esteem, teamwork and independent-thinking, communication skills and social development across all year groups.

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## Sport

Truro School has an enviable reputation for the high quality of its sporting provision. Several teams compete nationally and the School hosts elite sportspeople in the fields of windsurfing, fencing and sailing to name but a few. All abilities are welcome and every pupil is encouraged to participate and enjoy a healthy lifestyle.

## Music

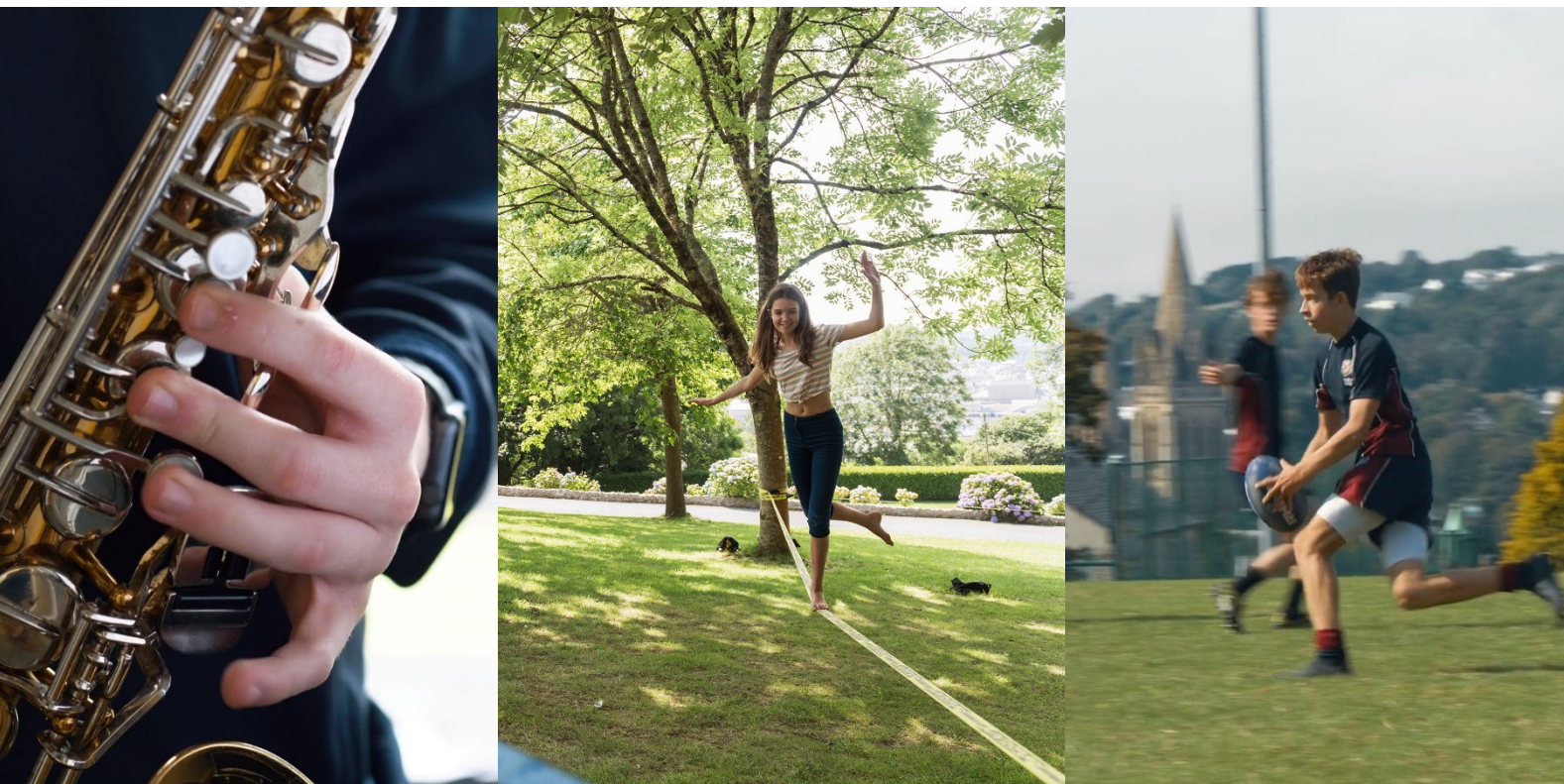
Truro School is one of the most busy and vibrant music departments in the country and is home to the Truro Cathedral choristers. We host over 60 concerts each year involving ensembles, choirs and bands. Tuition is available for numerous instruments. Over a third of our school undertake instrumental or vocal lessons each week from 30 of the county's top specialist teachers.

