



School Administrative Lead



ST HELEN &
ST KATHARINE

Welcome from the Headmistress

Hello and thank you for showing an interest in working at St Helen and St Katharine. I am enormously proud of this great girls' school, and I know that this sentiment is shared by colleagues across the staff body.

The students are at the heart of this energy and positive ethos. They are wonderful to work with; enthusiastic, clever, funny, kind, silly, earnest and possessed of an unselfconscious enjoyment of learning and the pleasure of finding out more. They are excited by subjects and delight in their teachers demonstrating their ongoing love of a specialist discipline. They, and their parents, also look to us to work in support of personal development and we continue to evolve our pastoral systems to meet the challenges that the students will encounter in school, in Higher Education and in the world of work and adult life.

Our extra- and supra- curricular programmes are busy and exciting. There is an expectation that students will be busy and that opportunities will be created to harness their enthusiasm. Opportunities to learn beyond the classroom are vital and staff involvement in trips and expeditions is expected.

We have a fantastic support team in these endeavours, and all staff members are valued in whatever role they play in keeping things on track, happy and purposeful. Each staff team reflects the pride we feel collectively in our school.

Our work takes place on a beautifully developed and maintained campus and we are fortunate in the working environment we occupy. The stunning Benedict Building, which houses our sixth form, has further enhanced the site and provides space for even more opportunities for both students and staff, as we develop these for ourselves and in partnership with local schools.

We are fortunate to be over-subscribed and, therefore, selective at each student entry point, but we are not a place that likes to rest on laurels and our departments continually reflect on how they can develop things further. The staff community is very supportive.

We enjoy a very positive relationship with our parent body and don't take for granted their advocacy for St Helen's as a school of choice for a daughter. We have a broad catchment area for a day school with a transport network that spans six counties.

Our Board of Governors is very supportive and interested in the work that we do. They ask challenging questions and delight in our many successes. They have overseen a significant development of the estate and provision in recent years and want to ensure that momentum continues. To that end, we welcome ambitious and energetic applicants who share in the excitement of our mission and who want to develop their careers, working with outstanding students and colleagues.

I do hope that you will apply. St Helen's is a school which both builds on the finest elements of great girls' education and challenges itself to deliver an education that allows our students to encounter their 'now' with confidence and pleasure.

It is a great place to work.



Mrs Rebecca Dougall
Headmistress





The School

Ranked the top girls' school in Oxfordshire in the Times Parent Power 2024 and the top 4 girls' school for sport in the UK by School Sport Magazine, St Helen and St Katharine is one of the leading independent schools in the country. It is an exciting place to work, and appointing the very best staff is integral to our success.

St Helen's School was founded in 1903 and was then joined in 1938 by St Katharine's in Wantage. The School is located on a single campus-style site of beautiful Edwardian and modern buildings set in 22 acres of grounds, on the outskirts of Abingdon, some six miles from Oxford. An extensive school bus network facilitates a large student catchment area that includes Oxfordshire, Berkshire, Buckinghamshire and Gloucestershire.

St Helen's is a school where success is celebrated but not revered. Our students achieve excellent academic results, and our goal is to ensure that every girl achieves success as she defines it, so that she can believe in herself, her talents and abilities, and so that she will feel prepared and equipped for life beyond school.

The School is a thriving community of girls and young women aged 9 to 18 years including a small Junior Department comprising one Year 5 and one Year 6 class. St Helen's offers students an outstanding academic education and a rich and varied life beyond the classroom including excellence in sport, the creative and performing arts and a superb range of extracurricular clubs and societies.

We enjoy collaboration with a range of local partner schools, including Radley College, Abingdon, Larkmead, John Mason and Fitzharrys, providing opportunities to enrich the developmental journeys of our students and build positive connections across genders and experiences.

In 2023, we opened the doors to our new sixth form centre, the Benedict Building. The Benedict Building is a physical articulation of the School's vision for Sixth Form – to create an environment for our students that will spark their intellectual spirit and imagination – and provides students with the space and opportunity to grow their academic and extracurricular interests in readiness for the future.

The staff

St Helen and St Katharine is a very special place to work.

Our students are at the heart of everything we do, we celebrate our powerful sense of community, and we take pride in our very high standards and the strength of our performance. We enjoy a working environment and a culture within the School which focuses on development, inclusion and the pleasure of working all together.

We are always looking at ways to develop our people – students and staff. We look to be progressive, imaginative and respectful; we combine the best of long tradition with a commitment to readying our people for the challenges of the 21st Century. We also firmly believe that a diverse workforce is a better workforce which will help us develop ideas, solve problems and ultimately grow St Helen and St Katharine. Our campus is beautiful and an inspiring place to work. The young people we work with are remarkable and the staff community is welcoming, committed and compassionate.

