



ST CATHERINE'S SCHOOL
TWICKENHAM



St Catherine's School

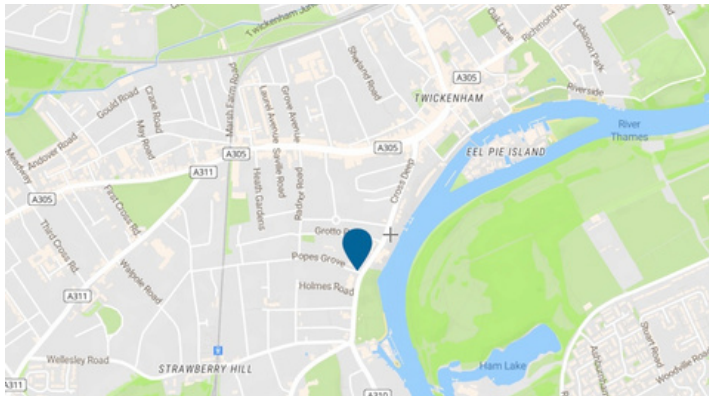
JOB APPLICATION PACK

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

AN INTRODUCTION TO ST CATHERINE'S

OUR HISTORY:

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. 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.



OUR LOCATION:

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.

OUR FAITH:

Approximately 40% of our girls are Catholic, and we also warmly welcome girls from all faiths 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.

OUR COMMUNITY:

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, 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.

OUR SCHOOL:

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 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.



SCHOOL MISSION



SCHOOL MISSION STATEMENT

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

"Pupils of all ages show excellent self-confidence, self-awareness and self-esteem. They learn to think for themselves, make their own choices and decisions and to persevere"
ISI Report

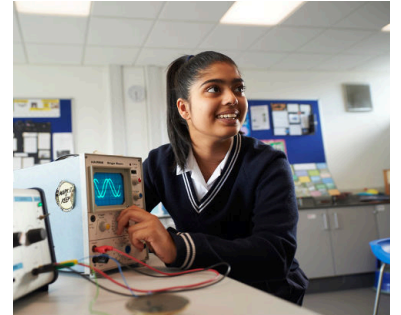
SCHOLARSHIPS:

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

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.

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 ICT suites which can accommodate whole classes. Most pupils 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 work towards gaining an Extended Project Qualification (EPQ).



CO-CURRICULAR ACTIVITIES:

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 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.



OUR FACILITIES



At St Catherine's, sports include swimming, netball, football, athletics, hockey, tennis, gymnastics and rounders, and Prep and Senior 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, 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, dining facilities and other teaching areas, as well as upgrading the Science Block - and new projects are underway.



JOB INFORMATION

Admissions Manager and Personal Assistant to the Headmistress

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 Admissions Manager is responsible for ensuring an exceptional admissions experience for prospective pupils and their families, for further developing and nurturing excellent relationships with our feeder schools, for sustaining an optimum number of successful pupil applications, and for furthering the school's commitment to ethos and accessibility in pupil admissions.

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. 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.

The Admissions Manager and PA to the Headmistress is managed by the Headmistress and works closely with members of SMT, the Development and Marketing Officer, the HR Manager and other key staff.



JOB INFORMATION

Admissions Manager

Key responsibilities will include:

- Work with the Headmistress, the Head of Sixth Form, the Head of Prep, and other staff to manage pupil recruitment in the Prep and Senior sections of the School;
- Communicate the values and ethos of St Catherine's at every point, including the welcoming and caring nature of the school community;
- Manage the planning, organisation and implementation of all admissions processes, including interviews, scholarship processes, assessments, and open events;
- Provide accurate information to prospective parents about assessments, interviews and other aspects of the admissions process, including via the school website;
- Ensure that admissions procedures and policies of the department are compliant with ISI and GDPR requirements, adhere to school policies and follow best practice;
- Collect admissions statistics to assist with future planning, and provide data to the Headmistress, the Bursar, and to Governors;
- Ensure that the school continually reviews and updates its admissions processes and policies, and work with the Headmistress to discuss trends and developments;
- Work closely with relevant teaching staff to manage assessment papers, auditions and interviews;
- Keep accurate records of all aspects of the admissions process;
- Work with other staff to support the effective transfer and induction of new pupils, including required notifications to the Local Authority and liaison with other Schools;
- Work with the Headmistress, the Head of Prep and other staff to foster warm, and mutually supportive relationships with feeder schools;
- Oversee the development of digital and other systems which aid and enhance the admissions process;
- Maintain the highest standards of communication at all times, maintaining a consistent, professional, warm and friendly approach to all stakeholders.

Personal Assistant to the Headmistress

Key responsibilities will include:

- Act as an ambassador for the School and Headmistress;
- Provide efficient and confidential personal assistance to the Headmistress;
- Act as first-line contact for the Headmistress, using discretion and tact to ensure telephone callers and visitors receive a professional response;
- Assist the Headmistress in maintaining a smooth running and efficient office by dealing with administrative functions, and by anticipating and scheduling events and meetings;
- Ensure a purposeful environment and a warm and hospitable welcome for visitors, parents and governors;
- Liaise with members of the academic and support staff, as appropriate;
- Maintain the Headmistress's diary, and arrange appointments and meetings;
- Maintain clear, effective and up-to-date filing, records and other systems;
- Format and send letters and communications on behalf of the Headmistress, and provide other secretarial support, as needed;

JOB INFORMATION

Key responsibilities continued:

- Support school events, including some out of hours, (hours to be agreed in advance);
- Fulfil other administrative tasks required for the effective performance of the role.

Other Responsibilities

The post holder will belong to a larger administrative team and share with them general responsibilities. Training would be provided as necessary. Responsibilities include:

- 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, offering support as required;
- General assistance with first aid, fire safety and school administration;
- Attend INSET, whole school events, St Catherine's Day, Open Days and marketing events;
- Undertake other tasks related to this role, as requested by the Headmistress.

Required Knowledge, Skills and Attributes

The ideal candidate will have had experience at working creatively and collaboratively to achieve high standards; he/she will have the experience and personal skills to help the School achieve its pupil retention and recruitment ambitions and will be a confident and positive ambassador for the School. Applications from those without school experience are welcome and relevant experience should be outlined. The successful candidate will be able to demonstrate:

- A purposeful and strategic approach to the School's priorities, combined with a willingness to be involved in the day-to-day activities;
- High standards, a commitment to excellence, and a positive attitude to achieving goals;
- Strong organisational and ICT skills, with experience and/or willingness to learn and an active interest in harnessing digital technologies in the pursuit of excellence;
- Ability to listen and adapt style to engage different stakeholders in different contexts;
- Flexibility in approach to people and working arrangements, including some out of hours working and support for school events;
- A helpful, collaborative and personable manner;
- Ability to work under pressure, to solve problems, and to prioritise effectively;
- Diplomacy, professional work manner, and a commitment to maintaining confidentiality;
- A reflective, forward-looking, proactive, and flexible organised approach to tasks;
- A genuine passion and belief in the potential of every pupil;
- A friendly and good-humoured approach to work, and a commitment to School ethos.

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

JOB INFORMATION



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 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.

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

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 Enhanced DBS, Barred List and online/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