



ST MARY'S SCHOOL ASCOT

APPOINTMENT OF A COVER SUPERVISOR & DEPARTMENT ADMINISTRATOR

WELCOME TO ST MARY'S SCHOOL ASCOT

Welcome



Thank you for taking an interest in joining us at St Mary's School Ascot. Ours is a warm and caring community where we are passionate about bringing out the full potential of each of our 390 pupils. We are proud of the strength of our academic achievements and work tirelessly to build on our tradition of excellence both in and out of the classroom. As a full boarding school, we offer a wealth of co-curricular opportunities, meaning that life at St Mary's is vibrant, exciting and always good fun.

St Mary's offers a stimulating and fulfilling working environment. Our staff are talented, friendly, and absolutely dedicated to the work they do. They enjoy supporting each other, and take pride in helping us to provide the very best all-round education for the pupils in our care.

We know that the successful candidate will love working here. We look forward to hearing from you.

Mrs Danuta Staunton
Headmistress



THE VISION AND ETHOS OF OUR SCHOOL

The school's Vision is 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.

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'.



OUR KEY FEATURES

The Board of Governors defines the school through five features:

A Roman Catholic school. Over 97% of pupils and over 50% of staff are Roman Catholic. We have a full-time resident Catholic chaplain.

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.

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.

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.

An academic school. St Mary's has a strong record of academic excellence. 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.



ABOUT THE SCHOOL

St Mary's is a leading Roman Catholic girls' boarding school set in 55 acres of beautiful grounds in the Berkshire countryside, a 45 minute journey from London, and a 20 minute walk from Ascot train station. The school was founded in 1885 by the Institute of the Blessed Virgin Mary, drawing on the inspiration of the Institute's foundress, Mary Ward, who dedicated her life to promoting girls' education across Europe in the 17th century. Mary Ward's belief, that 'women in time will come to do much', infuses the very fabric of St Mary's to this day.

St Mary's is a boarding school, with only a handful of day pupils who live nearby. The majority of our intake is at Years 7 and 9. Very few girls leave at the end of Year 11. The girls follow a full and challenging academic curriculum throughout the school day. In the afternoons and evenings and on weekends, they take advantage of a vast range of activities, including visiting speakers, academic support sessions, clubs and societies, sport and trips.

The school continues to invest in the development of first class facilities. These include a state-of-the-art performing arts centre, a purpose-built sports complex and all-weather athletics track, two libraries, a new pupil refectory, and most recently a sixth form boarding complex.

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).

For more information about the school, please visit our website: www.st-marys-ascot.co.uk



ABOUT THE ROLE

St Mary's is seeking to appoint a part-time Cover Supervisor and Department Administrator to start in January 2024.

The Cover Supervisor and Department Administrator will play a vital role in supporting the pupils and providing administrative support to the departments. This dual role involves providing cover for absent teachers, ensuring pupils engage with set work, and undertaking administrative tasks to support department heads.

The line manager for the Cover Supervisor and Department Administrator is the Academic Deputy Head.

PERSON SPECIFICATION

We are seeking a highly organised, enthusiastic and reliable individual who will ideally have experience in working with and managing groups, either as a teacher or in a similar context. The successful applicant will have the ability to maintain a calm working environment within the classroom. They will be comfortable using computer systems for administrative tasks. They will be willing to take on a diverse range of administrative tasks and delivering to a high standard. The successful applicant will have effective communication skills, be adaptable and manage diverse responsibilities efficiently.

RESPONSIBILITIES

The responsibilities of the role include but are not limited to the following:

Cover Supervisor

- Explain set work to pupils in accordance with the teacher's instructions;
- Encourage and support pupils in completing assigned work;
- Monitor pupils' progress in assigned tasks and report to the class teacher as necessary;
- Manage pupil behavior during set work, ensuring a positive and focused learning environment;
- Collect and return completed work to the appropriate teacher;
- Respond to pupils' questions regarding set work or guide them to discuss matters with their class teacher;
- Ensure a safe and orderly environment during lessons;
- Respond to any immediate problems or emergencies following school's policies and procedures;
- Report on pupil behaviour and any arising issues during the lessons.

Break and Lunchtime Supervision

- Monitor pupil behaviour and maintain well-ordered routines in the pupil refectory;
- Organise the safe distribution of break-time snacks at morning break;
- Supervise the pupils tasked with tidying the pupil refectory at the end of break;
- Supervise registration and queues during lunchtime;
- Monitor and feedback concerns regarding pupils to Heads of House and Pastoral Deputy Head and act upon requests from Heads of House as required.



Department Administrator

- Regularly meet with Heads of Department as scheduled;
- Undertake administrative tasks assigned by Heads of Department;
- Assist with the preparation and organisation of learning resources;
- Put up classroom displays as needed;
- Provide assistance with any tasks as required by Heads of Department.

Additional Duties

- Invigilate during internal and public examinations;
- Assist the Exams Office with administrative tasks;
- May be required to accompany pupils on day trips;
- Fulfill other administrative duties as required by the Academic Deputy Head.

The Cover Supervisor is based in the library and when not with a class or assisting in departments, some additional help in the library may be required.

Other duties:

This job description sets out the main duties of a Cover Supervisor and Department Administrator. No job description can be fully comprehensive and the successful applicant will be required to support the Headmistress in any work reasonably required to support the operation of the school.



WORKING AT ST MARY'S

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 Catholic but all staff at the school are expected to be sympathetic to the religious and boarding character of the school.

Full-Time/Part-Time. This is a part-time, term time role (34 weeks a year).

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

Salary. A competitive salary based on experience will be offered.

Working Days and Hours. The Cover Supervisor and Department Administrator will be required to work:

Monday: 8.30am – 4.30pm

Tuesday: 8.30am – 4.30pm

Friday: 8.30am - 4.30pm (non-exeat) and 8.00am – 2.15pm on exeat Fridays.

Additional Days. The Cover Supervisor and Department Administrator is required to attend one day of new staff INSET and a further six full days of INSET per year which are currently scheduled in the week before the start of each term. The individual is required to attend the school's annual Open Day which currently takes place on a Saturday during the summer term.

Probationary Period. The first six months of employment is a probationary period and during the probationary period the notice period by both the post holder and the school is one calendar month.

Notice Period. On successful completion of the probationary period, the notice period for both the job holder and the school will be one full term.

Pension. The Cover Supervisor and Department Administrator will be automatically enrolled into the school's workplace pension scheme provided by The People's Pension.

Meals. Staff are currently able to enjoy lunch in the staff refectory. This privilege is currently provided free of charge, but this is kept under review and the school reserves the right to change the arrangement.



HOW TO APPLY

A short letter of application addressed to the Headmistress, Mrs Danuta Staunton, a completed application form and the names, addresses and telephone numbers of three referees (including the current or latest employer) should be sent by to: recruitment@st-marys-ascot.co.uk

Applications will be considered on receipt.





ST MARY'S SCHOOL ASCOT

ST MARY'S ROAD, ASCOT, BERKSHIRE, SL5 9JF

TELEPHONE: +44 (0)1344 296600

WEB: WWW.ST-MARYS-ASCOT.CO.UK