



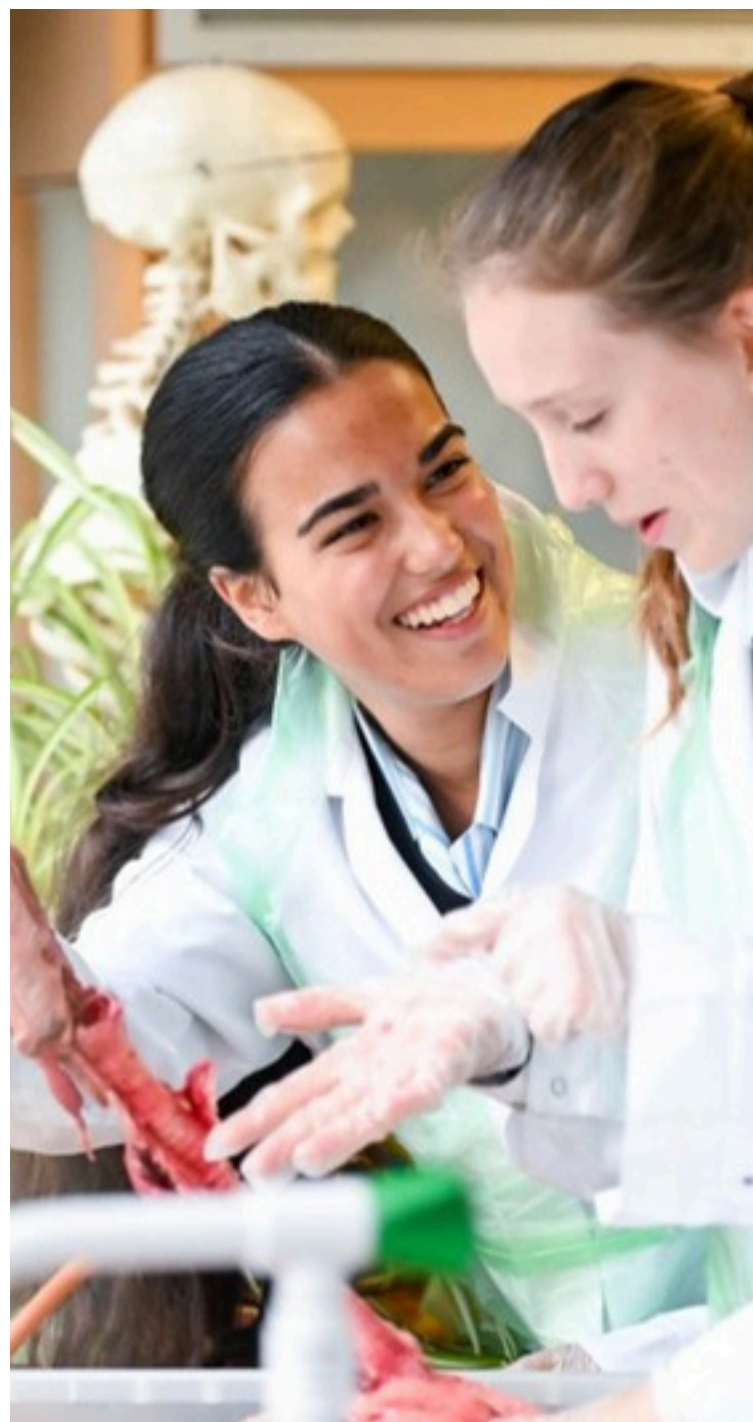
Educational Operations Assistant to the Senior Deputy Head

Hours: Part-time, 30 hours over 5 days per week, term-time plus 3 weeks.

Salary: £32,000 - £35,000 FTE / £21,417 to £23,425 pro rata



We are seeking a highly organised and proactive Educational Operations Assistant to the Senior Deputy Head. You will manage complex operations, oversee the school calendar and key events within the school year as well as communications from the Senior Deputy Head's office, streamline office processes, and lead on selected projects on behalf of the Senior Deputy Head.



About St Catherine's School

St Catherine's was founded in 1885 and in 2025 celebrated 140 years of successful education for girls. The School is a Day and Boarding School, with pupils aged between 3 and 18. The School is situated in a 25-acre site in the village of Bramley, three miles south of Guildford off the main Horsham Road (A281) and on the edge of the Surrey Hills Area of Outstanding Natural Beauty.

