



Futures and Partnerships Coordinator



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.





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

We are seeking to appoint an Administrator to join our successful Futures and Partnerships Department, supporting the Assistant Head, Futures and Partnerships and the Head of Futures in delivering the School's higher education, careers, work experience and partnerships programmes.

The postholder will be the operational hub of the department: coordinating the administration of the UCAS and higher education application cycle, delivering our well-established work experience programme for students in Year 11 and the Sixth Form, and providing administrative and coordination support for the School's partnership activities, including our international exchange programmes.

This is a part-time role working 30 hours over a minimum of 4 days per week Monday to Friday, term-time plus 2 weeks during the school holidays. We would like the successful candidate to start work as soon as possible.

This post would particularly suit an individual with experience of complex administration or programme coordination in an education setting. Experience of careers, higher education guidance, university admissions, work experience, educational visits or partnership programmes would be an advantage. However, if you do not have the direct experience but are highly organised and quick to learn, we would also be keen to hear from you.

The successful candidate will have excellent interpersonal skills with the ability to build effective working relationships with students, parents, staff, employers and external partners alike, combined with strong administrative and organisational skills, sound judgement and the confidence to manage multiple concurrent deadlines independently.

The Futures and Partnerships Department comprises the Assistant Head, Futures and Partnerships, the Head of Futures, and the postholder. The department's offices are located within the School library and consist of a dedicated careers library and large careers office.

Key responsibilities

Higher Education and UCAS

- Support the Assistant Head, Futures and Partnerships in coordinating the higher education programme and annual UCAS cycle.
- Manage UCAS administration, including monitoring student progress, application deadlines, subject and tutor references, admissions test arrangements and extenuating circumstances.
- Maintain and administer digital platforms, including UCAS and Unifrog, for students, parents and staff.
- Collate and analyse higher education data and prepare reports for internal and external stakeholders.
- Coordinate support for Oxbridge and specialist applications (Medicine, Dentistry, Veterinary Science and Midwifery), including admissions events and mock interviews.
- Organise higher education events and visits, including information evenings, taster days and UCAS Discovery Days.
- Keep abreast of developments in higher education admissions and application systems.

Careers and Work Experience

- Coordinate the Year 11 and Sixth Form work experience programme, ensuring compliance with safeguarding and health and safety requirements.
- Advise students and liaise with parents, employers and staff to support work experience placements and career planning.
- Develop and maintain relationships with employers, and work with the Alumnae Relations Manager to broaden opportunities for students, including through the Kate mentoring scheme.
- Organise careers events and maintain accurate records of student careers engagement using Unifrog.
- Promote careers opportunities through school communications and social media.

Partnerships and International Exchanges

- Provide administrative support for partnership events, including invitations, bookings, logistics and communications.
- Maintain records, attendance data and evaluation reports for partnership activities.
- Coordinate international exchange programmes, including applications, liaison with partner schools and families, travel documentation, trip briefings, host family checks, DBS administration and safeguarding records.
- Support the promotion of partnership activities through internal and external communications.

General

- Act as the first point of contact for the department, responding to enquiries from students, parents, staff and external organisations.
- Maintain accurate departmental records and provide administrative support across all areas of the Futures and Partnerships Department.
- Handle confidential student, family and safeguarding information in accordance with school policies and data protection requirements.
- Undertake other duties appropriate to the role.

The person

Skills and Experience

- Excellent organisational and administrative skills with strong attention to detail.
- Outstanding interpersonal and written communication skills, with the ability to build effective relationships with a wide range of stakeholders.
- Ability to manage multiple priorities and deadlines while maintaining accuracy.
- Strong IT skills, including Microsoft 365, databases and online platforms such as Unifrog.
- Experience in a busy administrative environment is essential; experience in careers, higher education or schools, and knowledge of UCAS processes, are desirable.
- Understanding of safeguarding and compliance requirements would be advantageous (training will be provided).

Personal Qualities

- Professional, approachable and proactive.
- Enjoys working with young people and demonstrates sound judgement and discretion.
- Able to work independently as well as collaboratively within a team.
- Committed to continuous professional development and safeguarding.



Salary and benefits

- This is a permanent part-time term-time plus 2 weeks to work during the School holidays role, working 30 hours per week, over a minimum of 4 days per week Monday – Friday. Working days and hours will be discussed at interview. In addition, at the discretion of the School, this role attracts a 20% reduction in working hours during school holiday periods with no impact on pay.
- The salary for the post is in the range of £20,684 - £22,048 per annum for term-time working over a full academic year (£31,466 - £33,541 full-time equivalent). Starting salary will be dependant upon experience and qualifications.
- Paid pro-rata holiday entitlement of 6.2 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.
- 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.
- A range of other staff benefits are available via external providers such as an Employee Assistance Programme, access to GP and dental advice lines amongst other services.
- The School currently operates a cycle to work scheme.
- 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.

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.

Please then complete an application via our recruitment portal, MyNewTerm.

The closing date for this post is **Tuesday 15 September 2026 at 9.00am**.
Interviews will take place during the **week commencing 21 September 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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