

ST MARY'S SCHOOL ASCOT

Job Description, Person Specification and Application Details – Part Time COVID 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.** Part-time COVID Administrator.
- 2 **Location.** St Mary's School Ascot, St Mary's Road, Ascot, SL5 9JF.
- 3 **St Mary's School Ascot.**

St Mary's 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 co-curricular achievements and dedicated to realising the full potential of every one of our 390 pupils. We are committed to full boarding, with spaces for a few day pupils who live nearby. Please see Annex A and the school's website for further information about the school.

The Headmistress is a member of HMC (Headmasters' and Headmistresses' Conference), the GSA (Girls' Schools Association), CISC (Catholic Independent Schools' Conference) and the BSA (Boarding Schools' Association).

- 4 **The Appointment.** The appointment is available now and will cease on 8 July 2022.
- 5 **Primary Role.** The primary role of the COVID Administrator is to be the focus of all administration connected to the management of the virus within the school community including but not limited to close contact tracing, test scheduling and test record keeping as well as being involved in the practical work of testing the pupils.
- 6 **Line Manager.** The COVID Administrator's line manager will be the PA to the Headmistress although he or she will take direction from the Senior Deputy, Pastoral Deputy and Bursar.
- 7 **Core Duties.** This is a new appointment and so the incumbent must anticipate that the role will evolve and develop over time. The core duties and responsibilities include but are not limited to the following:

- Assume responsibility for the close contact records spreadsheet which records the details of identified close contacts including the date of the contact and the dates of the 10 day period the individual must do daily Lateral Flow Tests (LFT).
- Assist Heads of House and other senior staff with the identification of close contacts and then the communication with parents including seeking consent for PCR testing.
- Maintain a record of all parent consent notifications for both LFTs and PCR tests for pupils.
- Take a leading role in the management of LFT testing in the school's Asymptomatic Test Site (ATS) including the testing of the pupils and recording of results. This part of the role will require the job holder to complete a series of simple NHS training modules.

- Lead on the generation of the NHS testing spreadsheet after each testing session and the uploading of the spreadsheet to the NHS portal.
- Take responsibility for supporting pupils in ordering postal PCR tests and then, when they arrive, supporting them in registering on the NHS site, taking the test and then preparing it for the post.
- Liaise with and work with the school infirmary staff regarding the administration of any COVID related issues.
- Be prepared to provide other administrative support to the school either linked or not linked to COVID.

The COVID Administrator will be based in a marquee (heated) which is used as the school's ATS.

8 **Person Specification.**

The COVID Administrator will be comfortable speaking and dealing with pupils aged 11 to 18. The successful candidate must be exceptionally well organised and able to communicate clearly both verbally and in writing. He or she must be competent in using Excel as well as other MS Office applications. The successful candidate must have the desire to complete a diverse range of administrative tasks to the highest possible standards. He or she must be calm when working under pressure and to tight time deadlines.

9 **Terms and Conditions of Employment.**

Full Time/Part Time. This is a part-time term-time only appointment and will cease on 8 July 2022.

Accommodation. The post holder is not required to be resident on site and accommodation is not offered with this role.

Working Days and Hours. The nature of this role means that some days will be busier than others and there is therefore a need for the job holder to be **flexible** about hours worked. This role is 32.5 hours per week. The working hours on each day will be mutually agreed with the line manager on a week to week basis in accordance with the needs of the school. There is a 30 minute unpaid lunch break. Additional hours will be paid on the basis of a time sheet. The incumbent will be required to attend staff INSET (training) prior to each term – a total of 6 days per annum. The nature of this role may require the incumbent to work the occasional weekend. This will be agreed on a case by case basis with the line manager.

Holidays. Holidays must be taken during the school holidays and must not clash with INSET.

Probationary Period and Notice Period. The first three months of employment will be a probationary period and during the probationary period the notice period by both the job holder and the school will be one week. The notice period thereafter is one month.

Pension. Staff at St Mary's are automatically enrolled into the school's workplace pension scheme provided by The People's Pension.

Meals. Lunch will be provided free of charge in the staff refectory.

Salary. The annual salary for this role is £18,450 (£1,537 per month) and any additional hours are paid at £14.50 per hour.

