



Bursary 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 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 super - 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 all of 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.

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

As one of the leading independent schools in the country, St Helen and St Katharine 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.

Whilst there is a strong commitment to girls' education, close links with Abingdon School add a co-educational dimension. These links include some subjects taught jointly in the Sixth Form and much collaboration in music, drama, extracurricular activities and socially at all ages.

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

Reporting to the Director of Finance & Operations, this is a great opportunity to join a busy multi-functional team and will allow the successful candidate to innovate and improve processes and enhance the service to the school community. We are seeking an experienced, enthusiastic, reliable and highly organised administrator to work on new projects as well as help support the day-to-day running of the Director of Finance & Operations and her support service team which includes Finance, Operations, HR, IT Support, Estates and Health & Safety.

With strong IT, literacy and numeracy skills, as well as an exceptional eye for detail, you will be able to work efficiently and accurately, even during the busiest times and support project initiatives across the school. You will have excellent organisational and customer service skills, be a great communicator and passionate about supporting our students and staff. You will enjoy working as part of a team in a busy office environment.

This is a permanent full-time role working 37.5 hours per week all year round and we would like the successful candidate to start as soon as possible.

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

Responsibilities

Support to Director of Finance & Operations (DFO)

- Support the DFO's administrative needs including the arranging of and preparation for meetings, minute taking, organisation of correspondence, composing letters, filing and being proactive in alerting the DFO to matters which require attention.
- Company Secretarial and Charity Commission duties including amending Trustees' details and Annual Returns for Companies House.
- Managing insurance policies, schedules and certificates and managing insurance claims, checking of driving licences and renewing annual licences eg Copyright, Recording, CCLI.

Finance

- Management of Bursary applications and renewals including correspondence with parents, provision of further education letters and use of the Bursary Portal.
- Assist the Finance Manager with debtor administration and supporting letters.
- Filing and the annual updating of parents' accounts and billing information and archiving including Student/Parent files.
- Use the School's financial system as required including assisting parents with billing queries and suppliers with payment queries and reconcile supplier statements.
- Reconcile and process the monthly credit card statements on the School's financial system.
- Manage the tuck payment cards issued to students and any subsequent parent queries.
- Assist with processing invoices as required.
- Additional administrative tasks to support the wider administration team.

Operations

- Manage the School's procurement of stationery, Amazon's orders and other supplies.
- Assist with improving processes and cost efficiencies for purchasing such school supplies.
- Provide occasional support for larger scale events including the 6th Form Leavers' Ball and the uniform trying on service for new joiners.
- In the absence of the Operations & Events Manager provide supervision for students using the afternoon Joint Bus Service.

Office Management of the Bursary and Other Duties

- Front of house for the Bursary receiving and welcoming visitors.
- Taking and actioning telephone and email queries.
- Management of mail, internal post and deliveries.
- Ensuring adequate provision of office equipment, stationery and catering supplies.
- Provision of DBS Checks for families hosting overseas exchange trips.
- Issue ID/building access lanyards to all new staff.
- Prepare and issue car parking permits for all school staff and visitors as required.
- Provide occasional cover of the main School Reception.

The person

Skills and Abilities

- Ability to work effectively independently and also as part of a team.
- Good communicator with excellent verbal and written skills. Able to communicate with school staff, governors, parents and visitors.
- Experience in prioritising and completing workload with the ability to meet deadlines whilst maintaining a high degree of accuracy.
- Attention to detail.
- High level of numeracy skills.
- Strong IT skills in particular good knowledge of Microsoft Word and Excel.

Experience, Knowledge and Qualifications

- Experience in a business administration role.
- Qualified at A Level or equivalent. A minimum of Maths at GCSE Level.
- Qualifications in business administration and finance are desirable.

Personal Attributes

- High level of confidentiality.
- A team player willing to help and support others.
- Willingness to learn new systems.
- Ability to work alone and manage own workload.
- A commitment to safeguarding our pupils in line with the School's Child Protection Policy.

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.





Salary and benefits

- This is a permanent, full-time, full year role working 37.5 hours per week, Monday to Friday, 8.30am to 5.00pm with a one hour unpaid lunch break.
- The salary band for this post is £29,122 to £31,043 per annum. 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 stakeholder pension scheme. The School currently double matches employee contributions with a minimum employee contribution of 3%. The maximum employer contribution is capped at 10% of gross salary. The School also offers a salary sacrifice scheme for pension contributions.
- Life assurance.
- A free lunch is available when the kitchens are in operation.
- The School currently operates a cycle to work scheme.
- Employees may use the fully equipped gymnasium on site (when open to staff).
- There is free car parking on site.

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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 Nicola McAvoy, Director of Finance and Operations** 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 **Monday 2 October 2023 at 9.00am**. Interviews will take place on **Monday 9 October 2023**.

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 &
ST KATHARINE

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