

DIRECTOR OF TIMETABLING, ASSESSMENT AND PARTNERSHIPS PERMANENT ROLE

Thank you for showing an interest in this post. We hope that the following information about St Helen's school and job description will help you decide that this is an application which you wish to pursue.



WELCOME TO ST HELEN'S



St Helen's School is a large, thriving all-through school and many of the girls who leave us at the end of Year 13 have been with us since Nursery or Reception. We are ambitious for every single girl: that she achieves her potential; that she leaves us to embark upon an exciting and fulfilling future, able to deal with whatever life throws at her with resilience and courage; that she possesses inner confidence, strong personal integrity, and a sense of fun; that she is ready to go out into the world and make a difference.

St Helen's has a long tradition of academic excellence which encourages girls to pursue intellectual curiosity beyond the curriculum. We are proud of our 2025 results where 85% of A Level students obtained A*-B grades and 80% of GCSE awards were graded 9-7. Sixth Formers go on to established, high-ranking universities including Oxford and Cambridge, with more than a third studying STEM subjects. However, we give our girls much more than just academic success; our Co-Curricular programme is rich and varied, and our pastoral care ensures that every girl is known, valued, and cared for.

Within easy reach of central London, our school is set in 21 acres of grounds and, just as we are proud of our students' academic achievements and their personal development, we are also proud of our facilities and buildings. We have invested significantly in developing our facilities over the last ten years.

St Helen's has a warm and lively atmosphere that makes it a rewarding and exciting place to work. Our staff and our pupils look out for each other and encourage each other to be the best possible version of themselves. As such, you will play a vital role in supporting the school in the next stage of its journey. We look forward to receiving your application.

Bridget Ward
Head



THE SCHOOL

St Helen's is an academically selective independent girls' day school for over 1100 students aged 3-18, set in beautiful green space in Northwood, London.

It draws pupils from a wide area of north-west London, Buckinghamshire, and Hertfordshire with easy access by Underground from central London.

We want our students to be ever intellectually curious. They will believe they can do anything. They will want to explore how they can best interact with the world around them and make a difference for the better in their own way. They will be ready for whatever the future brings.

Our aims are:

- To provide each and every girl with the opportunity and means to achieve academic excellence.
- To provide our students with the personal skills, emotional resilience, and the confidence to achieve their full potential through a varied, rich and challenging Co-Curricular programme.
- To know, value and respect all girls as individuals so as to best support them on their journey through the school.
- To ensure that the girls are ready to play a full and active part in their communities and in an interconnected digital world.

Our students achieve high academic standards, and we encourage them to develop lifelong skills in a diverse range of areas, both within and outside the curriculum, and to pursue their individual ambitions. The school is proud of its tradition of providing a balanced and forward-looking education through which its pupils can become confident, independent learners and leaders in their fields, their professions, and their communities. Attention to the individual child is at the heart of everything we do and shapes the pastoral care, teaching and learning and the co- curricular opportunities on offer at St Helen's.



Report to: Deputy Head Academic and Senior Deputy Head Academic and Co-Curricular

Time allocation: 14 –16 periods

Responsibilities of the School Senior Leadership Team (SLT):

- Contribute to the leadership of the School as part of the SLT
- Contribute to the School's operational plans as a member of the School's SLT
- Contribute to the general management and day-to-day running of the School
- Support whole-school events, including after-school, evening and weekend commitments
- Support the Head in ensuring legal, statutory and ISI compliance across the School and work with SLT to prepare for inspections



- Assist in complaints, grievance and disciplinary procedures (pupils and parents) as required
- Undertake after-hours SLT on-call (until 6.15pm) and school trip duties according to the rota
- Play a vital role in the promotion of the through-school ethos

Leadership

- Skills: Outstanding analytical, organisational, and communication skills; ability to lead, inspire, and challenge colleagues; reflective and creative thinker with excellent attention to detail; able to build positive, supportive and thoughtful connections with pupils and parents
- Member of the Senior Leadership Team with collective oversight of the strategic development of the School. Provide efficient operational management of the School by maximising the effective use of all the School's resources. Provide leadership of support staff in order to deliver the strategic aims.

