



ST CATHERINE'S SCHOOL
— TWICKENHAM —



Data and Admin Officer
Part Time/Full Time
To start January 2025

Welcome to St Catherine's School

Thank you for taking an interest in working at St Catherine's. I hope this job description gives you a good understanding of our ambitious, creative and caring school.

All schools speak of their high standards for pastoral care, teaching and learning, and co-curricular provision and we are also very proud of our record of excellence in these areas. However, what sets St Catherine's apart is our vibrant and happy community; this is a place where pupils and staff feel supported and valued, and where friendship and belonging are everyday experiences.

Working at St Catherine's means being part of a team that puts the girls first, as we seek to bring out the gifts and talents of each individual. We are very proud of our strong exam results and we are also committed to a wide programme of activities and events so that school is exciting, varied and fun. Our dedicated staff enjoy making this possible, whether by encouraging designs for a STEM competition, travelling with the school cast to the Edinburgh Fringe, or simply taking time to listen to the girls. They also support each other, and they take pride in working together to provide the best all-round education for our girls.

I am sure you will enjoy working at St Catherine's and I really look forward to hearing from you.

With kind regards



Johneen McPherson
Headmistress



The Mission and Values of Our School

We are inspired by St Catherine of Siena, who said 'Be who God wants you to be, and you will set the world on fire', to form young women of confidence and compassion, ready for service and leadership in the world. We fulfil our mission through these values:

Community: a place of cheerfulness, dignity and tolerance, where all are welcome

Faith: a Christ-centred school with time for reflection; a culture of gratitude and friendship

Courage: with self-knowledge, resilience and integrity, and a readiness for challenge

Scholarship: where gifts are developed through curiosity, imagination and ambition

Service: commitment to others, to stewardship, and to justice and hope for all

An Outstanding School

St Catherine's School is a Catholic independent Girls' Day School, which draws pupils from a wide catchment area. The site of St Catherine's has been famous since the poet, Alexander Pope, came to Twickenham in 1719. He developed extensive gardens behind his riverside villa and the School is now situated in this garden. In 1992 the School became fully independent and now operates as a charitable trust.

The School enjoys an enviable position next to the River Thames and is only a short distance from the centre of Twickenham. Strawberry Hill Station is a ten minute walk from the School and Twickenham Railway Station, 15 minutes. Both have regular services to London (Waterloo), Surrey, Berkshire and Middlesex.

Approximately 40% of pupils are Catholic, and we also warmly welcome girls from all faiths and none who are in sympathy with the values of School. The School's Christian values and Catholic ethos is offered in an inclusive and open manner, which allows us to help all girls to explore deeper values. This also underpins our excellent pastoral care system and all staff are committed to caring for each and every pupil.

We help every girl achieve her personal best by providing a broad and balanced education within a stimulating, secure and supportive environment. Success is achieved through personal responsibility, high expectations and a close partnership between parents and school. Emphasis is placed on ambition, creativity and resilience, and on the importance of pupil voice, kindness, and service. Since we are a relatively small school the staff know the pupils as individuals and this creates a strong and happy community.



The School is organised into the Preparatory School, Senior School and Sixth Form all of which are located on the same site. On leaving the Preparatory School, most pupils enter the Senior School and most Year 11 pupils join the Sixth Form.

Academic Scholarships are awarded for Year 7 and for the Sixth Form. Music, Art, Drama and Sports Scholarships are also available, and the all-rounder Siena Scholarship is awarded for the last four years of St Catherine's schooling.

In the Senior School pupils follow a broad academic and creative curriculum. Most pupils study ten subjects to GCSE A Level and three or four subjects at A Level. Sixth Form pupils can choose from a wide selection of subjects and many also complete the Extended Project Qualification (EPQ).

We attach great importance to a well-rounded education and co-curricular activities play a significant role in the life of the School. Competitive events are held throughout the year and there is a healthy rivalry between the four houses (Bronte, Cavell, Nightingale and Pankhurst). The Duke of Edinburgh Award Scheme is also a popular option. Sports include swimming, netball, athletics, cross country, hockey, football, tennis, gymnastics and rounders, and pupils achieve considerable success at county, regional and national level. Music and Drama also play an important part in the life of the School and all pupils are encouraged to participate in productions, choirs, orchestras, ensembles and concerts.

Facilities are very good and include an indoor swimming pool, multi-purpose hall, playing field, newly renovated ICT suites, and netball/tennis courts. Over the past ten years the School has invested heavily in new facilities, including a Sixth Form Centre, Drama Studio, dining facilities and other teaching areas, as well as upgrading the Science Block and playing field - and new projects are underway.

Further details may be found on our website: www.stcatherineschool.co.uk



Scholarships

Academic Scholarships are awarded for Year 7 and for the Sixth Form to pupils of academic promise who will benefit from the opportunities that St Catherine's provides and who will contribute strongly to the life of the school. Music, Art, Drama and Sports Awards are also available, and the all-rounder Siena Scholarship is awarded for the last four years of St Catherine's schooling.

