



ST MARY'S SCHOOL ASCOT

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APPOINTMENT OF AN ACADEMIC DATA ADMINISTRATOR



# WELCOME TO ST MARY'S SCHOOL ASCOT



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](http://www.st-marys-ascot.co.uk)





## ABOUT THE ROLE

St Mary's is seeking to appoint an Academic Data Administrator for September 2025.

This role is integral to the school's functioning, involving wide-ranging administrative and organisational responsibilities. The Academic Data Administrator will play a crucial part in organisation and review of academic data and providing general administrative support to the Academic Deputy Head.

The line manager for the Academic Data Administrator is the Academic Deputy Head.

## PERSON SPECIFICATION

We are seeking a highly organised individual with excellent attention to detail. The successful candidate will possess advanced Excel skills, demonstrate discretion when handling confidential information and be capable of managing a diverse workload independently. This role requires a self-motivated individual who is adaptable and prepared to support a wide range of responsibilities as directed by the Academic Deputy Head and Director of Studies. The successful applicant will:

- Be highly skilled in Excel and other data analysis tools and have excellent working knowledge of Microsoft Office including Word, PowerPoint and Outlook;
- Have a positive, optimistic approach and a good sense of humour;
- Have excellent interpersonal skills and a collaborative approach to teamwork;
- Demonstrable outstanding organisational and communication skills;
- Be willing to assist with tasks beyond the core responsibilities of the role;
- Prioritise work effectively in a confident and proactive manner;
- Be able to use their own initiative and work to a very high standard;

## RESPONSIBILITIES

The role involves a wide range of administrative and data management tasks in support of the Academic Deputy Head and Director of Studies. Responsibilities include, but are not limited to the following:

- Administration associated with public examination data during the results period in August;
- Organisation and checking of public and internal examination data;
- Organisation and checking of internal tracking and reporting data;
- Planning and implementation of baseline diagnostic testing;
- Dissemination of academic data to staff, pupils, parents and senior management as directed;
- Organisation of the Subject Choices Programme for I/GCSE and A Level subjects;
- Undertaking data collection exercises with assistance from the Examinations Officer as required for ISI, ISC, DFE and CISC annual censuses;
- Carrying out checking exercises and administrative tasks involved in the development and ongoing maintenance of the whole school timetable and cover rota;
- Scheduling of all timetable and curriculum dates in the school diary management systems;
- Collation of information required and distribution of teacher, pupil and room timetables;
- Undertake invigilation of internal and public examinations as part of staff contingency arrangements;
- General administrative support to the Academic Deputy Head.

### Other duties:

This job description sets out the main duties of an Academic Data Administrator. No job description can be fully comprehensive and an Academic Data Administrator 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 full-time, term time role with some holiday work as stated below.

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

**Salary.** The salary range for this position is £32,000 - £34,000 per annum, depending on experience.

**Working Days and Hours.** This is a full-time appointment, Monday to Friday working 37.5 hours per week from 8.30am – 4.30pm with a half hour unpaid lunch break. The working weeks are as follows:

**Michaelmas term:** 13 week term, plus one day prior to the staff INSET programme. In addition, two working days during half term: Monday and Tuesday.

**Lent term:** 10 (or 11) week term, plus one working day prior to the staff INSET programme.

**Summer term:** 11 (or 10) week term, plus one working day prior to the staff INSET programme.

**Holiday work:** The first three days of the Christmas and Easter school holiday. The first week of the Summer school holidays. In addition to this the Academic Data Administrator will be required to work the day before, on results days and the day after GCSE and A Level results are released, from Wednesday to Friday in both weeks.

**Additional Days.** The Academic Data 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 three months.

**Pension.** The Academic Data 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

Please complete the online application form selecting Academic Data Administrator from the drop-down menu.  
<https://www.st-marys-ascot.co.uk/recruitmentapplicationform/>

A short letter of application addressed to the Headmistress, Mrs Danuta Staunton should be included with your application form. Closing date: **9am on Monday 2 June 2025**. Interviews will be held in weeks commencing Monday 2 and Monday 9 June 2025.

We reserve the right to interview suitable candidates before the closing date or to close the vacancy prior to closing date if deemed appropriate. Interested applicants are advised to submit their application as early as possible to avoid missing your opportunity to apply. **Applicants must have a valid right to work in the UK.**

St Mary's School Ascot is an equal opportunities employer. We are committed to safeguarding and promoting the welfare of children and young people. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers, the Disclosure & Barring Service (DBS) and social media checks.









## ST MARY'S SCHOOL ASCOT

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