

ST. MARK'S CATHOLIC SCHOOL



SIXTH FORM STUDENT SUPPORT OFFICER & STAFF COVER ADMINISTRATOR RECRUITMENT PACK


Ofsted
Outstanding



HEADTEACHER'S WELCOME

Thank you for your interest in the current vacancies at St. Mark's Catholic School.

St. Mark's is recognised as being one of the top non-selective secondary schools in the country and in our recent Ofsted Inspection (September 2022) we achieved 'outstanding' in every category.

St. Mark's enjoys an outstanding reputation for academic achievement based on a consistent record of excellent examination results. We are proud of the exceptional progress that our pupils make, and we are committed to the pursuit of excellence in teaching and learning throughout the curriculum. Our staff are central to the success of the school. They are experienced, highly skilled, and professional.

St. Mark's is a truly inclusive community, and we celebrate our pupils' achievements, together with providing outstanding pastoral support. Our students have an excellent work ethic, are polite and respectful. We expect all pupils to work hard, to show respect and courtesy for others and to take pride in their appearance. The continuing success of St. Mark's School is based on a positive partnership between parents, and they are overwhelming supportive of the school and appreciate the commitment of staff.

Our thriving Sixth Form greatly enhances the character of the school. Most of our Year 11 pupils continue their Sixth Form studies with us, and this is a testament to the very positive pupil-teacher relationships which are established at St. Mark's. The curriculum is challenging and enriching, and the excellent results achieved by our pupils enables them to access some of the best universities including Oxbridge. We also equip them with the skills and confidence to make a positive difference in their local communities and in the wider world, and the Faith in Action programme is an important element of our Sixth Form provision.

Academic standards and aspirations are high, but we also offer pupils the opportunity to participate in a wide variety of extra-curricular activities which develop their unique gifts and talents, together with their self-esteem and positive relationships. I encourage you to read our school newsletter 'Veritas' to discover the wide range of opportunities available to our pupils and browse our website to gain a greater insight into our school community.

If you have any questions about the post or the school, please do not hesitate to contact us. I hope that you pursue this opportunity to work at St. Mark's. We would be delighted to receive an application from you.



Andrea Waugh-Lucas
Headteacher

A DISTINCTIVE AND INCLUSIVE CATHOLIC COMMUNITY

St. Mark's Mission Statement

'Committed to putting our faith into action and embracing excellence in all that we do'.

St Mark's is a Catholic community inspired by Gospel values where relationships are rooted in love. At the heart of our mission is a commitment to live out our faith and a dedication to embrace excellence in all that we do. We believe in education that instils possibilities, transforms lives and enables all to fulfil their potential.

We take pride in our core values which underpin everything that we do:

1. St. Mark's is a loving and joyful Catholic community centred around a love of God, and the person of Jesus Christ, whose values and attitudes inspire us to live out our faith in action.
2. Our unwavering dedication to academic excellence enables all students to make outstanding progress and have the best possible opportunities in life.
3. We strive for all members of our community to fulfil their God-given potential and to develop skills, abilities and attitudes that enable them to transform society and bring about a better world.
4. Exceptional relationships enable us to achieve success in all we do, and we nurture compassion and understanding, helping one another to develop the confidence to thrive and be the best that they can be.
5. We are a diverse and inclusive community, and we show love, care, and respect for each other as equal and valued members of our community and children of God.
6. We ensure students are at the heart of everything we do, and we are committed to their spiritual, intellectual, moral, cultural, and social development.
7. We have a clear and shared vision of the different attributes we want a St Mark's student to demonstrate: Strength, Teamwork, Mission, Ambition, Respect, Knowledge and we celebrate and reward our students for displaying them.
8. We work closely with parents to help our students develop clear moral principles which will guide them throughout their lives.
9. We support the spiritual development of staff and students through prayer, reflection and collective worship, and provide opportunities for all to respond to the challenges of Catholic Social Teaching.
10. We are dedicated to providing all students with inspirational learning experiences, through our own passion for life-long learning that extends beyond school.

St. Mark's is an inclusive community, and we welcome members of staff from all faiths or no faith. This diversity enriches our school community. We seek to develop and utilise the gifts and talents of all staff and students, and we are committed to equal opportunities.

COMMITTED TO EXCELLENCE

Our School Improvement Plan is set firmly within the context of our Mission Statement, and it includes the key areas which will be further developed as we continue to pursue excellence in all that we do. There are 6 key aims that will form the basis of the annual School Improvement Plans over the next three years:

1. To provide a distinctive and all-inclusive Catholic education that demonstrates our commitment to Catholic Social Teaching.
2. To ensure that all students make excellent progress from KS2 to KS4 due to high-quality teaching, learning and assessment across the curriculum.
3. To provide outstanding pastoral care, within a safe and secure environment.
4. To ensure that St. Mark's students flourish as a result of effective provision for personal development.
5. To further develop the Sixth Form as a centre of excellence.
6. To ensure that leaders at all levels contribute to the outstanding education at St. Mark's.



