



St Catherine's School Twickenham

Admissions Manager

Headmistress's Personal Assistant

(applications for joint position or individual roles
will be considered)

Full time

(Part time option possible)

February 2020

INFORMATION FOR APPLICANTS

ST CATHERINE'S SCHOOL TWICKENHAM

St. Catherine's School is a Catholic independent Girls' Day School, which draws pupils from a wide catchment area and from a range of backgrounds. It was founded by the Sisters of Mercy in 1914.

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 yet 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.

We are a Catholic School, with a warm ecumenical tradition. Approximately 36% of our girls are Catholic, and we also welcome girls from all families who are in sympathy with the Christian values taught by the School. Girls and staff participate in prayers during assemblies and meetings, and attend mass. The School's focus on ethos and on the Catholic tradition allows us to help girls to explore deeper values. This also underpins our excellent pastoral care system and, although the pastoral and academic oversight of every pupil is primarily the responsibility of the Form Tutor, all staff are involved in the care of pupils.

St Catherine's School takes very seriously its duty towards all its pupils who have been entrusted to its care and seeks to provide an environment where all children are safe, secure, valued, respected, and listened to. All staff have a full and active part to play in protecting pupils from harm, and receive safeguarding and child protection training at induction, which is regularly updated.

We strive to help every girl achieve her personal best by providing a broad and balanced education within a stimulating, secure and supportive environment which encourages learning. Success is achieved through personal responsibility, high expectations and a close partnership between parents and school. Emphasis is placed on self-discipline, responsibility, and the importance of kindness, service, and respect for others. Since we are a relatively small school the staff are able to know the pupils as individuals and this engenders a strong community.

The School is organised into the Preparatory School, Senior School and Sixth Form all of which are located on the same site. The Preparatory School accepts pupils from the age of three. On leaving the Preparatory School at 11, most pupils enter the Senior School. It is also expected that most Year 11 pupils will enter the Sixth Form. Academic standards are high and the intake is selective at all ages.

Academic Scholarships are awarded at 11+ and 16+ to pupils of high 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.

In the Senior School pupils follow courses in English, Mathematics, Science, Religious Studies, History, Geography, Drama, Music, Art, Physical Education and Food and Nutrition, and all pupils in Years 7 to 9 study Spanish, French and German. Emphasis is also placed on the development of Computer Science skills and the school has three ICT suites which can accommodate whole classes. Most pupils study nine or 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 work towards gaining an Extended Project Qualification (EPQ).

We attach great importance to a well-rounded education and extra-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 a popular option. Sports include swimming, netball, athletics, hockey, tennis, gymnastics and rounders, and our pupils achieve considerable success at county, regional and national level. Music also plays an important part in the life of the school and all pupils are encouraged to participate in choirs, orchestras, ensembles and the varied programme of concerts and informal performances.

Facilities are very good and include an indoor swimming pool, multi-purpose hall, playing field, three 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/Lecture Theatre, Fitness Suite, dining facilities and other teaching areas, as well as upgrading the Science Block.

Further details may be found in the Independent Schools' Year Book and on our website (www.stcatherineschool.co.uk).

Job Description: Head's PA and Admission Manager

We seek to fill two important roles at St Catherine's. These can be considered as a joint role, and we would also be pleased to accept applications from those interested in either Admissions or the PA role.

The School is currently restructuring support and administration roles across the site, and so we are able to take a flexible approach as to how these roles could be filled and/or linked to other positions. Our focus is on finding a committed, energetic and positive person (or people), who would be a welcome addition to our strong team and happy, friendly school.

Personal Assistant to the Headmistress

Hours of work: 8.00am – 5.00pm Monday to Friday, full time. Part time applications (term time plus some additional weeks) are also welcome.

