

# ST MARY'S SCHOOL ASCOT

## Job Description:

### Curriculum Administrator



St Mary's School Ascot is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

1. **Title** Curriculum Administrator
2. **Location** St Mary's School Ascot, St Mary's Road, Ascot, SL5 9JF
3. **Background**

St Mary's School Ascot is a leading Roman Catholic girls' boarding school set in 55 acres of beautiful grounds in the heart of Berkshire. We are a friendly, stable and caring community, proud of our academic and sporting achievements and dedicated to bringing out the full potential of each of our 390 pupils. We are committed to full boarding, with spaces for a few day pupils living nearby. We offer a stimulating range of extra-curricular activities which take place in the evenings and throughout the weekend. For further details see the website: [www.st-marys-ascot.co.uk](http://www.st-marys-ascot.co.uk)

#### 4. **The Appointment**

We are seeking to appoint a Curriculum Administrator. The successful applicant will have a proven track record in administrative or secretarial work. They will be professional, efficient, logical and well organised. The Curriculum Administrator will work closely with the Academic Deputy Head, who will set the agenda with them for each day and weekly.

The job description below lists some of the tasks that will be routinely carried out by the administrative assistant but we expect the tasks to change and develop with time. We are therefore looking for somebody who is flexible and imaginative.

#### **Cover:**

- Receive and register requests for cover requirements for illness, trips, internal and public exams
- Take morning phone calls and check messages for cover needs
- Arrange cover and inform relevant staff
- Arrange invigilation for internal school examinations and public examinations

#### **Rooming:**

- Arrange room changes for lessons, examinations, study skills sessions, special events etc.
- Inform Heads of Department, girls and staff
- Complete room bookings

**Varied duties including:**

- Administrative support on curriculum matters
- Reports administration, including monitoring the progress of completion and printing
- Organising the internal exam handback timetable
- Organising the co-curricular chaperone schedule, including billing and communications
- Trips administration, including processing and tracking forms for residential and day trips
- Taking minutes as required, for example at the Heads of Department meeting
- Administrative support for the organisation of school events such as the annual Societies Fair

**5. Person specification**

The Curriculum Administrator will:

- be ICT literate and able to use the internet, e.g. make entries electronically, operate the school's database, use email and Excel spreadsheets;
- have good, written and verbal communication skills and be able to relate well to staff, pupils and parents;
- be able to prioritise and manage workload;
- be able to work in an organised and methodical way and have sound organisational and coordination skills;
- be able to work accurately and to deadlines;
- be able to work effectively under pressure;
- be able to maintain confidentiality;
- be able to work effectively as part of a team;
- have a flexible approach to work.

**6. A Catholic School**

Nearly all pupils and about 50% of the staff are Roman Catholic. It is not a requirement of this post that applicants should be RC but all staff at the school are expected to be sympathetic to the religious and boarding character of the school.

**7. Terms and Conditions of Employment**

The Curriculum Administrator will be required daily during St Mary's term time (34 weeks annually) from 7.30am until 4.30pm. They will also be required in school during all INSET days (seven days annually) and also for some days during the school holidays as per the table below.

|   |  |
|---|--|
| <i>The Administrative Assistant to the Senior Management Team will be required in school:</i> |  |
| <b>Michaelmas term</b>  | Six days before staff arrive in school for INSET |
|   | Four days of INSET for staff                     |
|   | During term time                                 |
|   | Four days after the end of term                  |

|                    |   |
|--------------------|---|
| <b>Lent term</b>   | One day before staff arrive in school for INSET |
|                    | Two days of INSET for staff                     |
|                    | During term time                                |
|                    | Three days after the end of term                |
| <b>Summer term</b> | One day before staff arrive in school for INSET |
|                    | One day of INSET for staff                      |
|                    | During term time                                |
|                    | Four days after the end of term                 |

- The Curriculum Administrator will be entitled to join the school's Workplace Pension Scheme provided by the People's Pension.
- The Curriculum Administrator will be required to complete a 6 month probationary period during which the notice will be 1 week by either side.
- The Curriculum Administrator will be required to give a month's notice after completion of the 6 month probationary period.
- The annual salary for this appointment, including holiday pay, will be £26,100.

## 9. **Applications**

A short letter of application, completed application form and the names, addresses and telephone numbers of three referees (including the current or latest employer) should be sent by 12 noon on Monday 1 July to: Mrs Danuta Staunton, Headmistress Elect, St Mary's School, Ascot SL5 9JF.

Interviews will be held at the School on w/c Monday 8 July.