



St Augustine's

PRIORY

'Our Girls Will Change the World'

CATHOLIC INDEPENDENT SCHOOL FOR GIRLS AGED 3-18



School Administrator Applicant Information

'The quality of pupils' academic and other achievements is excellent'
ISI Inspection Report - November 2021



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Letter from the Headteacher

Dear Applicant,

Thank you for the interest you have shown in the post of School Administrator at St Augustine's Priory and welcome to our inspirational school! Our priorities are to deliver excellence in all aspects of school life and for each of our pupils to live out our mission of "our girls will change the world."

Integral to the efficient operation of the school is the School Office. It supports pupils, parents, teachers and other staff on an enormous variety of day-to-day tasks, events and processes. From contributing to our fire evacuation procedures to managing many aspects of the school's annual events programme, no two days are the same. The school cannot function without it and we need energetic, creative and well-organised people to ensure it continues to deliver to its existing high standards.

St Augustine's Priory is a leading Catholic, independent day school for girls aged 3-18 (with boys in the Nursery). The four parts of the school (Pre-Preps, Preps, Seniors and Sixth Form) are located on the same site. We are an all-through school and it is an enormous benefit to girls and parents that pupils who join us in the Prep School are able to move seamlessly up with us through to the Sixth Form years. As a Catholic school we hold the care of the whole person as central to what we do.

In November 2021, we were inspected by the Independent Schools Inspectorate (ISI) which rated us "excellent" (the highest grade) in both Educational Quality and Personal Development, and we are committed to the highest standards in student safety, welfare and wellbeing. Inspectors noted that not only do pupils have "*outstanding attitudes towards their learning*" but also "*excellent levels of self-esteem and self-confidence which enable them to take the school's core values into the wider world.*" The Good Schools Guide describes us as "*quietly brilliant*" and the school's most recent Diocesan Inspection Report graded St Augustine's Priory as "Outstanding" the highest possible grade in all categories across both Classroom Religious Education and the Catholic Life of the school.

We have been in Ealing for over one hundred years and represent a continuity of expertise in educating women of the future. Our founders were exceptional, visionary women who strove to offer girls the best education possible, often in the most extraordinary of circumstances. We continue in this tradition and take great pride in the generations of staff and of families who continue to work and study here. Our examination results are outstanding, with exceptionally high value-added scores, and we pride ourselves on instilling in girls a love of



learning and an alternative way of thinking. We offer a broad and varied curriculum with rich opportunities for personal development throughout the whole school, incorporating active community participation. Our pupils know that they are not defined by their grades and are valued and loved for who they are in the round. They also know we are preparing them to be people of courage and determination, agents of positive change through their words and actions.

Pupils are blessed with 13 acres of green space, unique in the heart of London and we have ambitious plans for continued development of the facilities. Our Farm, Forest School, Meadow, Astro-turf, Indoor Hall and Open-Air Theatre, all utilise the natural setting and pupils love the physical freedom offered by our beautiful grounds.

Girls are assessed on initial entry and move automatically through to the Senior School. External candidates who join us at 9+, 10+, 11+, 13+ and 16+ sit entrance examinations. Scholarships and Exhibitions are highly sought-after and are available in a wide range of disciplines, showcasing the breadth of opportunity at the school.

We warmly welcome candidates from a range of backgrounds and the school and governors are committed to a diverse and inclusive community. Please contact Mrs Lauren Bhambra (HR Manager) at hr@sapriory.com if you have any questions.

Yours faithfully

Mrs Christine Macallister BA ACA
Headteacher

Our School Office Department

Dear Applicant

Thank you for your interest in the post of School Administrator. The School Office Department at St Augustine's Priory is part of the Business Services Team under the overall leadership of the Bursar. The School Office team is comprised of two School Office Assistants and two Receptionists.

The successful candidate will join a skilled, highly professional and energetic team. As a team we are the first point of contact for all visitors, parents, pupils and staff and provide administrative support to the whole school community. First impressions count and as the front of house we require someone who projects a professional and welcoming demeanour in our busy Reception area.

This role is varied, dynamic and very fast-paced. Excellent communication skills are essential as is the ability to work professionally under pressure to meet deadlines. An aptitude to operate flexibly within the changing needs of the school is also essential, as is enthusiasm, commitment and a willingness to play an active role in the life of the school. If you have an eye for detail, take pride in your work and have a 'can do' attitude we would like to hear from you.

