

Drama Assistant (Maternity Cover)

St Helen & St Katharine

Welcome to St Helen and St Katharine

St Helen and St Katharine is one of the UK's leading independent girls' schools – a place where students thrive, and our brilliant staff use their expertise and enthusiasm to go above and beyond.

Our students achieve significant academic success each year, much of which is due to our teachers' ambition and passion, but the students and their parents are very aware that it is the whole staff group that makes St Helen's 'tick', and all staff are valued for their contribution to the school community.

When people start working at St Helen's, they are joining a vibrant community of 700 students and 225 members of staff. Whether as one of those expert teachers or as one of our skilled support staff, there are many opportunities to become fully immersed in life at St Helen's – from coming along to watch one of the outstanding school productions to taking part in the range of activities we have to support staff well-being and our sense of community.

We are fortunate to be able to offer a range of training and professional development opportunities to support staff growth; our staff training budget is generous and allows for both departmental initiatives and individual development. We look to get outstanding speakers to address both the whole staff and specific groups; we have been delighted to welcome Tom Sherrington, David Didau and David Weston to talk to our teaching staff in recent years and all staff have benefitted from the work we have done with Executive Coach, Simon Scott, as we look to keep life and work and wellness in balance. There is an active Joint Staff Consultative Committee and a regular staff e-zine that shares ideas for things to do in the local area.

St Helen's is an outstanding place to start your teaching career, and we provide comprehensive support for teacher induction. We encourage talented graduates interested in teaching to join us directly and have plenty of experience of guiding them to gain their qualified teacher status through the school-based PGCE from the University of Buckingham.

We are also an excellent school for newly qualified teachers to complete their 2-year Early Careers induction, guided by experienced subject mentors and our Initial Teacher Training Coordinator.

We look to connect both trainee and early career teachers with their peers in our immediate network of both independent and maintained sector schools in Abingdon.









Welcome from the Head

Thank you for your interest in joining our School.

St Helen and St Katharine is one of the UK's leading independent girls' schools - a place where students thrive, supported by dedicated staff with extensive professional expertise and enthusiasm.

Our students achieve significant academic success each year, much of which is due to the ambition and passion of our teachers. However, students and parents alike recognise that it is the whole staff body that makes St Helen's such a special place. Every member of staff is valued for the contribution they make to our busy school community.

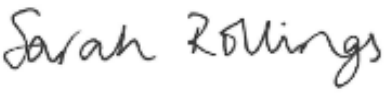
Joining St Helen's means becoming part of a vibrant community of around 700 students and 225 staff. Whether as one of our expert teachers or as part of our skilled support staff, there are many opportunities to become fully immersed in school life - from attending outstanding productions, concerts, fixtures and events, to taking part in activities that support staff wellbeing and foster our strong sense of community.

We offer a wide range of training and professional development opportunities to support your professional growth. Our generous staff training budget enables both departmental initiatives and individual development, and in recent years, we have welcomed leading speakers including Tom Sherrington, David Didau and David Weston. We have also benefitted from our ongoing partnership with executive coach Simon Scott as we continue to promote balance, wellbeing and professional fulfilment.

St Helen's is also an outstanding place to begin a career. We provide comprehensive support for teacher induction and encourage talented graduates interested in teaching to join us directly. We have extensive experience supporting trainees to gain Qualified Teacher Status through the University of Buckingham's school-based PGCE programme. We also support Early Career Teachers through their two-year induction period, guided by experienced subject mentors, our Initial Teacher Training Coordinator, and collaboration with local partner schools. Similarly, new joiners to our support departments benefit from induction and mentoring tailored to their role.

A career at St Helen's is so much more than a job. If you have any questions before submitting your application, please do not hesitate to contact us. We hope to meet you soon.

Best wishes



Mrs Sarah Rollings
Head









The School

Recently named Independent Girls' School of the Year, ranked the top 5 girls' school in the Southeast (*The Times Parent Power 2026*) and among the top 20 schools for sport in the UK (*School Sport Magazine*), St Helen and St Katharine is one of the leading independent schools in the country. It is an exciting place to work, and appointing the very best staff is integral to our success.

St Helen's School was founded in 1903 and was then joined in 1938 by St Katharine's in Wantage. The School is located on a single campus-style site of beautiful Edwardian and modern buildings set in 22 acres of grounds, on the outskirts of Abingdon, some six miles from Oxford. An extensive school bus network facilitates a large student catchment area that includes Oxfordshire, Gloucestershire, Wiltshire, Hampshire Berkshire and Buckinghamshire.

