



Admissions
Officer
(Fixed Term
Contract)



ST HELEN &
ST KATHARINE

Welcome from the Headmistress

Hello and thank you for showing an interest in working at St Helen and St Katharine. I am enormously proud of this school, and I know that this sentiment is shared by colleagues across the staff body.

The students are at the heart of this energy and positive ethos. They are wonderful to work with; enthusiastic, clever, funny, kind, silly, earnest and possessed of an unselfconscious enjoyment of learning and the pleasure of finding out more. They are excited by subjects and delight in their teachers demonstrating their ongoing love of a specialist discipline. They, and their parents, also look to us to work in support of personal development and we continue to evolve our pastoral systems to meet the challenges that the students will encounter in school, in Higher Education and in the world of work and adult life.

Our extra- and supra- curricular programmes are busy and exciting. There is an expectation that students will be busy and that opportunities will be created to harness their enthusiasm. Opportunities to learn beyond the classroom are vital and staff involvement in trips and expeditions is expected.

We have a fantastic support team in these endeavours, and all staff members are valued in whatever role they play in keeping things on track, happy and purposeful. Each staff team reflects the pride we feel collectively in our school.

Our work takes place on a beautifully developed and maintained campus and we are fortunate in the working environment we occupy. The stunning new Benedict Building has further enhanced the site and will provide more opportunities for both students and staff, as we develop for ourselves and in partnership with local schools, such as Radley College and Abingdon School.

We are fortunate to be over-subscribed and, therefore, selective at each student entry point, but we are not a place that likes to rest on laurels and our departments continually reflect on how they can develop things further. The staff community is very supportive.

We enjoy a very positive relationship with our parent body and don't take for granted their advocacy for St Helen's as a school of choice for a daughter. We have a broad catchment area for a day school with a transport network that spans six counties.

Our Board of Governors is very supportive and interested in the work that we do. They ask challenging questions and delight in our many successes. They have overseen a significant development of the estate and provision in recent years and want to ensure that momentum continues. To that end, we welcome ambitious and energetic applicants who share in the excitement of our mission and who want to develop their careers, working with outstanding students and colleagues.

I do hope that you will apply. St Helen's is a school which both builds on the finest elements of great girls' education and challenges itself to deliver an education that allows our students to encounter their 'now' with confidence and pleasure. It is a great place to work.



Mrs Rebecca Dougall
Headmistress





The School

As one of the leading independent schools in the country, St Helen and St Katharine is an exciting place to work and appointing the very best staff is integral to our success.

St Helen's School was founded in 1903 and was then joined in 1938 by St Katharine's in Wantage. The School is located on a single campus-style site of beautiful Edwardian and modern buildings set in 22 acres of grounds, on the outskirts of Abingdon, some six miles from Oxford. An extensive school bus network facilitates a large student catchment area that includes Oxfordshire, Berkshire, Buckinghamshire and Gloucestershire.

St Helen's is a school where success is celebrated but not revered. Our students achieve excellent academic results, and our goal is to ensure that every girl achieves success as she defines it, so that she can believe in herself, her talents and abilities, and so that she will feel prepared and equipped for life beyond school.

The School is a thriving community of girls and young women aged 9 to 18 years including a small Junior Department comprising one Year 5 and one Year 6 class. St Helen's offers students an outstanding academic education and a rich and varied life beyond the classroom including excellence in sport, the creative and performing arts and a superb range of extracurricular clubs and societies.

We enjoy collaboration with a range of local partner schools, including Radley College, Abingdon, Larkmead, John Mason and Fitzharrys, providing opportunities to enrich the developmental journeys of our students and build positive connections across genders and experiences.

In 2023, we opened the doors to our new sixth form centre, the Benedict Building. The Benedict Building is a physical articulation of the School's vision for Sixth Form – to create an environment for our students that will spark their intellectual spirit and imagination – and provides students with the space and opportunity to grow their academic and extracurricular interests in readiness for the future.

The staff

St Helen and St Katharine is a very special place to work.

Our students are at the heart of everything we do, we celebrate our powerful sense of community, and we take pride in our very high standards and the strength of our performance. We enjoy a working environment and a culture within the School which focuses on development, inclusion and the pleasure of working all together.

We are always looking at ways to develop our people – students and staff. We look to be progressive, imaginative and respectful; we combine the best of long tradition with a commitment to readying our people for the challenges of the 21st Century. We also firmly believe that a diverse workforce is a better workforce which will help us develop ideas, solve problems and ultimately grow St Helen and St Katharine. Our campus is beautiful and an inspiring place to work. The young people we work with are remarkable and the staff community is welcoming, committed and compassionate.

Every day is different at St Helen and St Katharine. It's fast-paced but never loses sight of the value of individualised conversations and the need for support. We take our commitment to the well-being of staff very seriously and we offer the resources and training to allow people to flourish professionally.

The contribution of every member of the staff team is valued at St Helen and St Katharine, and teaching and support staff work closely together, appreciative of the positive difference everyone can make in their varied roles.





The role

The Admissions Officer is a key member of the School's admissions team. Working closely with the Registrar and alongside the Senior Admissions Officer, they are responsible for ensuring the smooth running and successful completion of the admissions process, from initial enquiry through to the student joining the School.

We seek a confident professional with proven organisational and administrative skills. It is essential that the post holder has excellent communication skills, both verbal and written, and is able to maintain a high level of efficiency and remain calm under pressure.

