



ST MARY'S SCHOOL ASCOT

APPOINTMENT OF A PERSONAL ASSISTANT TO THE BURSAR AND CLERK TO THE GOVERNORS

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:

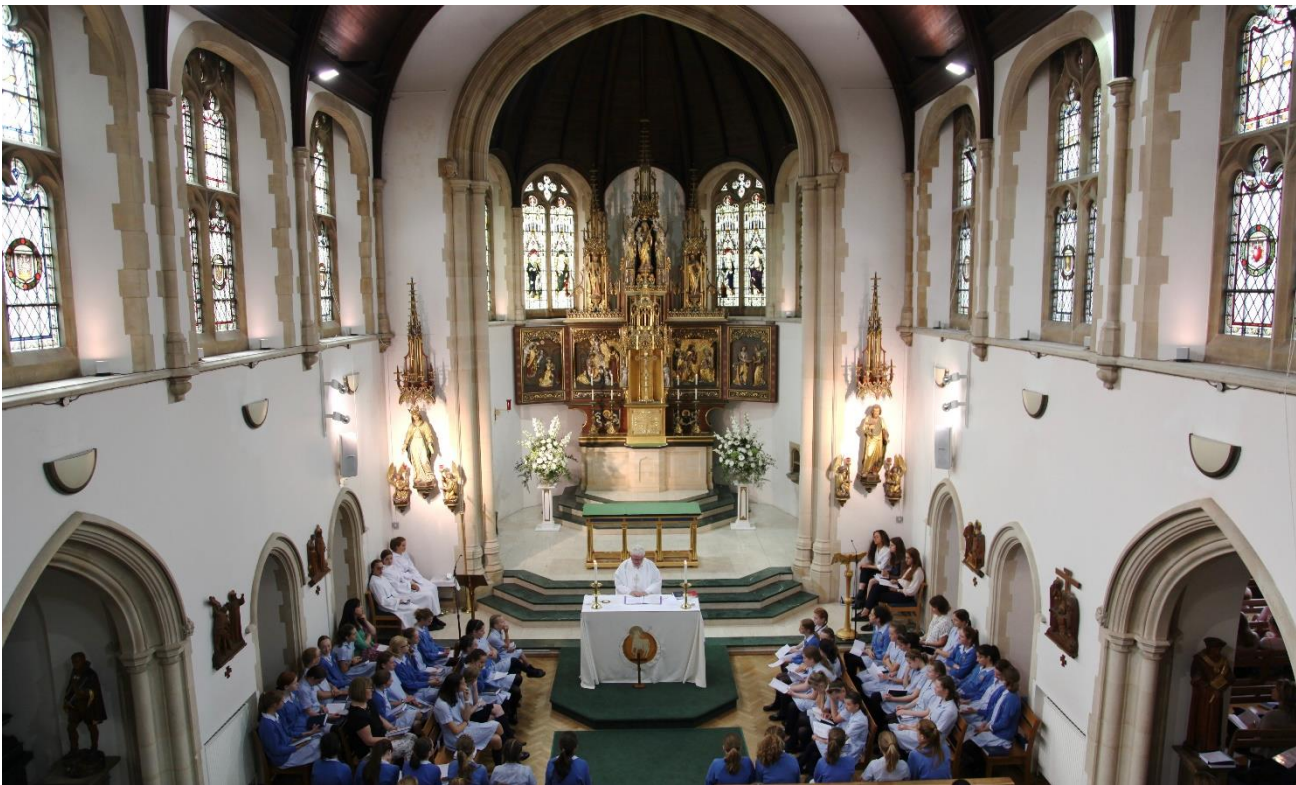
A Roman Catholic school. Over 97% of pupils and over 50% of staff are Roman Catholic. We have a full-time resident Catholic chaplain.

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



ABOUT THE ROLE

St Mary's is seeking to appoint a highly organised and professional Personal Assistant (PA) to provide proactive and confidential support to the Bursar and Clerk to the Governors from mid-December 2025. This is a pivotal role at the heart of the school's administration, combining first-class PA responsibilities with the smooth running of governance processes.

The Bursar's Office is the focus for all aspects of support operations across the school, during both term time and school holidays. The PA will play a critical role in coordinating activity across multiple departments, serving as a trusted point of contact for a wide range of internal and external stakeholders. The role also carries specific responsibilities for the oversight of UK Visa and Immigration (UKVI) processes and the school's Anti-Money Laundering (AML) compliance.

