



ST CATHERINE'S SCHOOL
TWICKENHAM



Admissions Manager and Personal Assistant to the Headmistress
Full time, All Year
To start July/August 2024

St Catherine's is very proud of its friendly atmosphere, excellent pastoral care and strong academic reputation. All staff members work together to create a happy, confident and inclusive community, where pupils, staff and visitors feel welcome.

The post of **Admissions Manager** is a vitally important role within St Catherine's. The successful candidate will have responsibility for ensuring the admission of pupils at all entry points to the School. As an ambassador for St Catherine's, the post holder plays a central role in communicating the school's character and its strengths to prospective families and the wider community.

The **Personal Assistant to the Headmistress** is a role that operates in conjunction with the post of Admissions Manager. The Headmistress's Personal Assistant is responsible for acting as the first line of contact for the Headmistress, and for general secretarial and administrative duties.

With excellent communication and organisational skills, the successful applicant will liaise with a wide range of adults and pupils, and provide a warm welcome to visitors and other contacts, whilst operating at the highest professional standards in support of the Headmistress.

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

Applications will be reviewed as they are received so early application is recommended and the school reserves the right to begin the recruitment process prior to the closing date.

Closing date for applications: Monday 13 May 2024, 9am.
Interviews will be held from Tuesday 14 May 2024.

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 online 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.

Mrs Johneen McPherson
Headmistress