



ST CATHERINE'S SCHOOL  
— TWICKENHAM —

## **St Catherine's School Twickenham**

**School Administrator**

**Full Time (52 weeks)**

**Immediate start**

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 mandatory 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](http://www.stcatherineschool.co.uk)).

## **School Administrator**

St Catherine's is a friendly and successful independent school for girls aged between 3-18 years. As the school administrator you will be part of a busy reception team responsible for general school administration including pupil welfare, attendance and teacher cover.

The ideal candidate will have experience working as an administrator in an educational environment; have excellent organisational skills and a keen eye for detail. Experience using Engage is ideal and confident use of Excel and other Microsoft packages is a must. This a full time position (52 weeks).

### **Responsibilities**

#### **Administrative**

- To manage compliance administration, including ensuring downloading of attendance and admissions registers;
- To input staff absence and pupil data;
- To administer teacher cover and room changes;
- To produce and maintain school information such as class, telephone and staff lists;
- To prepare and send communications/letters to parents;
- To collect and analyse attendance data to enable identification and tracking of pupil attendance;
- To replenish stationery supplies and ensuring orderly storage;
- To deal with lost property;
- To provide general administrative support as required;
- To maintain records and filing;
- To undertake filing and photocopying as required, including the basic maintenance of the photocopier;
- Attending/participating/taking minutes in relevant meetings as required;
- Acting as basic absence cover for other support staff;
- Supporting, and working together with, other administrative staff;
- To organise and attend evening/weekend events;
- To manage specific events/processes such as immunisations, school photographs;
- Liaison with FOOSC;
- Booking coaches and supporting the arrangement of trips in other ways;
- Liaise with the Facilities Manager where maintenance support is required.

#### **Welfare**

- To administer first aid and medicine to pupils as required, in keeping with the school's policy and order first aid supplies as necessary;
- To Maintain records of sick bay admissions;

- To attend H&S meeting;
- To liaise with parents regarding pupils' sickness/injury;
- To assist with the general welfare of pupils.

### **Reception**

- To be a point of contact for both telephone and face to face enquiries and take messages where appropriate;
- To ensure school security arrangements are always complied with, including the issue of visitor's badges and signing in visitors;
- To provide hospitality for visitors to the school;
- To sort and distribute incoming and external mail, ensuring that all outgoing mail is dealt well managed, and arranging courier collections.

### **General**

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager;
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace;
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy;
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment;
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headmistress to carry out appropriate duties within the context of the job and skills.

### **Person Specification**

- The ability to maintain confidentiality;
- 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;
- The ability to assess and diffuse confrontational situations, listening actively and making people feel positive and included;
- The capacity to remain calm and cope with the unexpected and stressful situations;
- The ability to organise, and prioritise tasks, working to deadlines;
- Commitment, enthusiasm and a sense of humour;
- A willingness to learn and be part of a positive and collaborative team;
- The ability to work confidently with Microsoft Office applications including, Word, Excel and MS Outlook.

