



Sixth Form and Beyond Support Assistant

Part-time Position - Term time plus eight days, with some additional evenings

Job Description



We seek to appoint a proactive and highly organised Sixth Form and Beyond Support Assistant to provide comprehensive administrative support to the Sixth Form team and Futures department, ensuring smooth operation of Sixth Form processes, UCAS applications, careers guidance, and pupil supervision.



About St Catherine's School

St Catherine's was founded in 1885 and in 2025 celebrates 140 years of successful education for girls. The School is an Independent Church of England Day and Boarding School, in membership of the Girls' Schools' Association and the International Coalition of Girls' Schools, with 820 pupils aged between 3 and 18. The Prep School has 220 pupils aged 3 to 11 and the Senior School 600 pupils aged 11 to 18, of whom some 165 are in the Sixth Form and 150 are boarders aged 11 to 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 academic girls' school which prides itself on its excellent A Level results and the university places which all its leavers secure, including good numbers at Oxbridge. However, this is not at the expense of our commitment to the broader ideal of an all-round education for all our pupils, which will prepare them for full and happy lives as well as successful careers.

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](#).

Why join us?

This is an exciting time to join our school as we continue to modernise and evolve. We are investing in systems that support innovation, efficiency, and excellence in education. The Sixth Form and Beyond Support Assistant will play a key role on this journey, helping to shape the future of how we work and support our pupils.



Personal and Professional Qualities Required

We are seeking a Sixth Form and Beyond Support Assistant who is energetic, flexible, friendly and enthusiastic with a can-do attitude and willing approach. Working as part of a team is vital and the successful candidate should be able to work constructively within a small, closely-knit and very busy team.

The successful applicant will need to be a confident communicator in writing, efficiently handling e-communications and prioritising workload. He/she will be committed to recording data with accuracy, recognising its value to high-quality management of applications/relationships and will have good levels of stamina and a respect for confidentiality.

The ability to work both independently and in collaboration with colleagues as part of the Sixth Form team and Futures department is key.

