



ST ALBANS
SCHOOL



Humanities and Maths Assistant

Part time, to start September 2024

THE SCHOOL

St Albans School is a multi-dimensional institution: academic excellence, intellectual development and strong pastoral care lie at the core of an exceptional holistic education, enabling us to identify and nurture each pupil's potential. Our fundamental and unrelenting focus on our pupils' wellbeing gives them the self-confidence and self-belief to do, and to give of, their best. Inspirational teaching ensures strong intellectual development whilst outstanding provision and achievements in the wider curriculum enrich each pupil's experience. Our pupils develop important values, qualities and skills, as well as learning an awareness and understanding of the wider world as they determine the contribution they intend to make to it in their adult lives.

We believe that a good education comprises so much more than just academic work and intellectual development. Significant emphasis is placed on wellbeing and pastoral care (organised by section and year group): the warmth and friendliness of the School community is one of its great strengths and distinctive features. The School's vision is *to help each pupil flourish intellectually and personally, developing self-knowledge and self-confidence in order to find meaning and purpose in life*. Further information about the School's motto, ethos, aims, vision and values can be found [here](#).

The School has a fine reputation for academic achievement, for success in university entrance and for achievement thereafter. Distinguished Old Albanian academics include Professor Lord Renfrew, formerly Master of Jesus College, Cambridge; the late Dr John Barber, formerly Vice Provost of King's College, Cambridge; and the late Professor Stephen Hawking. Academic standards are consistently very high: the five-year average of A Levels grades is A* 38%, A*-A 72% and A*-B 90%. At (I)GCSE the five-year grade average is 69% 9-8/A* grades and 88% 9-7/A*-A grades. Further information about examination results can be found [here](#).

However, the School sees examination results as a means to an end rather than an end in themselves and the importance of the learning journey is prioritised. The focus of teaching and learning is to ensure students are educated in the fullest sense so that they may be productive in their communities in the spirit of the

School motto (*non nobis nati* – born not for ourselves) and fulfil their potential. St Albans School students are holistic learners who take responsibility for their own learning and we equip them, via our Learning to Learn (LTL) programme, with the theoretical, practical and creative skills to thrive in any environment and to have well-developed skills of independent learning in order to be able to prosper in higher education and the workplace. Our teachers are subject specialists with a commitment to developing transferable skills as well as excellent subject knowledge; they are innovative and creative in their pedagogical approaches and have high expectations for their pupils. Support and training are provided by the Teaching and Learning Team who aim to develop and extend the professional community within and beyond the School.

All teachers are provided with a School laptop with wi-fi connectivity to smart boards in classrooms. The School's BYOD scheme for Third Form (Year 9) pupils and above is now in its fourth year. Whilst teaching and learning is not exclusively undertaken via digital means, teachers deploy a wide range of digital strategies and all classes utilise Microsoft Teams and OneNote notebooks.

The co-curriculum plays a vital role in developing values, skills and qualities in preparation for adult life: drama, music, sport, CCF and the Duke of Edinburgh's Award Scheme are all thriving as is our extensive partnership scheme with local state-maintained schools.

The vast majority of our leavers are successful in securing places on competitive courses at Russell Group universities. The most popular destinations in recent years have been Bath, Bristol, Birmingham, Cambridge, Durham, Exeter, Leeds, Manchester, Nottingham, Oxford, Warwick and York.

St Albans School is among the most ancient educational foundations in the world and can trace its history back to its foundation in 948AD. After the dissolution of the monasteries, the School's activities were temporarily suspended before its re-founding in 1570. This was made possible by Queen Elizabeth I's grant of the wine licences for the borough of St Albans to Sir Nicholas Bacon, Lord Verulam and Lord Keeper of the Great Seal, who used the income to pay the annual salary of the Master of the School. For 300 years the School flourished in the Lady Chapel of the Abbey, until in 1870 it moved to occupy the Great Gateway of the Abbey and

the beautiful adjacent site overlooking the remains of the Roman City of Verulamium. The School has not, therefore, been a Church Foundation since the Reformation, but its historical links with the Abbey have naturally helped to shape its character, and the School still meets for Assembly in the Abbey twice a week.

The School was, for much of the twentieth century, a Direct Grant school, but is now fully independent, The current Headmaster, like his recent predecessors, is a member of the Headmasters' and Headmistresses' Conference (HMC). The present school roll is c.905 with a Sixth Form of 330, and the teaching staff numbers some 110.

There has been a great deal of investment in buildings and facilities over recent years. In 2002 the School opened extensive new sports grounds, Woollams, on a 70-acre site on the northern outskirts of the city: the School uses some 45 acres and the Old Albanian Sports Association is the tenant of the remainder. The School competes at a very high level in all the major sports and in cross country has a national reputation. The School owns a well-equipped Field Study Centre, Pen Arthur, in the Brecon Beacons.

The latest additions to the School campus include a new Sports Centre (with swimming pool, sports hall, fitness centre, dance studio and climbing wall) and the purchase of a large building (Aquis Court) on an adjoining site which has been converted into a superb Art School, Sixth Form Centre and a suite of classrooms. The Hall has recently undergone the first phase of a major refurbishment programme, the main feature of which was the construction of a new Music School which was opened in May 2018. The Corfield Building, an outstanding £6.5m facility for Mathematics (on the Upper Ground and First Floors) and the CCF (on the Lower Ground Floor, opened in January 2020.

The classrooms vacated by Mathematics have been converted into new facilities for Computer Science (opened in 2020) and additional Science laboratories (2021). There is a rolling programme of refurbishment of academic departments: the vast majority of classrooms and laboratories have been revamped in recent years.

The School received the highest-possible gradings in its most recent inspection report (November 2022): the quality of the pupils' academic and other achievements and the quality of the pupils' personal development were both deemed to be 'excellent'. Further information and a copy of the inspection report can be viewed [here](#).