The Curriculum

The Prep curriculum promotes creativity and curiosity and establishes firm foundations for all pupils; specialist teaching enriches the programme and includes French, Spanish, Drama, Food and Nutrition, Music and PE.

Pupils in Years 7 to 9 have a rich and exciting curriculum and pupils generally study ten subjects to GCSE level and three or four subjects to A Level. Sixth Form pupils can choose from a wide selection of subjects and they also have the opportunity to complete an Extended Project Qualification (EPQ).



Job Information

St Catherine's is a school very proud of its friendly atmosphere, excellent pastoral care and strong academic reputation. Our School Mission captures the spirit of our happy, confident and inclusive community.

St Catherine's data and admin team offers a varied and interesting role supporting the School's information management and admin systems; the role includes a range of data and admin tasks related to school administration and to the wider academic and pastoral aims of the school.

The Data and Admin Officer will be part of a large and collaborative team, working with key staff. He/she need not have previous experience with school systems; interest and aptitude are required and all necessary training can be managed onsite.

Responsibilities include:

- Support and review operational and management information systems
- Help to ensure records are managed in line with data quality requirements;
- Provide support to key staff on data and admin matters;
- Help to manage compliance administration, e.g., admissions registers and pupil attendance;
- Produce and maintain school information such as class lists and registers for school clubs;
- Prepare and send communications/letters to parents;
- Maintain records, filing and photocopying;
- Provide general administrative support to key staff;
- Coordinate and prepare forms and/or signage for parents' evenings and other events;
- Assist with fire drills and maintenance of pupil/staff fire lists.

Other Responsibilities:

- Actively promote the safety and welfare of pupils;
- Adhere to and ensure compliance with the school's Safeguarding Policy at all times. If, in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risk(s) to the safety or welfare of children in the school, these concerns must be reported to the school's Designated Safeguarding Lead or the Headmistress;
- Undertake relevant training and professional development;
- Work in collaboration with colleagues, covering lessons and support as required;
- Contribute to co-curricular activities;
- Attend INSET, whole school events, and Open Days;
- Undertake other tasks related to this role, as requested by the Headmistress.

Experience and Personal Qualities:

- A good level of education to at least A Level standard;
- The ability to communicate clearly, accurately and effectively with a variety of people both verbally and in writing;
- Strong organisational and ICT skills, with experience and/or willingness to learn;
- The ability to maintain confidentiality;
- The ability to manage different situations and challenges by listening actively and making people feel positive and included;
- A proactive, flexible and organised approach to tasks with the ability to work with initiative;
- The desire and ability to develop new skills and competencies, and a commitment to continuing professional development;
- A helpful, good-humoured and personable manner and be part of a positive and collaborative team;
- Genuine passion and a belief in the potential of every pupil;
- Commitment to the school's Safeguarding Policy at all times.

Please note that this job description is not exhaustive.

The salary, which will depend on qualifications and experience, will be discussed when the position is offered to the successful candidate.

St Catherine's School Benefits

Working at St Catherine's School Twickenham offers a unique and fulfilling experience due to the School's strong commitment to academic excellence, pupil wellbeing, and a happy and supportive community life. The school prides itself on providing a nurturing environment that fosters both personal and professional growth.

Staff benefit from a collaborative and inclusive culture, where innovative teaching methods and ongoing professional development are encouraged. The beautiful, historic campus provides a tranquil setting conducive to creative and effective teaching. Additionally, St Catherine's School's dedication to developing well-rounded students ensures that educators have the opportunity to make a meaningful impact in a setting that values and supports their contributions.

Additional Benefits include:

- Competitive salary
- Pension scheme, including salary exchange
- Employee Assistance Programme for staff and their family
- Complimentary lunch and refreshments
- Cycle to work scheme
- On site parking
- Fee reduction
- Staff wellbeing activities, including swimming, yoga/pilates, static rowing, and prayer group
- Staff Liaison Committee
- A comprehensive training and development programme
- Tickets for school music and drama performances
- End of term celebrations and staff social events



Application

If you feel you have the experience, enthusiasm and commitment necessary for this post, then we would be delighted to receive an application from you.

Please complete the enclosed application form and send it together with a covering letter addressed to the Headmistress via email to recruitment@stcatherineschool.co.uk

Please note that only applications on the School's application form will be considered. It is not necessary to send a separate CV nor to complete an application in the TES format.

Closing date for applications: 11am, Friday 3 January 2025

Interviews will be held the following week.

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. The successful applicant will be subject to a number of safer recruitment checks including an enhanced DBS, Barred List and social media checks as part of Keeping Children Safe in Education, and once in post, receive further training and updates.

Thank you for the interest you have shown in our School; we look forward to receiving your application.

