



ST CATHERINE'S SCHOOL  
TWICKENHAM



St Catherine's School

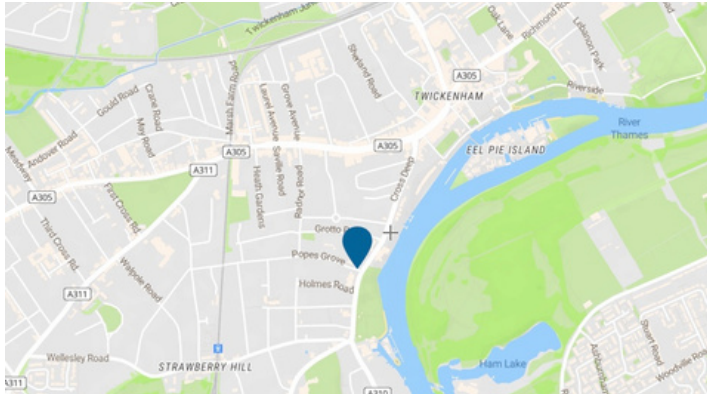
# JOB APPLICATION PACK

**First Aider/Administrator and Pupil Support  
Temporary, Part time/Full time  
To start as soon as possible**

# 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*

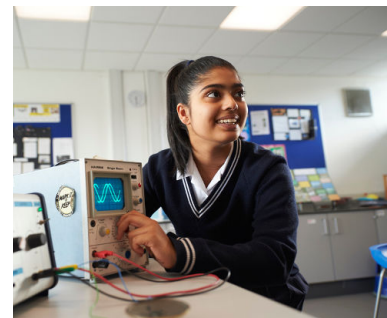
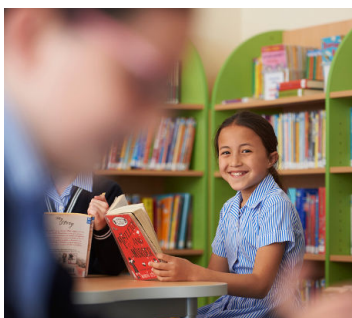
## SCHOLARSHIPS:

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



## **First Aider/Administrator and Pupil Support**

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.

We seek a temporary First Aider, who will play a key role as the first point of contact in the delivery of a high quality school first aid service to the pupils of the School. This is a varied role, and the post holder will deal with a wide range of physical needs, administer first aid and support aspects of health education, while also showing support and care for pupils.

The role also includes helping staff to support pupils with more complex medical needs both in school and when taking them off-site for trips and visits, and liaising with parents and external agencies where appropriate.

Applications are welcome from people who do not have experience in schools, but are enthusiastic to be part of a friendly and supportive community and who may be interested in other positions related to pupil welfare and/or administration. Full training will be provided.

The School also has vacancies for other support roles, including Breakfast Club, After School Care and general administrative assistance, which can be linked to this First Aid role. More information on these roles can be provided upon request. Some roles are permanent, and the School has a flexible approach so that we can create the best role for valued staff. Applicants are invited to make their experiences and preferences clear.

# JOB INFORMATION

## Key Responsibilities of the First Aider:

### Welfare

- Administer first aid and medication to pupils, staff, liaising with parents and staff as required;
- Order first aid supplies as necessary, and help to maintain good order in the medical room;
- Maintain accurate records, including pupil medications and sick bay admissions, making contact with parents where appropriate;
- Provide a “safe space” for pupils to present for pastoral and emotional support and working with the wider pastoral team to best support these pupils;
- Support staff leading trips with their medical risk assessments, sharing information regarding pupils with individual medical needs and preparing trips first aid kits.

### Healthcare data and policies

- Contribute to writing and reviewing individual healthcare plans for pupils with more complex health needs;
- Liaise with parents/guardians to keep medical information on individual pupils up to date;
- Work with external agencies as required to pass on any concerns or issues which need onward referral.

### General administration

- Maintain the medical room as a hygienic, organised, attractive space where pupils can find appropriate sources of information and advice on health;
- Maintain stock levels of medical supplies (including individual pupils’ prescribed AAls/inhalers) both within the medical room and in the first aid kits located around the Senior School and Sixth Form buildings;
- Making arrangements to facilitate vaccinations programmes taking place in school.



# JOB INFORMATION

## Person Specification

### Qualifications/Experience:

- Qualified first aider with up to date training;
- Keep abreast of developments in local and national best practice as relevant.

### Skills/Abilities:

- Understand the importance of promoting and safeguarding the welfare of children;
- Excellent communication skills with the ability to relate well to pupils and to take a real interest in their personal development;
- Strong organisational and ICT skills, with experience and/or willingness to learn;
- Manage situations and challenges in a sensitive and confidential manner;
- Take a proactive, flexible and organised approach to tasks;
- A helpful, good-humoured and personable manner with a willingness to learn and be part of a positive and collaborative team.
- Prioritise and manage situations under pressure calmly and professionally;
- Possess a genuine passion and belief in the potential of every pupil and support the School ethos and values.

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

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](mailto:recruitment@stcatherineschool.co.uk)

**The School seeks to fill this post as soon as possible, so early applications are recommended. Applications will be reviewed as they are received and interviews held on a rolling basis.**

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 check and Barred List check 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