



*Where young
people are*
**known,
valued &
treasured**



Office Administrator

Application Pack

Co-educational Independent Catholic Day School for ages 4-18 in St Albans



Welcome to St Columba's College

St Columba's College is located 25 miles from Central London in the cathedral city of St Albans in Hertfordshire. The College is a thriving 4-18 independent co-educational day school, comprising a Prep School of approximately 200 pupils and a Senior School of 600 students, of whom 160 are in the Sixth Form.

St Columba's is an academic and aspirational school devoted to academic excellence and the holistic development of each individual child. The College underwent an ISI inspection in 2022 and was judged as excellent in every respect, with no areas identified for improvement. It was established in 1955 by the Brothers of the Sacred Heart and is a Roman Catholic foundation based on the educational philosophy developed by its founder, Father André Coindre: to ensure a provision of education rooted in religious values, structured through friendly discipline, nurtured by personal attention, and committed to academic excellence. We are an integral part of a dynamic group of 12 schools located primarily across the United States.

We are now seeking to appoint a motivated, caring and organised individual to join us. The responsibilities of the role are wide-ranging and varied so the successful candidate will be a team player, flexible and able to adapt to changing priorities. Experience of working in a busy office environment is essential as is a positive 'can do' attitude. Excellent communication skills are needed along with strong IT skills, a keen eye for detail and an enthusiastic, proactive approach.



Job title: Office Administrator

Responsible to: PA to the Headmaster

Frequent working contact with:

Members of CLT, Admissions, Alumni and Marketing teams, Senior & Prep School offices.

Overall Purpose

As a member of support staff you will be part of a large and friendly community of professionals who support our students' education and experience. You will be joining a significant team that underpins the success of the College. You will provide accurate and timely administrative support to departments across the College, under the direction of the PA to the Headmaster.

Main tasks and responsibilities

- Undertake printing and copying including laminating, binding and booklet creation.
- Data entry on our Management Information Systems including the Admissions platform and SIMS.
- Assisting with the creation, organisation and updating of paper and electronic departmental resources.
- Assisting with the production of classroom displays and organisation of departmental resources.
- Supporting event administration.
- Sending external and internal correspondence.
- Dealing with telephone messages and progressing them effectively and appropriately.
- Maintaining the staff noticeboards.
- Minute taking when required.
- Covering Reception as and when required.
- Covering elsewhere in the wider Administration team as required.
- Assisting with examination and results days.
- Assisting at Admissions events/fairs including after school and Open Day.
- Any other reasonable tasks as may be required by the Headmaster and Line Manager.

Working Environment

Office based

Lifting, carrying, bending and standing

Safeguarding Children

The appointee's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy at all times and to attend relevant safeguarding update training including off job and online courses. If in the course of carrying out the duties of the post the appointee becomes aware of any actual or potential risk to the safety or welfare of children in the School s/he must report any concerns to the Designated Safeguarding Lead.

The Role

- This post is part-time, term time only plus 4 weeks (12 days) to be worked across the College holiday periods, 5 Inset days and Open Morning. Attendance at the annual Columban Fayre is also required.
- The full-time salary will be £21,749 gross per annum and will be paid pro rata for part-time and term time working.
- Generous fee remission for the children of permanent staff educated at the College (pro rata for part-time and term time working).
- Free lunches and refreshments.
- Contributory Pension Scheme to which the College contributes 6%.
- Free car parking on site.
- Use of the College Fitness Suite outside of school hours.
- Access to confidential 24-hour counselling helpline.
- Cycle to Work and Tech Schemes.
- Eye Care Vouchers.
- Free annual flu vaccination.
- Support with continuing professional development.

Working Time

3 days per week (21 hours) with core hours being 8.15 am to 4.15 pm during term time and 9 am to 4 pm in the College holiday periods inclusive of a one-hour unpaid lunch break each day. The working days will be agreed upon appointment. Flexibility will be required to ensure that the requirements of the role are fulfilled. Attendance may be required at some evening and weekend events throughout the year to support key College events.

It should be noted that a job description is non-contractual and is not an exhaustive list of activities, and employees may be asked to carry out other duties commensurate with the responsibility and seniority of the post. The job description may also be amended to take account of changed circumstances, and employees will be consulted if this is necessary.

Work with us

St Columba's is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including reference checks with past employers and the Disclosure and Barring Service.

If you wish to discuss this vacancy further, please contact Jackie Metcalfe, HR Manager, at metcalfe.j@stcolumbascollege.org or on 01727 892095. To apply for this position, visit our website stcolumbascollege.org

Application Process

Closing date: 10 am on Tuesday, 7th January 2025. Interviews will be conducted shortly afterwards.

Early applications are encouraged as the College reserves the right to call suitable candidates to interview and to appoint prior to the closing date.





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St Columba's College is a Catholic Foundation of the Brothers of the Sacred Heart (US Province)