Miss Louise Naylor
School Office Manager

Job Description: School Administrator

Mission Statement

Our girls will change the world

- *We are a Catholic community inspired by the vision of our founders and passionate about shaping a better future.*
- *We empower pupils with outstanding results, a love of learning and an alternative way of thinking.*
- *Augustinians are ethical leaders sowing joy, truth and courage.*
- *In this school freedom and generosity of spirit flourish. We seek a sustainable and prosperous future for all the world's communities.*
- *We cherish love for our neighbour, welcoming different faiths and cultures. Learning through dialogue we have hearts open to the whole world.*

Line of Responsibility

Responsible to: School Office Manager

Key tasks

- Provide a friendly, professional and efficient first point of contact to all stakeholders contacting or visiting the school, filtering both telephone and email enquiries and liaising with parents demonstrating excellent interpersonal and communication skills
- Registering, recording and monitoring pupil attendance on a daily basis
- Proactively work to directly reduce student absence through daily contact with students and families
- Promote and support high levels of attendance
- Promote a positive attendance and punctuality culture
- Form strong relationships with parents/carers
- Rigorously check the daily registration process and work with the HoY's, Deputy Head Pastoral and Deputy Head (Preps and Pre-Preps) to ensure teachers complete registers in an accurate and timely manner
- Ensure all sign in, security and safeguarding policies and procedures are complied with
- Ensure all helpdesk requests are dealt with in a timely and accurate manner and, where relevant, relayed to stakeholders promptly
- Provide cover for the staff during breaks as necessary
- Ensure the Reception area is tidy and presents a positive image to all stakeholders
- Distribute incoming and outgoing mail and deliveries
- Ensure that items delivered by parents for pupils are distributed
- Collate, record and communicate regarding lost property items
- Prepare and distribute Birthday and Christmas cards for pupils
- Stock control and ordering of stationery and reprographic supplies
- Managing reprographic requirements across the school

- General reprographic duties, including the production of displays using Microsoft and Adobe products
- Supporting teaching and learning with printing and organising of documents, certificates and other resources
- Managing display boards around the school to ensure they are always neat and tidy. Content to be set by HoD or SLT.
- Produce and distribute appropriate signage around the school as required
- Collate and file documentation in pupils' central files
- Take and document minutes from staff briefings twice weekly
- Produce student and staff ID cards via SG World
- Assist with data entry and produce reports from SchoolBase and SG World as required
- Manage room bookings for both internal and external events/meetings
- Produce a termly events calendar for staff
- Attend, prepare any administrative resources and provide support for Event days e.g. Carol Service, Feast Day, Open Day, etc.
- Manage the individual and whole school photograph day
- Ensure that all information is treated confidentially and have absolute discretion at all times, complying with the school's data protection procedures
- Lunchtime supervision for pupils via a rota
- Ensure fire drills and fire evacuations run smoothly, efficiently and safely

Wider Professional Responsibilities

As a member of St Augustine's Priory community, you will be expected to:

- Support our school vision and values.
- Have regard to the teachings of the catholic church in line with our mission statement.
- Operate at all times within the stated policies and practices of the school.
- Establish effective working relationships and set a good example through your presentation and personal and professional conduct.
- Participate professionally in the school's performance management systems.
- Take responsibility for personal professional development.
- Take part in professional development activities and inset organised by the school.
- Co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and students.
- Contribute to the school through effective participation in meetings.
- Prepare high quality documents, presentations and relevant materials for meetings to support items discussed and decisions both in relation to areas of personal responsibilities and the work of others.
- Evidence a commitment to professional research and reading to support personal professional development.
- Take part in marketing and liaison activities and other appropriate school events.
- Recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the school's health and safety policy.

- Promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures. Establish a purposeful and safe learning environment which complies with current legal requirements, national policies and guidance on the safeguarding and wellbeing of children and young people so that learners feel secure and sufficiently confident to make an active contribution to learning.
- Undertake any other duty as specified by terms and conditions of employment.

General

- The post is subject to compliance with: - School policies and guidelines on the curriculum and school organisation
- Local area safeguarding procedures

The duties and responsibilities detailed within the job description should be supplemented by those accountabilities, roles and responsibilities common to all school staff as set out in the Staff Handbook.