“Pupils thrive at this school. Leaders are ambitious for all pupils and they are determined that all pupils will be given the opportunities they need to succeed. Behaviour in lessons and around the school is exemplary, and pupils show high levels of respect to each other, to staff and to visitors. The work of the school is held in high regard by others, and leaders share their practice with other schools in the trust and in the diocese.”

Ofsted Outstanding September 2022

WORKING AT ST. MARK'S

St. Mark's will provide you with the opportunity to:

- Work in one of the top non-selective schools in the country. Our latest Progress 8 figure at GCSE was 1.35, resulting in St Mark's being ranked the 14th highest-performing school in the country and the second highest Catholic school. At A Level students achieved 61% A*-B in their recent examinations. St Mark's has been judged as outstanding by Ofsted and Section 48 (Catholic School Inspection).
- Join an experienced, enthusiastic, friendly, and highly effective staff.
- Contribute towards and be invigorated by the school's strong Catholic ethos.
- Work with positive students whose behaviour is "exemplary" (Ofsted).
- Develop professionally and personally.
- Make a real difference to the lives of young people, particularly those in greatest need.

We value our staff, and we are committed to supporting their professional development and wellbeing.

1. Commitment to ongoing professional learning

- New staff induction programme tailored to the role.
- Commitment to sharing best practice within and across departments – contributes to workload reduction and efficient ways of working.
- Performance Management process that is supportive of career progression.
- Professional development opportunities – from Early Career Teacher induction to Leadership development.
- Flexible CPD available to all staff through The Skills Network and the National College.

2. Supporting staff wellbeing

- Governors are committed to staff wellbeing, and we have signed up to the DfE Wellbeing Charter. Workload is constantly being reviewed.
- We have a staff wellbeing coordinator.
- We are committed to ensuring equality and celebrating diversity.
- One meeting per week limit and no meeting weeks.
- Weekly staff briefings to ensure key ideas are communicated.
- Regular line management meetings and open-door policy with SLT.
- Committed to flexible working - considered on request and according to the role.
- All teachers have a Chromebook to support teaching and learning.
- Employee Assistance Programme to support staff health and wellbeing with access to free 24 hours counselling in different formats.
- Excellent staff facilities including free tea and coffee.
- Staff association which provides gifts, flowers and cards for leavers and staff with significant life events. The Staff Association also provides opportunities to participate in staff activities and social events.
- Opportunities to participate and support in local, national, and international fundraising and awareness opportunities.
- Priority places at St. Mark's for the children of staff (after completing two consecutive years in post). Please refer to the school Admissions Policy for further details.

TRANSPORT LINKS AND THE LOCAL AREA

St Mark's Catholic School is located in the London Borough of Hounslow, which is a western suburb of London. There are excellent transport links in this area.

London Underground and Southwest Railways

There are three London Underground stations in Hounslow and the nearest, Hounslow Central, is within 10 minutes walking distance from the school. In addition, there is a Southwest Railways service at Hounslow Station which is a 19-minute walk away from the school. This means that St Mark's is perfectly located for staff living in central London and the wider suburban areas to the west of the city.

Buses

The school is located on the Bath Road and has bus links with all areas in West London. This includes Twickenham and Teddington to the south, Ealing to the east and Hillingdon and Hayes to the north. Bus routes from Hounslow include Kingston upon Thames, Richmond upon Thames, and Slough.

Road

St Mark's is easily accessible by road and has secure free onsite car parking for all members of staff. The school is close to the A316 and major motorways such as the M4 and the M3.

Location

The school is in a rich multicultural area of West London. The River Thames runs nearby at Isleworth and Brentford and there are several parks nearby including Osterley, Lampton and Syon. For those interested in sport, there are two Premiership sports teams: Brentford (Football) and London Irish (Rugby Union). In addition, Twickenham Rugby Stadium and Wembley Stadium are in the local area.

Richmond Upon Thames, Bushy Park, Kingston upon Thames, Hampton Court Palace, and the Royal Botanic Gardens at Kew are all within a short drive, train, or bus ride away.



SIXTH FORM STUDENT SUPPORT OFFICER & STAFF COVER ADMIN REQUIRED FOR SEPTEMBER 2026

**36 HOURS PER WEEK, TERM TIME ONLY PLUS ONE WEEK IN THE
SUMMER HOLIDAYS (AROUND PUBLIC EXAMINATIONS)**

**MONDAY-FRIDAY: 07:00-15:05 (7 HOURS, 35 MINS PER DAY)
WEDNESDAY: 07:00-12:40 (5 HOURS, 40 MINS)**

SCALE 5 POINT 11-15 (£32,070 - £33,987) PAID PRO-RATA

We are seeking a proactive and organised individual to join our supportive Sixth Form team as a Student Support Officer & Staff Cover Administrator. This exciting role combines Sixth Form administration, student support, and the essential daily management of staff cover.