Key Duties and Responsibilities:

- To provide effective, confidential and efficient PA support to the Headmistress;
- To act as an ambassador for the School and Headmistress;
- To ensure that all communication provides the best possible service and response;
- To maintain strict confidence and to work with the utmost trust and sensitivity, handling sometimes complex and difficult situations;
- To manage the access of staff, students, parents and visitors to the Headmistress;
- To plan and maintain the Headmistress's calendars, in line with the school calendar;
- To plan and organise meetings, including booking rooms and refreshments;
- To ensure that the Headmistress is prepared with the necessary paperwork for any event sufficiently in advance;
- To produce a variety of documents, using the appropriate software: MS Word, Excel, Publisher, Google Doc or PowerPoint;
- To maintain computerised records of documentation;
- To receive all visitors to the school including prospective parents and pupils;
- To undertake accurately and effectively a range of general administrative tasks such as photocopying, typing, proof-reading and dealing with calls;
- To produce agendas and take minutes at meetings when required by the Headmistress;
- To provide administrative support to the other senior managers and to support wider school tasks and events, for example, Open Events, and diary management;
- To work together with the reception staff and other administrative staff, supporting and covering where necessary;
- To assist with development tasks and events;
- To undertake other relevant duties associated with the job purpose allocated at the discretion of the Headmistress.

Admissions Manager:

As Admissions Manager, the postholder will take a proactive approach to manage the admissions process and offer prospective pupils and their families an outstanding experience of St Catherine's School. The Admissions Manager is responsible for promoting, developing and managing the admissions process for all pupils from initial enquiry to the starting date of a new pupil.

Hours of work: 8.00am – 5.00pm Monday to Friday, full time. Part time applications (term time plus some additional weeks) are also welcome.

Key Duties and Responsibilities

- Work closely with, and provide relevant information to the Headmistress and other staff, in their key decision-making roles within the admissions process;
- Establish and maintain positive relationships with all who enquire about the School or who need information about admissions;
- Oversee and manage the organisation of individual assessments, assessment days and scholarship assessments including examinations, interviews and refreshments;
- Liaise with the members of staff responsible for the entrance tests;
- Ensure all assessment information is recorded in the school's information management system;
- Use the School's information management system to record admissions information in an accurate and timely manner, including tracking expressions of interests, visits, registrations, assessments, scholarships and enrolments;
- Manage a continuing analysis of contacts, applications and admissions;
- Maintain full awareness of where there are available places at different points of entry;
- Use data and feedback to drive continuous improvement of the admissions process;
- Nurture and establish relationships with families throughout the admissions process;
- Create and send out letters and emails relating to the admissions process including assessment and scholarship invitations, requests for school reports and offer letters;
- Manage visit and tour arrangements for prospective pupils and families;
- Keep all documentation up to date in a searchable and auditable form;
- Manage and develop a systematic follow up process for all admissions contacts and seek opportunities for feedback during the process;
- Provide sensitive and diplomatic feedback to parents which upholds and adheres to the School's Admissions Policy;
- Ensure the school's information management system is updated accordingly;
- Manage the school's Admissions Register, including updating records for students leaving at non-standard points;
- As required, notify the Local Authority of all non-standard leavers and their destination school;

- As required, notify the Designated Safeguarding Lead wherever a student has left prior to Year 13 and there is no known destination;
- Ensure that the admissions section of the School website is kept up to date;
- Oversee the processing of registration and acceptance fees;
- Represent the School at internal and external events, for example Open Events, and recruitment fairs;
- To undertake other relevant duties associated with the job purpose allocated at the discretion of the Headmistress.

Other Specific Duties (both roles):

- To play a full part in the life of the school community, to support its distinctive ethos and to encourage staff and pupils to follow this example;
- To show commitment to safeguarding and health and safety practices and values;
- To continue own personal development and to engage actively in the appraisal/staff performance review and professional development process;
- To ensure skills, including IT skills, are kept up to date to perform role successfully;

Skills and Qualities (both roles):

- Commitment to the aims and ethos of St Catherine's School;
- A high level of professionalism and sensitivity;
- Understanding of compliance processes;
- Highly developed skills in planning and managing tasks;
- Excellent IT skills including Excel, Word and databases;
- Outstanding communication skills;
- Discretion and adherence to confidentiality;
- Attention to detail, and ability to prioritise tasks and work to deadlines;
- Ability to be flexible with working hours as some weekend and evening work may be required;
- A friendly, good-humoured and creativity attitude and an ability to work well within a team;

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

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 to:
The Headmistress, St Catherine's School, Cross Deep, Middlesex TW1 4QJ.

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: **21 February 2020**
Interviews: **week beginning 24 February 2020**

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 an enhanced DBS check.

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

Mrs Johneen McPherson
Headmistress