School Timetable manager (3-18)

- The role requires the ability to visualise the “big picture” at a whole School level and the ability to probe into the detail.
- Working closely with the Deputy Head Academic and the Senior Deputy Head Academic and Co-curricular, the Director of Timetabling, Assessment and Partnerships determines the best timetable design to deliver the curriculum model. At times, developing a number of models and presenting these options for consideration before each year the design is agreed, understanding the balance between staffing expertise, our specialist facilities and pupil experience. The Director of Timetabling, Assessment and Partnerships then constructs the timetables in close liaison with the relevant Directors and Heads of Department across the School and subject leaders, alongside discussions with the Deputy Head Teaching and Learning, Deputy Head Academic, Deputy Head Pastoral, Senior Deputy Head Pastoral and Wellbeing, and the Senior Deputy Head Academic and Co-curricular.
- Experience of data input and manipulation and experience of operating computerised school administration systems (we currently use iSAMS and SOCS) is essential. Experience of timetable software desirable or a willingness to learn. Good attention to detail, ability to interpret/analyse data to produce written and graphical reports for a variety of audiences,

good organisation skills and the ability to manage conflicting demands essential. Experience of managing complex events to a tight schedule is desirable.

Cover Manager

- The successful candidate will have a good understanding of iSAMS, Timetabling and Cover. They will be responsible for the day-to-day management of the school timetable and will therefore need a detailed understanding of the structure/organisation of iSAMS
- To ensure the efficient and effective administration and organisation of all aspects of cover for teaching staff absence, exams and assessments, school trips and other calendared events.
- The ability to approach room changes with a flexibility and adaptability to ensure school day runs smoothly.
- To undertake this part of the role with the Deputy Head Operations

Internal examinations and 11+ examinations

- The Internal Examinations aspect of the role involves supporting the examinations officer in their organisation and running of all internal examinations. This entails working closely with the Deputy Head Academic and Deputy Head Teaching and Learning, the Examinations Officer as well as Heads of Departments to ensure impeccable planning and execution.
- The role will include liaison with the Admissions team on the arrangements for scholarship examinations, 11+ for internal and external candidates.
- The support of the admissions team with the organisation of schedules, logistics (rooming and staffing) and communication for all assessments and events



Student Support and Communication

- Provide guidance to students regarding examination procedures, revision techniques, and assessment criteria in conjunction with the Deputy Head Academic and Deputy Head Teaching and Learning

Curriculum and Policy Development

- Contribute to the development and review of curriculum and assessment policies in collaboration with senior leadership.
- Work closely with the SENCo and in conjunction with the Examinations Manager to ensure that appropriate accommodations are made for students with special educational needs during assessments.

Oversight of Partnerships

- To Line manage the Director of Outreach and Partnership
- To lead on the PHAB programme and develop this appropriately
- To support and develop the school House system and develop this in conjunction with the Deputy Head Operations

This is not an exhaustive list, and roles are adaptable and at the discretion of the Head.

THE PERSON

- A proactive and solutions-focused approach to problem-solving. Strong leadership skills with the ability to inspire and coach staff. High levels of integrity and commitment to confidentiality, fairness, and equity in assessment practices.
- An understanding of the challenges faced by students and a commitment to promoting educational equity.
- The successful candidate will have experience in the following areas:
- Excellent communicator and team player.
- Dynamic and pro-active approach; ability to work under pressure and take initiative.
- Ability to deal with staff in a fair, firm and consistent manner when needing to work to deadlines.
- Self-disciplined with excellent time management skills to work to deadlines.
- Excellent written and spoken English with a sharp eye for detail.
- Respect for the confidential nature of some aspects of your work.
- Excellent IT skills, including proficiency in the use of Microsoft Excel, Word and Outlook.



St Helen's School

BENEFITS

- Competitive pay and pension contribution scheme
- Private Medical Insurance
- 30 days paid holiday entitlement plus bank holidays
- 50% fee remission for staff children subject to spaces and entry examinations (pro rata for part time staff)
- A strong culture of professional development
- Access to the School's swimming pool and fitness suite (specified times)
- Free on-site parking and excellent public transport links
- Free lunch and refreshments (term time only)
- Generous occupational sick pay
- Cycle2Work scheme
- Electric Vehicle Charging facilities onsite (discounted monthly membership)
- Discounted Staff Coach Travel
- A beautiful working environment – the school is set in a conservation site of 21 acres.

APPLICATION PROCESS

Closing date: Sunday 8 February 2026

Please apply as soon as possible as shortlisting/interviews will progress up until the closing date. Should a suitable candidate be appointed, we reserve the right to close the advert early.

Due to the volume of applicants, we receive, if you do not hear from us within 4 weeks of the closing date, please assume we will not be progressing your application further on this occasion.

THE SELECTION PROCESS

Shortlisted candidates will be invited to the school where they will be interviewed by the Head and members of our Senior Leadership Team.

St Helen's school is committed to safeguarding and promoting the welfare of children and young people, as detailed in Part 3 (Safer Recruitment) of the KCSIE 2024 guidance document. Applicants will be asked for proof of right to work in the UK and undergo child protection screening, including checks with past employers and the disclosure and barring service.

If you have any queries about this position, please contact the school at recruitment@sthelens.london