Conditions of employment:

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

The post-holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the Governing Body.

The post-holder must uphold the School's Policy in respect of all matters related to Safeguarding and Child Protection.

The post-holder may be required to perform any other reasonable tasks, after consultation.

This Job Description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.

This Job Description is not necessarily a comprehensive definition of the post. The job description will be reviewed and may be amended annually, within the terms of your Conditions of Employment.

Person Specification: School Administrator

The table below identifies the essential and desirable qualities and qualifications we seek.

	Essential	Desirable
EDUCATION/QUALIFICATIONS		
Minimum of five good GCSEs/O Levels including English and Mathematics	X	
KNOWLEDGE AND EXPERIENCE		
Minimum of two years' work experience in a customer facing role	X	
Previous experience of working in a school		X
Knowledge and experience of design software's (e.g., Publisher, iDesign, Illustrator, Photoshop)		X
Awareness of the requirements of GDPR and other relevant regulations and guidance	X	
Have or be prepared to develop a good understanding of safeguarding and a desire to contribute to a strong safeguarding culture	X	
SKILLS, BEHAVIOUR AND QUALITIES		
Ability to prioritise work and meet targets and deadlines	X	
Good interpersonal and communications skills, including diplomacy, discretion and confidentiality	X	
Excellent administrative skills with close attention to detail, good organisation and multitasking abilities	X	
Excellent IT skills, and a willingness/aptitude to develop these i.e. Office 365 including, MS Office, Word, Excel, Outlook, SharePoint, Teams	X	
Personable with a smart and professional appearance, excellent time management and demonstrating integrity, honesty and reliability	X	
Flexibility to work calmly and reliably in a busy School, both in a team and independently, with energy, initiative and cheerful enthusiasm for developing the role and to undertake training as required	X	
Ability to work on own initiative with a proactive approach	X	
Enthusiastic and self-motivated with ability to problem solve	X	
Ability to work effectively in a team and independently	X	
SPECIAL REQUIREMENTS		
Be a practising Catholic		X

An inclusive and diverse workplace

We are fully committed to sustaining a positive and mutually supportive working environment free from harassment, discrimination, bullying and victimisation where staff can work collaboratively and productively together, and where all staff are equally valued and respected.

Through working collaboratively with Staff, Students, Parents, Volunteers and Governors we aim to remove barriers that you may face and promote equality of opportunity so that you can achieve your full potential at our School.

Employee Benefits

 PLACE OF WORK Close to Central Line, Piccadilly Line, Elizabeth and other main lines and local buses	 MEALS Lunches are provided free by the school during term time	 PENSION Contributory employer's pension scheme is available
 STAFF DISCOUNT 50% Fee discount for pupils of staff		 PARKING Free car parking is available on site & Plug in car charger points for electric cars
 BIRTHDAY LEAVE Half day paid birthday leave	 CYCLE SCHEME Tax-free Cycle to Work Scheme is offered by salary sacrifice	 PROFESSIONAL DEVELOPMENT Strong commitment to support professional development with a dedicated people development budget

Hours and Remuneration

Contract: Permanent (Term Time Only/Term Time plus 5 weeks - Negotiable for the right candidate)

Hours: Monday – Friday 8:00am – 4:00pm with occasional variations such as on Inset days

Salary: Full time equivalent £26,625

The Application Process

Candidates should complete the St Augustine's Priory Application Form, available from <https://www.sapriory.com/admissions/staff-vacancies/>

You should also write a letter of application detailing how your skills, knowledge and experience match the school's requirements for the post of School Administrator.

Please send both via email to hr@sapriory.com 9am on Thursday 14th December. Interviews scheduled for Tuesday 19th December. We recommend early applications and reserve the right to interview applicants early.

St Augustine's Priory is committed to safeguarding and promoting the welfare of children and young people and expects all who work here to share this commitment. St Augustine's Priory is an inclusive employer and we pride ourselves on our commitment to equality, diversity and inclusion. We welcome candidates from all sectors and backgrounds.

The successful candidate will be asked to accept the post by telephone, but only once a contract has been signed will unsuccessful applicants be informed. All applicants should be aware that this is a normal part of our selection procedure and should make no assumptions based on a short delay.