



# Higher Education, Careers & Partnerships Administrator



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

We are seeking to appoint an Administrator to join our successful Careers Department to support our Assistant Head - Futures and Partnerships and the Head of Careers and Professional Development in implementing our well-established programme of work experience for students in Years 11 and Sixth Form, and in our careers provision across the School.

Key responsibilities include liaising with staff and students to create awareness of the work experience programme, cultivating existing relationships with employers and developing new contacts, and ensuring the necessary health, safety and safeguarding checks are carried out for each placement.

This is a part-time role working 30 hours over a minimum of 4 days per week Monday-Friday, term-time plus 2 weeks during the school holidays, and we would like the successful candidate to start as soon as possible.

This post would particularly suit an individual with a background of careers advisory work within the higher or further education sectors, or within schools. The successful candidate will have excellent interpersonal skills with the ability to build effective working relationships with students, staff and employers alike, combined with strong administrative and organisational skills.

The Careers Department comprises a full-time Head of Careers and Professional Development, supported by a Higher Education, Careers and Partnerships Administrator (the post-holder), together with the Assistant Head - Futures and Partnerships. The Careers Department shares offices with the Higher Education Department and the two departments work closely together. The offices are located next to the School library and consist of a dedicated careers library and large careers office.

## Key responsibilities

### Higher education

- Support the Assistant Head – Futures and Partnerships in proactively managing and coordinating the administration of the higher education programme.
- Monitor and record students' progress through the higher education system, tracking their offers and their key deadlines.
- Manage the administration of the students' application journey, ensuring applications are processed efficiently and accurately and collating data for analysis.
- Support students and associated members of staff with Oxbridge and medical/vet/dentistry/midwifery applications and associated events e.g. organising mock interviews, supporting the organisation of the mock MMI evening etc.
- Manage onboarding and maintenance of our digital systems eg UCAS, Unifrog for students, parents and members of staff.
- Help organise and promote higher education events in school and trips out of school eg Introduction to Higher Education Evening, taster days, UCAS Discovery Days.
- Keep up to date with changes to UCAS, Unifrog and other higher education systems.
- Other reasonable requests to support higher education.

# Key responsibilities

## Work experience and careers

- Organise and implement the work experience programme for students in Year 11 and the Sixth Form.
- Ensure all safeguarding and health and safety checks are undertaken relating to all work placements to comply fully with current legal requirements.
- Liaise with parents and students to create awareness of the work experience programme.
- Advise students on work experience during 1:1 meetings, form time, whole year group talks and assemblies.
- Cultivate existing relationships and develop new contacts for the school to ensure students have access to a wide range of competitive industries and employers for their work experience placements.
- Assist with the organisation and delivery of events such as the Careers Convention, Careers/Sector Information sessions.
- Maintain accurate and up to date student tracking of career interactions and work experience placements using Unifrog.
- Use social media platforms, such as Instagram and LinkedIn to disseminate careers information and raise the profile of the careers department.
- Work with the Alumnae Relations Manager to develop and maintain links with alumnae; engaging their support with careers, higher education and work experience through the alumnae network, with particular focus on the management of the Kate Scheme (mentoring scheme)

## Partnerships

- Provide administrative support for partnership activities, including issuing invites and managing attendance levels.
- Booking speakers as required for partnership activities.
- Making facilities and catering arrangements in support of partnership activities, liaising with Estates and Catering.
- Liaise with the School's Administrative Lead to ensure that events are coordinated with and entered into the school calendar.
- Maintain a log of schools and organisations worked with and liaise with the Admissions team regarding choices for event invites.
- Collect and collate feedback from attendees following events.
- Maintain a log of attendance at events to facilitate report to external bodies and governors.
- Contribute to the communication of events in school and external publications (eg submissions for the Schools Together website and articles for Lines).





# The person

## Skills/abilities

- Excellent interpersonal skills, with the ability to communicate well at all levels and develop effective working relationships with students, staff and employers.
- Strong administrative and organisational skills, with a high level of attention to detail.
- Efficient time management skills, with the ability to work calmly under pressure and multi-task.
- Strong IT skills, including Microsoft Office, particularly Excel, and databases.

## Experience, knowledge and qualifications

- Experience of working in a busy administrative environment is essential.
- Experience of careers advisory work within the higher or further education sectors, or within schools would be an advantage.
- A good honours degree would be desirable.

## Personal attributes

- A professional and approachable manner.
- Enjoyment of working with young people and the sensitivities that go with that.
- Confident in working on own initiative and with making decisions.
- A team player with a willingness to share wider general office tasks when necessary.
- To take ownership for own continuous personal development, undertaking relevant training as and when appropriate.
- A commitment to safeguarding our students in line with the School's safeguarding policies.

# Salary and benefits

- This is a permanent part-time term-time plus 2 weeks to work during the School holidays, working 30 hours per week, over a minimum of 4 days per week Monday-Friday. Working days and hours can be discussed at interview.
- The salary for the post is in the range of £19,862-£21,172 per annum for term-time working over a full academic year (£30,214-£32,207 full-time equivalent). Starting salary will be dependent upon experience and qualifications.
- This role benefits from paid pro-rata holiday entitlement of 6.2 weeks for a full academic year (to be pro-rated, once start date agreed). This is based on a full-time, full-year equivalent amount of 7.6 weeks per year inclusive of public holidays. All leave is to be taken during the School Holidays.
- 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 vacancies section of our website.

Please then complete an application form (available within the vacancies 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](mailto: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 **Monday 2 June 2025 at 9.00am**.  
Interviews will take place on **Friday 6 June 2025**.

Please note that due to the volume of applications we receive, we are unable to provide individual feedback.

We look forward to receiving your completed application.



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ST HELEN &  
ST KATHARINE

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