12. **Application Details.**

A short letter of application addressed to Mr Giles Brand, Bursar, completed application form and the names, addresses and telephone numbers of three referees (including the current or latest employer) should be sent by noon on the closing date of 6 December 2021 to: recruitment@st-marys-ascot.co.uk. First interviews will take place on 8 December 2021 and second interviews on 13 December 2021.

ST MARY'S SCHOOL ASCOT

ANNEX A

BACKGROUND



History of St Mary's School Ascot

St Mary's was founded in 1885 by members of the English Province of the Institute of the Blessed Virgin Mary (IBVM), now called the Congregation of Jesus (CJs). This Institute had itself been founded in the early 17th century by Mary Ward, an English woman born in Yorkshire during the reign of Queen Elizabeth I. CJ schools are to be found in Germany, Austria, Italy, Spain, Eastern Europe, Latin America, India, Korea, Zimbabwe and Israel. In England the former IBVM schools in York, Hampstead and Cambridge have been handed over to Catholic lay trusts.

The original St Mary's Convent in Ascot started with only eight nuns and seven pupils. Gradually the School grew, both in terms of the number of pupils and the range of facilities. In the 1980s, as the members of the Convent's community of nuns diminished in number, a separate trust was established for the School with a board of governors responsible to the trustees. In 1995 the School's Trust purchased the Ascot property from the IBVM in order to ensure the long-term security of the School. The School retains very strong links with the CJ order. Mrs Danuta Staunton became the second lay headmistress in September 2019.

VISION

To provide a modern and holistic Catholic education of outstanding quality for young women to inspire and empower them to play their full part in the global community.

ETHOS

The school's Ethos to realise this Vision is:

- Nurturing in each pupil a sense of their own worth and talents by fostering their intellectual, spiritual and personal development.
- Developing in each pupil a love of learning and independent thought through a rigorous academic education.
- Promoting a strong sense of personal responsibility, kindness, cooperation and social justice founded in respect for the diverse needs of others in a global community.
- Encouraging each pupil to enjoy the full sacramental life and spiritual richness of the Catholic Church.
- Fostering a partnership between parents, school and the wider community.
- Inspiring in each pupil the confidence to collaborate and to lead through an enriching and fulfilling boarding experience.
- Following in the spirit of Mary Ward who cherished 'freedom of spirit, sincerity, and a cheerful disposition'.

FEATURES

The Board of Governors defines the school through five features:

1. **A Roman Catholic school.** Over 97% of pupils and over 50% of staff are Roman Catholic. We have a full-time resident Catholic chaplain.
2. **A girls' school.** St Mary's puts the interest of girls first, allowing them to reach their full potential in all that they choose to do.
3. **A full boarding school.** Over 95% of our pupils are full termly boarders and the rest are day boarders. All staff contribute to the boarding life of the school.
4. **A relatively small school.** We are proud to be a small school which enables us to provide first class individual education and pastoral care to all our pupils.
5. **An academic school.** St Mary's has a strong record of academic excellence. In 2021, 88% of all A Levels were graded A* or A and 84% of all GCSEs were graded 9 or 8. There are over 120 pupils in the Sixth Form all following A Level courses, and all are supported in their journeys into higher education, including Oxbridge.

1. Roman Catholic

The Chapel is at the heart of the School, both in a physical and spiritual sense, and the School community comes together on most mornings to pray, sing and worship. The girls and staff all contribute to worship in a variety of ways, including by serving, reading in Chapel and being Eucharistic ministers for whole school Masses. House Masses are also celebrated, giving the girls the opportunity for worship in a more informal setting. All pupils once a year have a one or two day retreat. This is a time set aside from normal lessons and activities for quiet prayer and reflection. The School has a resident chaplain who is also a governor. Every year the sacrament of Confirmation is celebrated with the confirmands being prepared for the sacrament by members of the School's community.

2. All Girls

The School is passionate about single sex education and the opportunities that this provides for our pupils. Throughout the School, girls are given leadership opportunities through the many pupil-led committees such as the School Council, the Eco Committee, FemSoc, the Diversity Discussion Group, the Food Committee, the Cyber & Technology Committee, the Socials Committee, the Wellbeing Committee and the Pet Welfare Committee. St Mary's prides itself on its links with boys' schools which allow girls to meet and interact with boys both academically and socially. These events include social evenings such as Scottish dancing or wine tasting as well as debating, academic societies, Oxbridge and medic interview practice days and Confirmation preparation days.