PERSON SPECIFICATION

The PA to the Bursar and Clerk to the Governors will be joining the St Mary's School Ascot support staff team, which prides itself on delivering first-class support across all areas of school operations. The role requires someone highly organised, scrupulously honest, discreet, trustworthy, and self-motivated, with the ability to thrive in a demanding office environment. A sense of humour is essential!

Essential

- Outstanding organisational skills with the ability to manage multiple priorities and meet deadlines;
- Excellent written and verbal communication skills, including proofreading;
- High level of discretion, integrity, and professionalism;
- Strong IT skills, particularly Microsoft Word, Outlook, Excel, and PowerPoint;
- Ability to remain calm, pragmatic and effective under pressure;
- Commitment to producing consistently high quality work;
- Flexibility and a collaborative approach to teamwork;
- Be willing to assist with tasks beyond the core responsibilities of the role.

Desirable

- Experience in a PA, Executive Assistant, or governance/board secretariat role;
- Experience in a school, charity, or not-for-profit governance environment;
- Knowledge of charity law, safeguarding, and/or the independent school sector;
- Minute taking experience at Board or Committee level;
- Familiarity with UKVI or AML processes;
- Understanding of Health and Safety with a willingness to promote a positive culture.

RESPONSIBILITIES

The responsibilities of the PA to the Bursar and Clerk to the Governors fall into three core areas:

1. PA and Executive Support

- Deliver comprehensive administrative support to the Bursar, including diary management, correspondence, meeting coordination, travel arrangements, minute-taking and preparation of documents;
- Draft, proofread, and format letters, reports, and presentations to a high standard;
- Proactively manage priorities, ensuring the Bursar is well briefed and prepared;
- Coordinate and oversee correspondence to parents, including the Annual Fee Notice and financial information letters to new parents;
- Support the Bursar with policy and risk assessment updates;
- Handle sensitive and confidential information with professionalism and absolute discretion.



2. Governance Administration

- Act as the primary administrative contact for the Council, Board of Governors of the school, and the Trustees of the Charitable Fund;
- Coordinate and service Board and committee meetings, including scheduling, compiling and circulating papers, and preparing accurate minutes;
- Maintain governance calendars, action trackers and statutory registers;
- Support bursary applications and preparation for Bursary Committee meetings;
- Ensure compliance with relevant legal, regulatory and inspection requirements;
- Assist with Governor recruitment, induction and training;
- Coordinate annual updates of Declarations of Interest and related documents.

3. Compliance and Office Management

- Act as the first point of contact with the school's Visa and Immigration consultants (Sable International) and maintain required records;
- Liaise with the school's AML consultants (FirstAML) and ensure accurate record keeping;
- Support the Finance Bursar in managing Fees in Advance payments;
- Audit recruitment checks against the Single Central Record (SCR);
- Liaise with pension consultants and coordinate advice sessions;
- Oversee staff and pupil insurance schemes, including AXA, PAIS, and medical insurance;
- Maintain accident and near-miss records and produce termly reports;
- Programme the annual Health & Safety audit;
- Support catering, hospitality, and bespoke event arrangements;
- Manage general office administration, including insurance certificates, staff salary and budget letters, flu vaccinations, TV and telephone licences, staff living-on-site booklets, telephone directories and group email lists;
- Monitor and manage the bursar@ inbox.

Other duties:

This job description sets out the main duties of a Personal Assistant. No job description can be fully comprehensive and a Personal Assistant will be required to support the Bursar 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 all year-round position.

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 £45,000 - £55,000 per annum.

Working Days and Hours. This is a full-time appointment based on 40 hours per week working 8.30am to 5.00pm with a half hour unpaid lunch break. Due to the nature of the role, flexibility is required for occasional evening work.

Additional Days. The PA to the Bursar and Clerk to the Governors is required to attend 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.

Holiday. The PA to the Bursar and Clerk to the Governors will be entitled to 33 days annual holiday (this includes bank holidays).

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 two weeks.

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 PA to the Bursar and Clerk to the Governors 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 PA to the Bursar and Clerk to the Governors from the drop-down menu.

<https://www.st-marys-ascot.co.uk/recruitmentapplicationform/>

A short letter of application addressed to the Bursar and Clerk to the Governors, Mr Giles Brand should be included with your application form. Closing date: **9am on Monday 20 October 2025**. First interviews will be held on Monday 27 October and second interviews on Thursday 30 October.

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

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

TELEPHONE: +44 (0)1344 296600

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