The School is heavily oversubscribed at all levels of entry. The main ages of entry are ages 11 and 13 for boys, and girls and boys are admitted into the Sixth Form. Scholarships are offered at all ages of entry, and the School is able to provide assistance to some families, in cases of proven need, from its own bursary fund. Entry at 11+ and 13+ is by competitive examination and interview. Many 13+ joiners secure their place through 12+ assessments in the Summer Term of Year 7. Entry into the Sixth Form is by interview and conditional upon GCSE results.

St Albans is a beautiful Cathedral city, with a lively cultural life, surrounded by countryside but only 20 minutes from London by train, with easy access to motorways and airports. It is a relatively affluent area on the edge of a densely populated conurbation with areas of affordable property within easy travelling distance.



JOB DESCRIPTION

Purpose of Position

Assist with the administration of the Internal Exams. To provide pro-active administrative support to the operation of departments within Mathematics and Humanities as determined on a year-by-year basis. Liaise with teaching staff regarding the preparation of lesson material and distribution of lesson resources. Support the Heads of Departments with the operation and organisation of the respective departments.

Knowledge, skills and abilities

- Previous administrative/clerical experience required, ideally gained within a School environment.
- Experience of general office equipment e.g. photocopiers.
- Computer literacy, familiarity with Word, Excel and e-mail systems.
- Highly organised, but adaptable approach, methodical with excellent attention to detail.
- Ability to plan and prioritise tasks effectively.
- Ability to communicate at all levels, across departmental boundaries.
- Ability to work on own initiative and as part of a team.

Key Responsibilities & Accountabilities

- Photocopying and scanning of documents and texts.
- Assist with the administration of department School trips.
- Filing and organisation of department offices.
- Organisation of department consumables (e.g. stationery).
- Maintain departmental resources (e.g. DVDs). Prepare classrooms with resources required for lessons.
- Assist with the organisation of department specific events.
- Creation of resources as instructed by departments, including posters, promotional materials, and classroom activities.
- Maintain and accurately update department data, including Excel spreadsheets and MIS information.
- Acquire student lists from the MIS and Database Manager for each set of internal exams.
- Liaise with the Learning Support Department for accurate access arrangement information.
- Check timetables, access arrangements, room bookings, cover sheets and exam papers etc. carefully for any changes or errors.
- Create cover sheets for all internal exams detailing times, paper durations, access arrangements, room allocations and special instructions.

- Organise the physical papers for all internal exams, setting them out daily in exam weeks as required.
- Organise and set out any additional equipment required for internal exams (eg fans, laptops, dictionaries, paper, formulae sheets, reader pens etc.)
- Liaise with Network Support to ensure Word Processing requirements are met, including arranging laptops, memory sticks and logins, printing exam scripts, sending completed scripts to Learning Support and being on hand where possible for any issues that may arise.
- Set out papers and materials required for any catch-up exams if necessary.
- Be a first point of contact during the internal exam weeks to assist with any immediate queries that may arise, including contacting invigilators directly if needed.
- Perform other general administrative/clerical duties as and when required.

Key Performance Indicators

- Level of efficiency and courtesy in dealing with students and staff.
- Accuracy of work.
- Accuracy and timeliness in responding to manager requests.
- Prompt distribution of lesson material and resources to teaching staff.
- Successful management of a diverse and varying workload, across several departments.

Safeguarding Children

The appointee's responsibility for promoting and safeguarding the welfare of children and young persons for whom they come into contact will be to always adhere to and ensure compliance with the School's Safeguarding Policy and procedures. 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, they must report any concerns to the Headmaster or the Designated Safeguarding Lead (DSL).



FURTHER INFORMATION

St Albans School is committed to securing equality of opportunity through the creation of an environment in which individuals are treated on the sole basis of their relevant skills and abilities. The School recognises the benefits of having a diverse community of staff and pupils who value one another and the different contributions everyone can make. All policies and practices conform to the principle of equal opportunities including recruitment, selection, training, promotion and career development. Staff are selected according to their suitability for the post, irrespective of background or protected characteristic.

Hours are 27 per week, during term time, plus two weeks in School holidays. Weekly hours must include Thursday and Friday 8.00am to 4.00pm, with the remaining hours worked over two or three days, Monday to Wednesday, with a daily start time of 8.00am. Some flexibility is required regarding weekly hours to meet the needs of the department.

Full-time staff receive a remission of two-thirds of school fees for children educated at the School. This provision is pro-rated for part time staff and is subject to the availability of places and to the satisfying of the School's usual entry criteria.

In addition to life assurance of four times annual salary, support staff are auto enrolled into a contributory pension scheme operated by the Pensions Trust. Details of which include a 6% employer contribution rate and a 3% employee contribution rate. There is the option to increase contributions and the School will contribute double the employee contribution up to a maximum of 9%.

St Albans School offers many other non-contractual benefits including free onsite parking, free lunches during term time and free use of the onsite leisure facilities which include swimming pool and gym. The School's Salary Extras online platform gives access to a range of lifestyle benefits and discounts as well as support and guidance with financial matters, health and wellbeing. There is a generous annual budget for staff training and development.

St Albans School is committed to safeguarding young people and promoting the welfare of children. Applicants must be willing to undergo child protection screening and safer recruitment checks appropriate to the post, including checks with past employers and the Disclosure and Barring Service. All positions within the School are exempt from the provisions of the Rehabilitation of Offenders Act 1974.

Applications should be submitted by 1 July 2024 using the form available at www.st-albans.herts.sch.uk/information/vacancies. A CV and a covering letter can be attached to this form. The School reserves the right to make an appointment before the closing date, so early applications are encouraged.