St Catherine's is a selective girls' school with a strong academic record, but we're equally committed to offering a rounded education that helps every pupil grow in confidence, curiosity and character. Our aim is to prepare girls not only for successful futures, but for full, happy and purposeful lives.

The School underwent a full ISI Inspection under their new framework in October 2023 and the Inspectorate's report along with an Executive Summary from St Catherine's may be viewed [here](#). Our Good Schools Guide Reviews can be found [here](#) along with Parent Testimonials which can be found [here](#).



The Role

The Educational Operations Assistant provides high-level administrative and operational support to the Senior Deputy Head, ensuring seamless operations and effective time management. This pivotal role involves managing complex projects, overseeing the school calendar, coordinating events, preparing reports and presentations, and organising the start and end of term logistics. With exceptional organisational skills and attention to detail, the Educational Operations Assistant anticipates needs, prioritises tasks, and enables the Senior Deputy to focus on strategic priorities.

Key Responsibilities

- Strategic and operational support to the Senior Deputy Head. Provide high-level executive support to the Senior Deputy Head (Strategy and Operations), helping to coordinate key priorities, monitor progress against objectives and ensure efficient delivery of strategic and operational initiatives across the school.
- Diary, calendar, meeting and briefing management. Manage the Senior Deputy Head's complex diary and calendar, coordinating meetings, appointments and deadlines. Prepare agendas, briefing papers and supporting documentation, ensuring all engagements are prioritised effectively and actions are followed up in a timely manner.
- Communications management. Draft, coordinate and manage professional communications on behalf of the Senior Deputy Head, including external correspondence, staff bulletin, announcements and updates. Ensure messaging is clear, accurate, timely and aligned with the school's values and strategic priorities.
- Project leadership and process improvement. Support the delivery of strategic and operational projects by coordinating timelines, tracking progress and engaging stakeholders. Identify opportunities to improve systems, workflows and administrative processes to enhance efficiency and effectiveness across the school.

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- Events coordination. Organise and coordinate a range of school events, including the Carol Service and Speech Day, as well as staff training and other events throughout the year. This includes scheduling, venue arrangements, logistics, staffing documentation and post-event follow-up to ensure successful delivery. Also maintain the visiting speaker log.
 - School calendar oversight. Maintain oversight of the whole-school calendar in the Involve system, ensuring House activities, trips, internal and external events, grading and reporting deadlines and operational requirements are accurately scheduled and communicated. Assist with the Calendar Committee to work collaboratively with colleagues to minimise clashes and support effective forward planning.
 - Support to the School Office team. Provide flexible administrative and operational support to the School Office, contributing to the smooth day-to-day running of the school and assisting with high-priority tasks as required.
 - Team collaboration and support to business functions. Work closely with colleagues across academic and support departments to facilitate effective communication, coordination and delivery of operational priorities. Provide administrative and organisational support to key business functions where required.
 - First point of contact for internal stakeholders. Act as a professional and approachable first point of contact for staff and internal stakeholders seeking support from the Senior Deputy Head's office, responding to enquiries and directing matters appropriately.
 - Accurate information management. Maintain accurate and confidential records, databases and operational documentation. Ensure information is stored, updated and shared appropriately in accordance with school policies and data protection requirements.

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- Liaison with HR Team. Work collaboratively with the HR team on staffing-related administration, recruitment processes, onboarding activities and other HR operational matters, ensuring accurate information flow and timely completion of actions.
 - Preparation of meeting agendas, communications and reports. Produce high-quality agendas, reports, briefing documents, presentations and other materials to support meetings, strategic planning and decision-making. Present information clearly, accurately and professionally.
 - CPD tracking, reports and invoice administration. Maintain records of staff Continuing Professional Development (CPD) activity, monitor participation and budgets, produce reports and process related invoices and documentation in line with school procedures.
 - Compilation of data to support decision-making. Gather, analyse and present data from a range of sources to support operational planning, strategic initiatives and informed decision-making. Prepare summaries, dashboards and reports for senior leaders as required.
 - Support to EVC and staff on trip planning. Provide administrative support to the Educational Visits Coordinator (EVC) and trip leaders, including checking documentation, approvals, risk assessment processes, communications and record-keeping to support the safe and effective delivery of educational visits.