The successful candidate will take up the post from September 2024 (or as soon as possible) and will report to the Registrar. This role is for a one year fixed term contract.

All staff share the responsibility for promoting and safeguarding the welfare of the students, in accordance with the School's safeguarding policies.

Key responsibilities

Admissions

- Maintaining currency and accuracy of the admissions records and database including the input of enquiries, registrations, visits, and decisions
- Building and maintaining effective relationships with prospective families from initial point of enquiry to enrolment, by telephone, email and face to face
- Assisting with the administration of the admissions process including all main entrance assessments, scholarship assessments and interviews and any additional assessments throughout the year
- Assisting with tracking admissions data e.g. registrations year on year and event conversion
- Assisting with the administration associated with the admissions process, including new joiner information
- Providing administrative support for the process of awarding scholarships
- Deputising in the absence of the Registrar

Events

- Arranging prospective parent visits both in person and virtual together with supporting administration
- Involvement and assistance with planning, organising and delivering admissions events both in-school and virtual, such as Open Days, Headmistress's Breakfasts, Sixth Form experience days, taster days, entrance assessments, induction days and feeder school events
- Gathering of feedback on admissions events
- Receiving prospective families to the School and acting as a suitable ambassador
- Ensuring full and accurate supplies of the School's promotional publications and items.
- Collaborating with staff and current students regarding event organisation and management

Communications and marketing

- Maintaining admissions information on the School website and in printed material and updating as required
- Producing clear and engaging communication to prospective families regarding admissions events and processes
- Helping to identify opportunities for updating and improving admissions marketing materials

Other

- Undertake any other reasonable tasks as deemed appropriate by the Registrar
- Ensuring public spaces for visitors e.g. reception waiting area, are suitably presented

The person

Skills/abilities

- Excellent communication skills, both verbal and written.
- Excellent organisational and administrative skills
- Ability to manage multiple tasks simultaneously
- Ability to collaborate at all levels and cross-functionally
- Thorough, with an excellent attention to detail
- Efficient time management skills, with the ability to work calmly under pressure and to a deadline
- A high level of computer literacy essential; competent user of the Microsoft Office suite, knowledge of school databases highly desirable
- Ability to work in a team or individually

Experience, knowledge and qualifications

- Experience of event management is highly desirable
- Experience in school admissions is highly desirable
- A knowledge and understanding of independent education is highly desirable although not essential
- Working knowledge of databases or information systems, ie iSAMS, SIMS or RSAdmissions
- Experience of website updating/maintenance in web CMS systems desirable

Personal attributes

- Cheerful and positive with a willing attitude and strong work ethic
- Creative and able to take initiative and make suggestions for improvement
- Willing and able to attend school events, some out of normal working hours, including some evenings and Saturdays
- An excellent personal manner
- Reliable and flexible
- A commitment to safeguarding our students in line with the School's Safeguarding policies.





Salary and benefits

- This is a part-time, fixed term contract for one year working 22.5 hours per week Monday to Wednesday, on a term-time plus four weeks basis in line with published School dates plus 4 weeks during school holidays. For the right candidate we may be able to offer some flexibility with regard to the working days or the number and timing of the weeks worked during the school holiday period and this can be discussed at interview
- Hours of work are 22.5 hours per week, three days per week, 8.30am to 5.00pm with a one-hour unpaid lunch break.
- Paid pro-rata holiday entitlement of 6.6 weeks (this is based on a full-time equivalent amount of 7.6 weeks per year inclusive of public holidays), to be taken during the School Holidays
- The salary band for this post is £31,568 (min) to £32,765 (max) FTE, pro-rated to £16,415 to £17,037 for this part-time role and including holiday pay. Salaries quoted will be uplifted by a minimum of 3% in line with the pending cost of living pay award for September 2024. Starting salary will be dependent upon skills and experience.
- Employees may join a stakeholder pension scheme. The School currently double matches employee contributions with a minimum employee contribution of 3%. The maximum employer contribution is capped at 10% of gross salary. The School also offers a salary sacrifice scheme for pension contributions.
- Employees are entitled to free lunches in the Refectory when the kitchens are operating and their working hours span the lunch period.
- There is free car parking on site,.
- The school currently operates a cycle to work scheme.
- Employees may use the fully equipped gymnasium on site, subject to opening hours.

St Helen's is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. Employment is subject to these checks.

The process

These job details should be read in conjunction with our Safeguarding policies, available within the Working at St Helen's section of our website.

Please then complete an application form (available within the Working at St Helen's section of our website). The completed and signed application form, along with a brief supporting letter addressed to **Mrs Rebecca Dougall, Headmistress**, should be submitted via email (recruitment@shsk.org.uk) in the first instance and then sent to:

Human Resources Department
St Helen and St Katharine
Faringdon Road
Abingdon
Oxfordshire
OX14 1BE

Please note that any application form submitted electronically must be completed in the existing application form format, within Adobe.

The closing date for this post is **Thursday 20 June at 9.00am** however early application is **encouraged as we reserve the right to close the role early should a suitable applicant be found**. Interviews will take place on **Friday 28 June 2024**.

Please note that due to the volume of applications we receive, we are unable to provide individual feedback except to those candidates who attend an interview.

We look forward to receiving your completed application.



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ST HELEN &
ST KATHARINE

Independent day school for girls aged 9–18
Faringdon Road, Abingdon, Oxfordshire OX14 1BE