3. Boarding

St Mary's School Ascot is a full boarding school and the pupils are in attendance for all weekends other than the scheduled exeat weekends, when the majority go home. This means that the

School remains a vibrant and busy environment throughout the evenings and weekends. The girls take part in a wide range of clubs and activities as well as drama, music, sport, lectures and academic support sessions. Even the few girls who are not resident take a full part in the boarding life of the school and are known as “day boarders”, reflecting the full boarding nature of the school.

Pupils from Years 7 to 11 are housed in the main school building and sleep with their year groups under the care of residential staff. Pupils in the Sixth Form are resident in townhouses of 10-12 girls; the Lower Sixth in the Mary Ward Courtyard and the Upper Sixth in the Mary Breen Courtyard. Residential boarding staff live in both courtyards, and boarding duties are also undertaken by some academic staff, Evening Boarding Assistants and Graduate Assistants. All staff who are tutors also contribute two evening duties in school per term. The Infirmary is located within the main building and is staffed 24 hours a day by qualified nurses who are always on call to give medical advice and assistance. Heads of House and the Chaplain are key members of the pastoral team. We are committed to refurbishing much of our boarding accommodation and have recently installed new bathrooms and showers in Year 7 as part of this rolling programme.

St Mary’s is a very welcoming and open community and parents and siblings are warmly invited into the School for many events such as Sunday Mass, sports fixtures, drama productions, concerts, dance shows, parents’ retreats and a series of talks for parents. We aim to make it feel like a home from home, with comfortable bedrooms and the girls can even bring their small pets to have with them at school in the Pet Shed.

The co-curricular provision at St Mary’s is outstanding. In Art, the girls benefit from a generously equipped art complex and opportunities to work with a wide variety of media, including ceramics, textiles, photography, print-making, painting and drawing. Girls are encouraged to use the art facilities in the evenings and at weekends and pupils’ work is exhibited throughout the school.

St Mary’s enjoys a thriving Music department which inspires great enthusiasm in the girls. There are regular opportunities to showcase musical talent, including informal lunchtime concerts, the annual Voices by Candlelight concert, three carol services and the Vocal and Orchestral Concert. There is also a thriving Rock Soc and Session Bands as well as regular Open Mic nights involving girls of all ages. The girls also organise their own major events and the Summer Soirée, a concert designed by Sixth Form pupils to encourage younger girls to perform, is another highlight.

Drama plays a major role in nurturing the girls’ self-confidence by developing their creative, social and communication skills. As well as academic Drama lessons, girls develop their skills both on stage and behind the scenes in a wide range of productions including, recently, *Antigone*, *The House of Bernarda Alba*, *A Midsummer Night’s Dream* and a socially distanced *Jane Eyre*. The state-of-the-art performing arts centre, the Rose Theatre, is situated at the heart of the School and hosts full orchestral performances, major musicals and theatre productions, as well as small scale dramas, lectures, debates, cinema presentations and theatre in the round, all with professional sets and technical equipment.

Sport is another major feature of St Mary's life and the pupils are encouraged to participate in a wide programme of sport and fitness activities to enable them to develop their strengths and talents. Sport is celebrated at St Mary's on an annual basis at the annual Sports Awards event when girls and their parents meet and are inspired by professional sports men and women. The variety of sporting activities on offer includes the major sports of hockey, netball, tennis, swimming and athletics, as well as a full dance programme, and other activities such as trampolining, fencing, self-defence and yoga.

The profile of sport at St Mary's is reflected in the range of impressive sports facilities which includes a 400m all weather athletics track with associated field event facilities, tennis and netball courts, two floodlit AstroTurf hockey pitches and a 25m indoor heated swimming pool. The Orchard Centre includes a full-size indoor sports hall, a fitness suite, two squash courts and a mirrored dance studio.

The School's co-curricular programme is wide ranging with pupils choosing from a breadth of clubs, societies, talks and activities. Girls are involved in a range of activities with creative options including life drawing, jazz band, creative writing and technical theatre, and recreational sporting options ranging from football and karate to ballet, street dance, aerobics and squash. Thanks to its location, the School shares in a wide variety of activities with other independent schools, including Eton, Harrow and Winchester, and the boys often join the girls for dinners, dances and reeling. We also enjoy close links with local schools in Ascot, as well as many local charities and community projects. Some of our families have been at St Mary's for many generations and we enjoy a very warm relationship with our alumnae.