Person Specification

Essential

- Experience in senior administrative roles
- Excellent customer service
- Exceptional organisational skills
- Excellent verbal and written communication
- High level of discretion
- Proactive problem-solver
- Advanced digital proficiency
- Experience organising projects and events
- Effective teamwork and teambuilding skills
- Diplomacy and tact in challenging situations

Competencies

- Kindness and service mindset
 - Effective communication skills
 - Professional judgement
 - Operational rigour
 - Collaborative and inclusive mindset
 - Leadership and initiative
 - Digital fluency
 - Resilience and adaptability
 - Sound decision-making under pressure
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Desirable

- Experience in education or similar settings



Whilst every effort has been made to outline the main duties, responsibilities and requirements of the post, the list is not exhaustive. The successful candidate will be expected to comply with any reasonable request from their direct line manager or other members of the management/leadership team to undertake work of a similar level that is not specified in this job description.

It is understood that areas of responsibility are from time to time subject to review and change in light of the changing needs of the school environment and the professional development of the staff. This job description may therefore be amended from time to time.

Remuneration

The Full Time Equivalent (FTE) Salary is between **£32,000 and £35,000** depending on the the qualifications and experience of the candidate, **£21,417 to £23,425** pro-rata for part-time. Working hours are **30 hours per week over 5 days, e.g. 8am - 2.30pm Mon - Fri, term time plus 3 weeks.**

Benefits

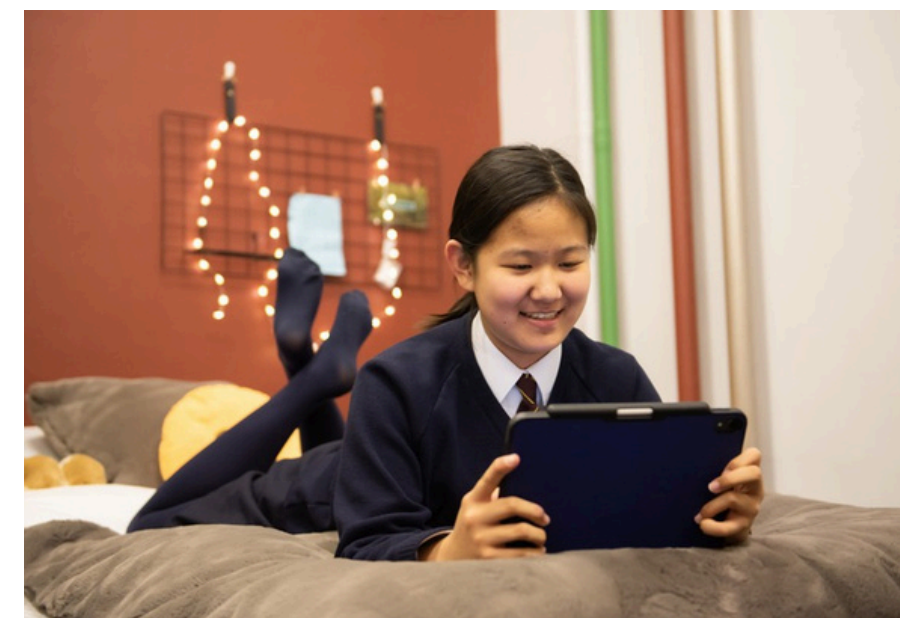
- Generous pension scheme with a choice of contribution rates:

Employee 3%, St Catherine's 8%

Employee 4%, St Catherine's 10%

Employee 5%, St Catherine's 12%

- Health Cash Plan
- Fee remission for daughters attending the school
- Lunch provided during term time
- On site parking
- Cycle to work scheme





Applications

The application should be completed on My New Term using the link to job opportunities below by 10am on Tuesday 1 September and should take the form of:

- the completed My New Term Application Form provided with these details/found on the School website at www.stcatherines.info/welcome/job-opportunities
- a curriculum vitae if you wish to submit one to complement the My New Term application form.

Candidates will have their applications acknowledged and if you do not hear from us after a few days, please contact the HR Administrator by email on jobapplications@stcatherines.info.

Applications will be assessed in order of receipt and interviews may occur at any stage after applications are received. Please apply as soon as possible.

Thank you for your interest in St Catherine's School.



St Catherine's School BRAMLEY

St Catherine's School
Station Road, Bramley, Guildford, Surrey, GU5 0DF
01483 893363 | jobapplications@stcatherines.info
www.stcatherines.info

Patron: Her Majesty The Queen
Registered Charity Number: 1070858