## Drama

Truro School is renowned for the quality of its drama productions which are held in our Burrell Theatre. The school runs a number of major productions throughout the year including an annual whole school play or musical, an annual sixth form drama project (including performing at the Edinburgh Fringe Festival every two years) and the junior play in the summer term.

## Cornwall

Truro School is located in the county of Cornwall, in south west England. It is surrounded almost exclusively by water which makes it ideal for those who love to spend their downtime at the beach, surfing, sailing, windsurfing or just enjoying a coastal walk. With the nearest beach only a 15-20 minute drive either north or south from Truro School, it is most certainly a life style choice of many. Take a look at [www.visitcornwall.com](http://www.visitcornwall.com) for more information about how to get here, where to stay and what's on.



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## TERMS OF APPOINTMENT

If you are appointed to the role, a formal offer will first be made verbally and then followed up with an offer letter and contract of employment. The following are for guidance and may or may not be available at the time of offer. Benefits are subject to change from time to time.

- Competitive salary based on the Truro School Salary Scales
- L&G Defined contribution pension scheme
- Lunch and refreshments provided including fruit, tea and coffee
- Free membership of the Sir Ben Ainslie Sports Centre and pool facilities
- Free weekly fitness classes for staff only
- Salary sacrifice electric car scheme
- Access to a wide range of books, magazines and DVDs through the School library
- Free parking
- Discounted school fees
- Employee Assistance Program
- Cycle to Work scheme
- Employee benefits platform
- Continued Professional Development and training possibilities.

### Appointment

The appointment will commence March 2026. This will be a permanent full-time position.

### Salary

The role is banded L8 – L12 on the OPS Leadership Scales. The starting salary is dependent on skills and experience.

### Pension Scheme

Truro School complies with its legal obligations to provide access to a pension scheme. Operational, Professional and Support (OPS) staff have a pension via L&G whereby the School double-matches an employee's contribution, up to an employee contribution of 5%. So, where an individual contributes 5% to the Scheme, the School will make a 10% contribution.

### Employee Assistance Program/Employee Benefits Platform

Truro School utilises Help@Hand as our EAP provider so all employees have access to a 24/7 helpline and website support. In addition, this platform gives access to hundreds of discounts, offers and savings from high street retailers to holidays, Marks & Spencer to Bloom & Wild.

### Other Employment Checks

The offer of employment will be conditional upon satisfactory receipt of the following;

1. Proof of right to work in the UK
2. Enhanced criminal background check (DBS) & Barred List check
3. Two satisfactory references
4. Evidence of qualifications held
5. Overseas criminal record check (if you have resided or worked out of the UK in the past 3 years)
6. TRA and section 128 check (if applicable)
7. Fit to Work Questionnaire
8. Acceptable self-disclosure form



## APPLICATION PROCESS

To apply for this position, you will need to complete and submit a formal application using our Truro School application form. We are unable to accept any CVs. This should be emailed to [recruitment@truroschool.com](mailto:recruitment@truroschool.com) or mailed to the School address.

Through the submission of your application form you should demonstrate your qualifications, skill, and experience in relation to the role you are applying for. This information will be assessed against the requirements detailed in the job description.

Once the closing date for applications has been reached we will shortlist applicants and you will be contacted in order to either be invited to interview or to be notified that you have not been successful this time. Our shortlisting process utilises anonymised application form in order to avoid any bias. If you are called for interview you will be asked to provide your right to work in the UK evidence, complete a self-disclosure form and a provide a copy of your qualifications. Additional selection methods such as preparation and delivery of a lesson, a presentation or activities/tasks may be used and you will be notified in advance if that is the case.

References may be taken up prior to interview.

All applicants must be prepared to have a Disclosure and Barring Service (DBS) check and undergo any other appropriate child protection screening including checks with past employers.

The post for which you have applied is exempt from Section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975, amended 2013. If you are shortlisted and invited to interview, you must declare any relevant warnings, reprimands, cautions and/or convictions by completing a self disclosure form prior to interview. Any positive disclosure will be discussed at interview.

Any information given will be treated in strict confidence and will be considered only in relation to your application for this post. Truro School does not discriminate against candidates with irrelevant criminal convictions. For further information on which offences should be disclosed please visit:

<http://hub.unlock.org.uk/wp-content/uploads/What-will-be-filtered-by-the-DBS.pdf> and/or view the flowchart on our employment webpage.

Candidates who have a disability or any other special requirement should let the school know so that reasonable adjustments can be made during the recruitment process.

You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the police and/or Department for Education.

**We look forward to receiving your application.**

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