St Mary's School Ascot

Appointment of a Graduate Assistant

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 Graduate Assistant for a fixed term from late August 2027 to early July 2028.

The Department

The line manager for the Graduate Assistant is the Head of Boarding.

Person Specification

We are seeking a female (Genuine Occupational Requirement) Graduate Assistant who is responsible, enthusiastic, enjoys working with young people and who may wish to pursue a career in teaching. It is an enriching experience which demands commitment, dedication and a serious approach to hard work, and a willingness to be involved in both the academic and boarding sides of the school.

Specialist knowledge and experience

- Educated to degree level.
- IT skills including the ability to use Microsoft Word, Excel, Outlook and other school systems. Experience in using presentation and graphic design software is desirable.

Planning and organizing

- Able to organise time effectively, prioritise workload and meet deadlines.
- Able to organise events in a structured manner, create and monitor plans.

Problem solving

- Take responsibility for own actions, objectively assess situations and be able to make decisions with a sound sense of judgement.
- Able to analyse issues and break them down into their component parts in order to respond to them effectively.
- Able to absorb and retrieve information quickly.

Resilience

- Able to remain calm and self-controlled under pressure.
- Able to demonstrate perseverance and stamina.

Communication

- Able to communicate effectively, both verbally and in writing, adapting style to suit the audience.

Team Working

- Able to develop effective and supportive relationships with colleagues in a cheerful manner.
- Be considerate towards colleagues and create a sense of team spirit.

Commitment, motivation and flexibility

- Able to inspire, motivate and enthuse pupils in their academic and co-curricular activities.
- Able to adapt to changing demands and conditions.
- Driven and committed to work hard towards goals.

Responsibilities

Pastoral and Boarding Duties:

Act as a member of the school's Boarding staff team. This will include:

- Boarding duties: working 4 evenings a week, to include supervising boarders in common rooms and overseeing bedtime routines and working 1 or 2 mornings a week overseeing morning routines;
- Accompany pupils to medical appointments, airports and train stations and other individual commitments and dealing with any associated paperwork;
- Attend Chapel and House meetings when on duty;
- Be 'on call' on rotation on exeat Fridays, half terms and end of terms until 6pm;
- Work on exeat Fridays taking oral sessions/team teaching until 2.15pm. From 2.15pm to work with Graduate Assistants to tidy the school and check rooms;
- Carry out any other reasonable duties as directed by the Head of Boarding.

Supporting Academic Staff:

- Provide support to specific academic departments, according to degree and A Level subjects;
- Assist with university preparation lessons and give individual university advice to the Sixth Form as required;
- Other administrative duties as directed by the Head of Boarding, including covering School Reception when required.

Co-curricular/Trips:

- Accompany and may be required at times to help organise school trips;
- Assist with co-curricular activities such as drama, sport or music either as part of a timetabled lesson, or in the evenings or at weekends;
- Initiate, lead and organise activities, as appropriate;
- Assist with weekend activities and trips.

Other Duties:

This job description sets out the main duties of a Graduate Assistant. No job description can be fully comprehensive and a Graduate Assistant 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 fixed term, full time appointment.

Accommodation. The post holder is required to be resident on site and accommodation is offered free of charge during the term of the contract. The self-contained shared flat on school grounds is available to the post holder during school holiday as well as term time. St Mary's School is an entirely non-smoking site.

Salary. The salary for this role is £20,700 for the duration of this fixed term contract.

Working Days and Hours. Working days will be split into mornings, afternoons and evenings. Weekends will vary depending on School activities but will always include some time off during the day if required to work in the evening. Graduate Assistants will be required to work until all duties have been completed on exeat and half term Fridays, on the evening before the last day of each term, and on the last day of each term. All Graduate Assistants will be expected to work the day when the girls return to school after holidays for no more than five hours, even if not usually scheduled to work on this day during term time.

Additional Days. Graduate Assistants are expected to attend 7 INSET days – 4 before the start of the Michaelmas term, 2 before the start of the Lent term and 1 before the start of the summer term. Graduate Assistants are required to attend the school's annual Open Day which currently takes place on a Saturday during the summer term. This is a normal working day and, if required, Graduate Assistants may be asked to take on additional duties throughout the day.

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

Probationary Period. The first three 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 term.

Pension. The Graduate Assistant will be automatically enrolled into the school's workplace pension scheme provided by The People's Pension.

Meals. Breakfast, lunch and an evening meal are available free of charge during term time when on duty. 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 Graduate Assistant 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 **noon** of **Friday 8 January 2027**.

Interviews will be held in weeks commencing Monday 18th and Monday 25th January 2027. First interviews will be conducted via Zoom.

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 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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