Every day is different at St Helen and St Katharine. It's fast-paced but never loses sight of the value of individualised conversations and the need for support. We take our commitment to the well-being of staff very seriously and we offer the resources and training to allow people to flourish professionally.

The contribution of every member of the staff team is valued at St Helen and St Katharine, and teaching and support staff work closely together, appreciative of the positive difference everyone can make in their varied roles.





The role

- Job title:** School Administrative Lead
- Hours:** Monday-Friday, 8.30am – 5pm
- Reports to:** Senior Deputy Head and Pastoral Deputy Head

We are seeking an experienced, motivated and highly organised School Administrative Lead to provide efficient support for the smooth running of the School Administration function and the Administration team.

With excellent IT, literacy and communication skills, as well as an exceptional eye for detail, you will be able to work efficiently and accurately, even during the busiest times. You will have excellent organisational and customer service skills, be a great communicator and passionate about supporting our students and staff.

This is a permanent full-time role working 37.5 hours per week, 8.30am-5pm (including a one hour unpaid lunch break), all year round.

All staff share the responsibility for promoting and safeguarding the welfare of the students, in accordance with the School's Safeguarding policies.

Key responsibilities

- To provide administrative advice and support to members of the Senior Leadership team.
- To lead and manage the administrative staff team.
- To provide administrative leadership for key school events.
- To be responsible for the administration of the trips and visits documentation process.
- To manage the day to day running of staff cover for absent teaching and support colleagues.
- To provide support and review the use of school systems.
- Managing the associated assets and budget for the administrative functions of the school.
- Responsibility for the construction and scheduling of the school calendar, working with the Timetable and Calendar Coordinator and the Pastoral Deputy Head.
- Prepare analysis of school admin systems as required by Senior Leaders.
- Lead on the provision of documentation for all stakeholders.

This Job Description should be seen as enabling rather than restricting and the role will develop as the needs of the school evolve. Flexibility will be required to support events which take place out of core working hours or to manage situations effectively.



The person

Skills/abilities

- An excellent communicator to a varied range of stakeholders.
- Strong written English.
- Confident and advanced level use of administrative systems / digital technology.
- Strong management skills.
- Very high levels of accuracy; a keen eye for detail.

Experience, knowledge and qualifications

- Graduate calibre.
- An understanding and appreciation of the work of an independent school as an organisation.
- Experience of administrative management in a high performance, fast-paced environment is essential, ideally within the educational sector.
- Experience of complex processes and scheduling is required.
- Experience of organising high profile events is desirable.

Personal attributes

- Confident and ambitious manager with proven track record.
- Excellent professional judgement and initiative.
- Pro-active – a self-starter who will seek out information from relevant postholders.
- Able to manage a complex workload with conflicting demands and remain calm and solutions focused.
- Enthusiastic about working in a school environment.
- Flexible approach to work.
- Sense of humour.
- Ability to evaluate own performance to lead to development.
- A commitment to safeguarding our students in line with the School's Safeguarding and Child Protection Policy.

Salary and benefits

- This is a permanent, full-time, full year role working 37.5 hours per week, Monday to Friday, 8.30am – 5.00pm with a one hour unpaid lunch break.
- The salary band for this post is £42,299-£45,327 per annum. The starting salary will be dependent upon experience.
- This role benefits from 6 weeks leave per year, plus all statutory public holidays (total of 7.6 weeks on a full-time basis). In addition, at the discretion of the school, this role attracts a 20% reduction in working hours during school holiday periods with no impact on pay.
- Employees may join a staff Pension Scheme.
- The School currently operates a cycle to work scheme.
- Employees are entitled to free lunches when the kitchens are operating.
- There is free car parking on site.
- Employees may use the fully equipped gymnasium/sports facility on site
- Employee Assistance Program via confidential telephone service.

St Helen and St Katharine is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, the Disclosure and Barring Service and overseas Police checks, if applicable. Employment is subject to these checks



The process

These job details should be read in conjunction with our Safeguarding policies, available within the Working at St Helen's section of our website.

Please then complete an application form (available within the Working at St Helen's section of our website). The completed and signed application form, along with a brief supporting letter addressed to **Mrs Rebecca Dougall, Headmistress**, should be submitted via email (recruitment@shsk.org.uk) in the first instance and then sent to:

Human Resources Department
St Helen and St Katharine
Faringdon Road
Abingdon
Oxfordshire
OX14 1BE

Please note that any application form submitted electronically must be completed in the existing application form format, within Adobe.

The closing date for this post is **Tuesday 22 April 2025 at 12 noon**.
Interviews will take place on **Monday 28 April 2025 or Tuesday 29 April 2025**.

Please note that due to the volume of applications we receive, we are unable to provide individual feedback except to those candidates who attend an interview.

We look forward to receiving your completed application.



www.shsk.org.uk

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ST HELEN &
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Independent day school for girls aged 9–18
Faringdon Road, Abingdon, Oxfordshire OX14 1BE