Unapologetically focused on girls – their needs, their ambitions and their voices – St Helen's is where futures are shaped *on her terms*. Our students achieve excellent academic results, and our goal is to ensure that every girl achieves success as she defines it, so that she can believe in herself, her talents and abilities, and so that she will feel prepared and equipped for life beyond school.

The School is a thriving community of girls and young women aged 9 to 18, from our Junior Department (Year 5–6) through to Sixth Form. St Helen's offers students an outstanding academic education and a rich and varied life beyond the classroom including excellence in sport, the creative and performing arts and a superb range of co-curricular clubs and societies.

We enjoy collaboration with a range of local partner schools, including Radley College, Abingdon, Larkmead, John Mason and Fitzharrys, providing opportunities to enrich the developmental journeys of our students and build positive connections across genders and experiences.

In 2023, we opened the doors to our new Sixth Form centre, the Benedict Building. The Benedict Building is a physical articulation of the School's vision for Sixth Form – to create an environment for our students that will spark their intellectual spirit and imagination – and provides students with the space and opportunity to grow their academic and co-curricular interests in readiness for the future.

The staff

St Helen and St Katharine is a very special place to work.

Our students are at the heart of everything we do, we celebrate our powerful sense of community, and we take pride in our very high standards and the strength of our performance. We enjoy a working environment and a culture within the School which focuses on development, inclusion and the pleasure of working all together.

We are always looking at ways to develop our people – students and staff. We look to be progressive, imaginative and respectful; we combine the best of long tradition with a commitment to readying our people for the challenges of the 21st Century. We also firmly believe that a diverse workforce is a better workforce which will help us develop ideas, solve problems and ultimately grow St Helen's. Our campus is beautiful and an inspiring place to work. The young people we work with are remarkable and the staff community is welcoming, committed and compassionate.

Every day is different at St Helen's. It's fast-paced but never loses sight of the value of individualised conversations and the need for support. We take our commitment to the well-being of staff very seriously and we offer the resources and training to allow people to flourish professionally.

The contribution of every member of the staff team is valued at St Helen's, and teaching and support staff work closely together, appreciative of the positive difference everyone can make in their varied roles.













The role

An opportunity has arisen in the Drama department for a full-time maternity cover placement for up to one year, starting in late January 2027. We are looking for a graduate who is keen to develop skills in practical drama, production support and administration for a busy and vibrant department. The successful candidate will also support the extracurricular life of the department and the School and will hold a key role in supporting extra-curricular productions.

The Drama department is a busy and bustling department with a creative and energetic team of staff. The successful candidate will support the existing members of the Drama department with teaching, administration, productions and events. They will also work closely with the Drama Technician.

We are looking for an enthusiastic and skilled individual who is willing to learn and develop their skills within a creative department. Strong communication skills and an eye for detail will be beneficial. This post will be a maternity cover placement for up to one year. It will be full-time, Monday to Friday during School hours (8.30am– 4:30pm) and will involve after school and weekend rehearsals/performances/trips at key points in the year.

All staff share the responsibility for promoting and safeguarding the welfare of the students, in accordance with the School's Safeguarding policies.

Key responsibilities

Providing teaching support in the department:

- Assisting with KS3 drama lessons.
- Providing teaching cover for classes from Year 7 – Year 11 where required.

Providing administrative support in the department:

- Organising theatre trips and in-school events such as visiting companies, including making theatre bookings, arranging transport through the Bursary and liaising with third parties regarding event arrangements.
- General administrative support including photocopying, writing letters, taking minutes for department meetings and distributing them and further administrative tasks.
- Maintaining the department resources and spaces such as the workshop storage space and costume and prop cupboards.
- Maintaining displays and information boards within the department.
- Strong collaborative and communication skills to liaise positively with other departments across the school. For example, when organising the sharing of spaces with music.
- Organising Front of House for Drama productions and events.
- Managing booking of rooms and facilities for lessons and extra-curricular activities.

Key responsibilities

Providing extracurricular production support in the department:

The department offers multiple school productions for Y7 - Y10 every year, as well as senior productions for Y11, L6 and U6. The postholder will facilitate the annual playwriting competition for Y7 – Y9 which results in the performance of the winning entry, directed by a member of staff. Sixth Form students occasionally direct small-scale shows with their peers or younger students, and weekly drama clubs for Y5 - Y9 take place during lunchtimes. The postholder will contribute to running and supporting clubs and productions as required.