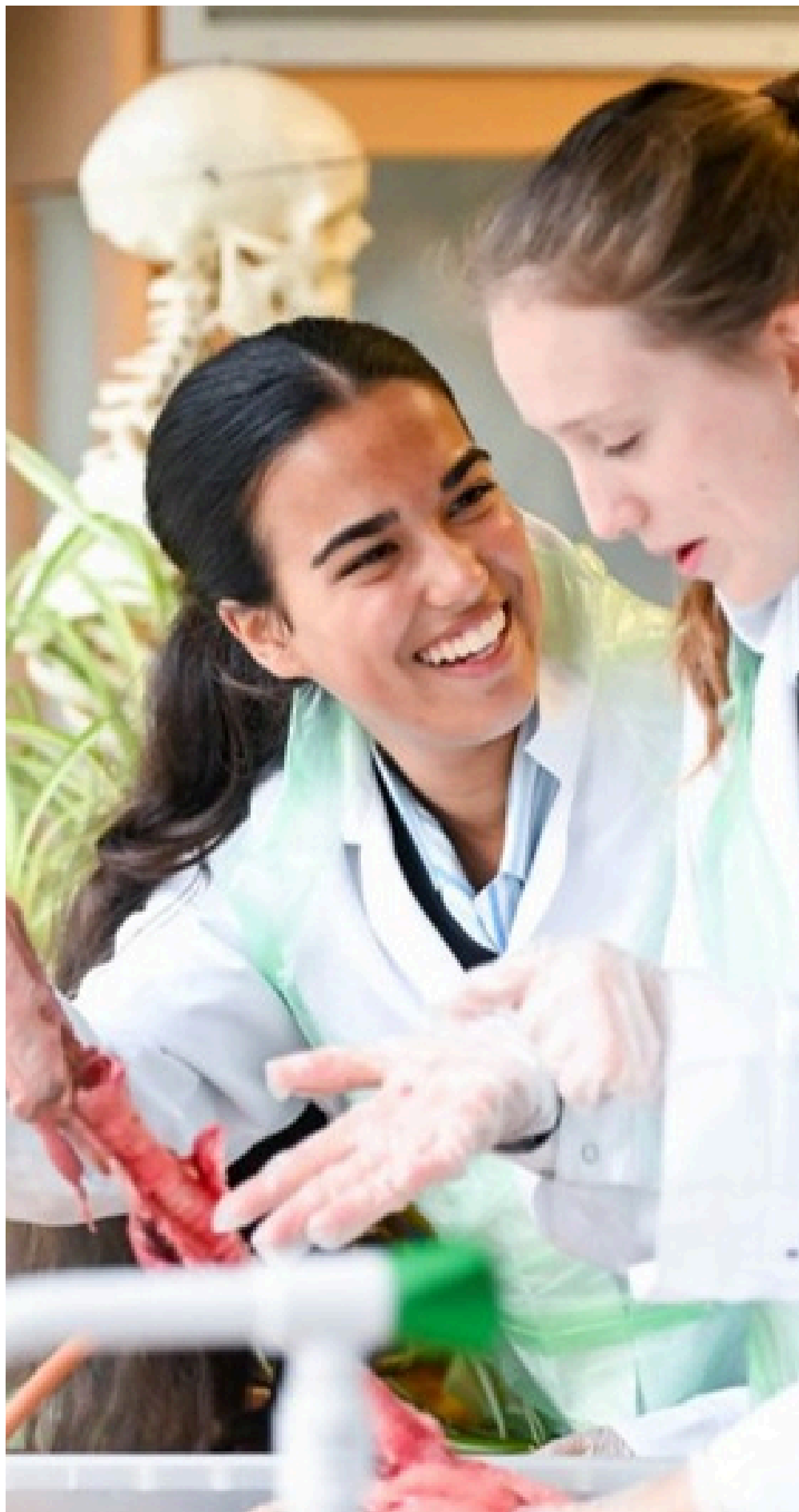
Person Specification

Essential Skills & Experience

- Strong organisational and administrative skills
- Excellent communication and interpersonal skills
- Proficient in MIS systems and Microsoft Office
- Ability to manage multiple deadlines and work under pressure
- Understanding of UCAS and post-16 pathways

Desirable

- Experience working in a school, Sixth Form or higher education environment



Key Responsibilities

Sixth Form Administration

- Maintain accurate student records, timetables, and attendance using the school systems
- Support the Head of Sixth Form with day-to-day administration and communication
- Help organise Sixth Form events (e.g. induction, parent evenings, enrichment activities, leavers' events)
- Help with scheduling and coordination of talks programme for L6 and U6
- Prepare reports and data analysis for SLT and governors
- Act as first point of contact for Sixth Form students and parents

UCAS and Futures Management

- Coordinate the UCAS application process:
 - Track student progress and deadlines
 - Upload predicted grades and references
 - Liaise with universities and external agencies
- Support applications for apprenticeships, gap years, and overseas study
- Maintain careers resources and manage appointments with external advisors.
- Assist with organisation of careers fairs, talks, and work experience placements

Pupil Supervision

- Help supervise Sixth Form study areas and common rooms to ensure a positive learning environment
- Monitor attendance and punctuality, following up on absences
- Provide pastoral support and refer concerns to the Head of Sixth Form or safeguarding team



Compliance & Safeguarding

- Ensure all processes comply with GDPR, KCSIE, and school safeguarding policies
- Maintain confidentiality in all student matters

General Duties

- Support reception or other administrative functions when required
- Support student needs as required
- Contribute to a positive, proactive school culture

Practical Information about the Post

This is a term-time, part-time position with office hours normally 9:00 am to 1:00 pm, Monday to Friday. On occasion, working hours may be adjusted to accommodate afternoon or evening meetings, by agreement with the Director of Staff and the Office Manager.

There are approximately seven days per year when a later finish will be required to support administration for Parents' Evenings. In addition, up to eight days outside of term time (including weekends or school holidays) may be necessary to fulfil key administrative duties

Salary is inclusive of paid holiday entitlement, which is 33 days per annum (inclusive of 8 public holidays) for full-time employees, pro rata for part time. All paid holiday entitlement for this role must be taken during the school holidays

Line Management

The successful applicant will report to the Head of Sixth Form. An ability to work on his/her own initiative, to take direction from the relevant line manager, and to prioritise effectively will be very important.

Staff Induction, Staff Review and Continuing Professional Development

All new staff are given electronic access to a Staff Handbook and School Policies well ahead of their joining the School and are given full induction training at the start of their first term. Subsequent twilight sessions also offer training in other specific areas, e.g. safeguarding children.

The School is committed to the continuing professional development of its staff and there is an annual review procedure, conducted by a line manager. INSET opportunities are provided for the whole staff three times a year, and for individual staff, often arising out of discussions during the annual review.

St Catherine's School is committed to the proper Safeguarding of its students. All staff are required to undertake Child Protection Training as part of their induction and every three years thereafter, and to undertake Prevent training.



Remuneration

This is a term time, part time post. The salary is £25,039 to £29,120 FTE (£10,771 to £12,527 pro rata).

Where applicable, non-teaching staff in the School are auto enrolled into the Stakeholder Pension Plan on recruitment. St Catherine's School will pay a varying percentage into the plan, dependent on the employee's contribution. Further details are available from the Business Centre.

St Catherine's offers a health cash plan, which covers an individual employee and their family members. The plan provides cash to pay for a range of services including dental, optician, physio, hospital, prescription services, 24 hour GP and personal accident to name a few, and is a taxable expense. This benefit is reviewed annually.

Accommodation

Accommodation on site may be available in return for boarding duties. Opportunities can be explored at interview.

Other Benefits

Lunch is provided daily and all staff enjoy access to the School's leisure facilities for a small one-off joining fee: pool, tennis courts, squash court, fitness suite - when these are not in use by the girls or other visiting courses. Other meals will be provided if staff are required to work during the evenings. Other meals such as breakfast and supper may be taken regularly for a very modest charge, payable in advance.





Applications

The application form should be returned to the HR Administrator, Nicky Johnston on jobapplications@stcatherines.info by 12 noon on Wednesday 7th January and should take the form of:

- a letter of application relating to the specific job description for the post
- the completed 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 above documents

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.

Emma Watson, Head
December 2025



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