This boarding environment provides breadth and depth to the girls' academic studies through, for example, the Academy programme whereby selected pupils attend additional evening lectures and follow challenging academic programmes beyond their normal class curriculum. Other pupils benefit from teacher-led extra support sessions, even on Sunday afternoons, to guide them in their preparation for public examinations. The School's Inspirational Women programme of evening lectures is another example of how the boarding environment allows the girls time to broaden their educational experience at St Mary's.

4. Relatively small

Pupils at St Mary's benefit from being part of a small and nurturing full-boarding community where staff know every girl. Each pupil's progress and development are carefully monitored by key staff who share this information with each other and work together in partnership with parents to enable the girls to flourish.

Every girl is placed in one of five houses when she arrives in Year 7, Year 9 or the Lower Sixth. The Houses are not physical buildings but vertical communities of pupils under the care of their Head of House. The Heads of House have overall responsibility for the academic development and pastoral care of each pupil in their charge. They also enjoy close relationships with parents, forming a strong partnership of care between the School and home. Heads of House

are supported by Tutors, Year Co-ordinators, Deputy Heads of House, residential members of staff, the School's Independent Listener and School Counsellor, the school nurses and the school doctor. There is a sixth separate house for the Upper Sixth girls, the Mary Ward House.

The Heads of House live in private houses on the school site, and not in the main building or amongst the girls (with the exception of the Head of the Upper Sixth House). Residential members of staff live in flats within the main building and are responsible for the care of the pupils overnight. Additional Evening Boarding Assistants and Graduate Assistants help with the care of the girls in the evenings. Accommodation for the pupils is organised by age group, with the younger girls sleeping in dormitories and shared bedrooms. The older girls are in double or single rooms with all girls in Year 11 and above in single rooms. Each year group also has a common room where they enjoy evening snacks and can relax together.

5. Academic

St Mary's is an academic school which fosters a real love for learning, with an exceptional record of success in public examinations, regularly placing it amongst the best schools in the country. The School provides a broad and balanced curriculum to GCSE, with girls also participating in the Skills for Life programme which is part of the School's commitment to personal, social, health and citizenship education.

In Years 10 and 11 girls typically take ten subjects to I/GCSE. In the Lower Sixth girls begin with four A Levels and continue with three into the Upper Sixth. In addition to their A Level subjects, girls may choose to do the Extended Project Qualification (EPQ). The Sixth Form programme includes a general course in Religious Studies, academic support sessions and a series of events to extend Academy pupils.

Our outstanding public examination results and the consequent university places that are offered to our pupils belie our broad intake and are evidence of the significant value added achieved across all subjects. The academic results in 2019 were a typical year where at I/GCSE we had 59% grade 9 (the new grade above the A*), 84% grades 9 and 8 (A*) and 95% grades 9 to 7 (A*/A). 25 I/GCSE pupils gained 10 or more grades 9 or 8 and those awarded 8-11 grades 9 or 8 made up an impressive 75% of the year group. At A Level, 38% of grades were at A*, including seven candidates who gained 3 A* and two candidates who gained 4 A* grades, and 77% of grades were awarded A*/A.

Our Upper Sixth leavers all continue to universities or other forms of higher education. University offers always cover a wide range of subjects from a variety of leading universities in the UK and beyond including, in 2019, seven offers from Oxford and Cambridge colleges (11%) and 43 girls (70%) taking up places at Russell Group Universities. Seven girls are heading to universities abroad including Notre Dame, Boston College, Columbia, Georgetown, NYU, ICADE, and Trinity College, Dublin.

School governance and finances

The school is a registered charity (number 290286) and a company limited by guarantee (number 01844327). The Council Members, who meet annually, act as guardians of the ethos of the School and delegate the strategic leadership, management and administration of the school to the Board of Governors who meet termly. The School's formal relationship with the Congregation of Jesus is now limited to their welcome representation on the Council and the Board of Governors.

Despite the relatively small size of the School, the School's finances are very strong with a healthy operating surplus generated on an annual basis. The School has invested significantly over the last thirteen years in a series of major capital projects culminating in the new Upper Sixth boarding house (the Mary Breen Courtyard) which includes a pastoral centre and associated staff accommodation which all opened in September 2018.