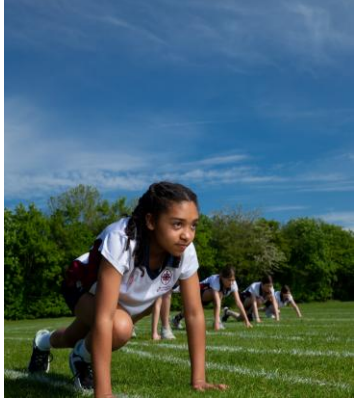
Duties will include:

- Supporting with direction of productions.
- Managing props, costumes and set for extra-curricular and curriculum productions.
- Support and assistance with after-school rehearsals.
- Liaising with the Bursary to set up and manage the School's online ticket booking system.
- Assisting with queries from students and parents regarding rehearsals and performances.
- Supervising backstage preparation on performance nights.
- Creating and organising printing of posters and programmes.
- Running a weekly practical drama club during lunchtime and facilitating the Playwriting Competition.









The person

Skills/abilities

- Strong IT skills – good working knowledge of Microsoft Office (in particular Word and Excel) and Microsoft Outlook.
- Good research skills – able to source information, source and purchase items online, compile research.
- Strong organisational and administrative skills.
- Good writing and grammatical skills – able to write minutes, draft letters, proof-read documents, compile billing lists etc.
- Strong communication and presentation skills.

Qualifications

- A degree (or equivalent) in a drama discipline.

Personal attributes

- A willingness to support and be involved in the full life of the Drama Department; a team player.
- Positive and enthusiastic with the ability to work on own initiative.
- Personable – able to build effective working relationships with staff and students.
- A flexible attitude towards work and willing to be flexible with hours, in line with the needs of the role.
- A genuine interest in and commitment to student learning.
- A commitment to safeguarding our students in line with the School's Safeguarding policies.

Salary and benefits

- This is a full-time, maternity cover position for up to one year, starting in late January 2027. Standard working hours are Monday to Friday 8.30am – 4:30pm, with a 30-minute unpaid lunch break during the school terms. The role will also involve some work outside of standard hours to support after school or weekend rehearsals/performances/ trips throughout the year.
- The salary band for this post is between £28,651 (min) to £31,117 (max) full time equivalent, this is pro-rated to £24,185 to £26,266 for this term-time role, which includes payment for an additional 3 weeks to reflect additional working time outside of standard hours and payment for holidays. The starting salary within the range will be dependent upon experience.
- Paid pro-rata holiday entitlement of 6.4 weeks (this is based on a full-time equivalent amount of 7.6 weeks per year inclusive of public holidays), to be taken during the School Holidays.
- St Helen's offers fee remission of up to 50% on tuition fees for children of staff members at the School (pro-rated for part-time staff).
- Employees may join a staff Pension Scheme. The School currently double matches employee contributions with a minimum employee contribution of 3% (6% employer contribution) up to a maximum employer contribution of 10% of gross salary. Salary sacrifice is also available for pension contributions where qualifying conditions are met.
- All staff are covered by a life assurance scheme, paying out three times annual salary in the event of their death whilst employed by the School.
- A diverse training and professional development programme is available to all staff.
- A range of other staff benefits are available via external providers such as an Employee Assistance Programme, access to GP and dental advice lines, legal and financial advice and telephone counselling amongst other services.
- The School currently operates a salary sacrifice cycle to work scheme, of up to £2,000, where qualifying conditions are met.
- Employees are entitled to free lunches when the kitchens are operating, plus refreshments in the staff room during the day and after school.
- There is free car parking on site.
- Employees may use the fully equipped Sports Centre facilities including a fitness suite, ergo suite and group cycle studio.
- Free eye tests and annual flu vaccination.
- Access to a well-stocked school library and digital collection.

St Helen and St Katharine is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, the Disclosure and Barring Service and overseas Police checks, if applicable. Employment is subject to these checks






The process

These job details should be read in conjunction with our Safeguarding policies, available within the vacancies section of our website and within the vacancy page on My New Term.

Please then submit an application via the My New Term portal including within this a personal statement in support of your application.

The closing date for this post is **Wednesday 25 November 2026 at 12.00pm**.
Interviews will take place during the **week commencing 30 November 2026**.

Please note that due to the volume of applications we receive, we are unable to provide individual feedback.

We look forward to receiving your completed application.









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Independent day school for girls aged 9–18
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