This is a fantastic opportunity to work with our wonderful Sixth Form students and support with the administration of the Sixth Form. The varied role would be especially appealing to graduates interested in getting school experience prior to teaching.

The role involves four key strands:

- **Admin:** supporting the Head of Sixth Form with administrative support for the day-to-day operation and strategic planning of the Sixth Form.
- **Student Support:** supervising sixth form students during their study periods and supporting their academic and pastoral needs where appropriate.
- **Enrichment:** encouraging students to pursue super-curricular and extra-curricular opportunities and liaising with universities, employers and external speakers about opportunities they have to offer.
- **Managing daily staff absence and cover arrangements, including:** liaising with agencies, allocating cover, and ensuring all checks and records are up to date

There is scope to further develop the role in line with the skills and experience of the successful candidate.

We are looking to appoint a candidate

- who enjoys working with young people.
- who has good literacy, numeracy and ICT skills.
- is proficient in the use of relevant computer software
- who has excellent organisational and interpersonal skills.
- who is flexible and hard-working.
- who is reliable, positive and fully committed.



JOB DESCRIPTION

The role involves four key strands:

1. **Student Support:** supervising sixth form students during their study periods and supporting their academic and pastoral needs where appropriate including:
 - To ensure a studious and calm atmosphere in the study room so that students can engage with their academic work.
 - To promote an effective learning culture through engagement with students about their working routines and study habits.
 - To accurately register the attendance of students in the study room via the SIMs system, and to report any non-attendance to the relevant members of staff.
 - To report and follow up any issues with individual students. These could include issues to do with non-compliance or pastoral issues.
 - To liaise with the Head of 6th Form and the 6th Form Pupil Progress Leaders over student issues and administrative duties.
2. **Enrichment:** encouraging students to pursue super-curricular and extra-curricular opportunities and liaising with universities, employers and external speakers about opportunities they have to offer.
3. **Admin:** supporting the Head of Sixth Form with administrative support for the day-to-day operation and strategic planning of the Sixth Form including:
 - **Data** - Update spreadsheets after IPMs, Mocks, CWT. Destination List produced – following Gap Year Students.
 - **Enrolling Sixth Form Students** - Preparing Year 12 spreadsheet. Enrolling Year 12s/Induction Day – checking results/passports. Entering data analysis.
 - **Into Sixth Form Day/Evening** - Year 11 options for 6th Form. Timetables Staff/Students. Follow-up letters to external applicants. Updating Prospectus and liaise with Printers
 - **Applications for Internal and External Students** - Processing Applications/References. Arranging Interviews. Hosting Year 11 interview evenings. Issuing Offer Letters.
 - Supporting the Sixth form leadership team with bursary administration
4. **Staff cover administration**
 - Be on site from 7:00am to record and monitor staff absence
 - Liaise promptly with external cover agencies to secure supply staff (ideally by 7:10am)
 - Allocate cover staff in SIMS, add new supply staff, and send vetting details to Headteacher's PA
 - Produce and circulate daily cover and staff absence sheets before 8:00am
 - Prepare cover slips for external staff and arrange emergency cover throughout the day
 - Manage and induct external cover staff, sign off timesheets, and ensure fair distribution of internal cover, particularly during exam periods

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Education to A Level equivalent	✓	
Higher education study		✓
Demonstrate excellent organization and interpersonal skills	✓	
Is proficient in the use of relevant computer software	✓	
Competent in numeracy and literacy	✓	
Experience of working as part of a team		✓
Commitment to safeguarding and promoting the welfare of children and young people	✓	
Experience of working with young people		✓
Experience of working in a school with children		✓
Reliable and punctual	✓	
Able to use own initiative	✓	
Flexible, committed and hard-working	✓	
Able to deal with matters of confidentiality	✓	
Experience working in a School or College		✓
Willingness to participate in further training and development opportunities	✓	



HOW TO APPLY

We encourage you to arrange an informal conversation with us if you would like more information about the role.

You can access our school website for further information and an application form: www.stmarks.hounslow.sch.uk.

Completed applications should be emailed to Mrs Sarah Gregory, PA to the Headteacher: gregorys@st-marks.hounslow.sch.uk.

The closing date for applications is: 9am on Thursday 9th July 2026.

St. Mark's Catholic School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. References will be requested prior to interview, and all appointments are subject to a satisfactory, enhanced DBS check. Please note that an online search of all applicants will be carried out as part of our legal duty to meet the safeguarding duties set out in Keeping Children Safe in Education (2025). Any questions arising from this online search may be discussed at interview.

We are an Equal Opportunities Employer and we warmly welcome applications from all suitably-qualified candidates. All applications will be considered solely on merit and we will be using the Person Specifications and Job Descriptions when shortlisting.

We reserve the right to appoint at any stage in the recruitment process and we will begin shortlisting and interviewing as applications are received.

St. Mark's Catholic School is a member of
The Diocese of Westminster Academy Trust (DoWAT).
Please visit <https://www.dowat.co.uk/> for further information.

