



# St Hilda's School

HARPENDEN

*Caring, Curious & Confident*

## **Admissions and Compliance Officer Application Pack**

An Independent day school and Nursery in Harpenden  
for 2-to-11-year girls and boys in Nursery



## Welcome to St Hilda's Prep and Nursery School

St Hilda's School was founded in 1891 and has been on the current site for over a hundred years. It is an integral part of the Harpenden community and is widely respected for its high standards and nurturing atmosphere. It is nestled in a beautiful locally listed residential area, 0.8 miles from Harpenden train station and a short walk into the 'village'. Harpenden is characterised by Church Green, Leyton Green and the High Street Greens, which give the town its provincial feel. Just to the south of the town centre is Harpenden Common, stretching from the shops in the town centre for more than a mile to the south, encompassing a total of 238 acres. Harpenden is well noted for its fast train service to St. Pancras International, and for the motorist, junction 9 of the M1 motorway is just 3 miles distant.

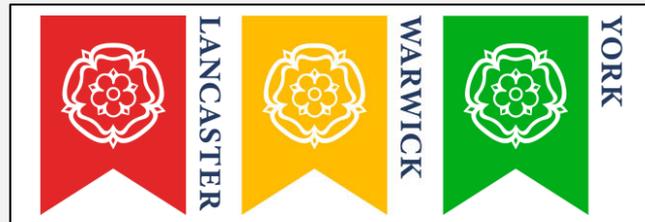
Recent developments to St Hilda's have included the integration of outdoor learning into the curriculum as well as a strong focus on wellbeing. The building was substantially extended in 2013 which has seen the addition of 6 new classrooms and an Art Room, together with existing classrooms being enhanced and adapted, including a new STEM Lab, and a Performing Arts Studio created in 2016. The School was most recently inspected by ISI in February 2024 and passed in all areas, we await their report. The pandemic has not diminished the School's ability to adapt and thrive in different circumstances, during which it has gone from strength to strength.

St Hilda's has approximately 150 girls aged 2½ – 11 years, with boys also in the Nursery, and each class has a maximum class size of 22. From St Hilda's, girls move on to the major independent schools in the area, including Haberdashers, St Albans High School, Berkhamsted and Abbot's Hill. Some girls also board at Queenswood, Haileybury or sometimes further afield, and to some of the very successful local state sector schools. Scholarships are achieved each year across all disciplines.

## Caring, Curious and Confident – Our Aims

At St Hilda's, we aim to:

- ✓ Nurture and celebrate the individual
- ✓ Foster an inclusive and welcoming school community where mental health and well-being are at its heart
- ✓ Engage each child in a challenging and diverse range of learning opportunities
- ✓ Inspire each child to realise their unique talents and reach for their full potential
- ✓ Celebrate and promote our values actively across our school community



## Pastoral Care

The wellbeing of pupils is our top priority. We continually strive to ensure that our children feel cared for and supported. All teaching staff are involved in pastoral care and we encourage strong communication with parents throughout the children's journey with us.

Our extensive programme of extra-curricular activities has something for every pupil, whether an aspiring scientist or a budding creative artist. From chess to fencing, sport to STEM, our programme of clubs sparks curiosity, develops skills, and – most importantly – means having fun.

A broad range of musical ensembles are run, as well as choirs and singing groups for all voices. Our strong team of peripatetic teachers also covers a wide variety of popular instruments, including singing tuition.



## Person Specification

We seek to employ a capable, efficient, friendly, and trustworthy person to work under the supervision of the Head. The role is 5 days a week, for 4 or 5 hours a day, 36 weeks of the year (Term time +2 weeks). The ability to work with all members of the school community is essential, as is a calm manner, a friendly face and a good sense of humour.

The School Officer will possess excellent customer service, secretarial and database skills, and work in an organised and consistent manner. They should be flexible in their approach to work, adapting their own workflow between admission and compliance priorities. As a first point of contact for many prospective families, the post holder must appear smart, professional, and approachable at all times, and have a confident and welcoming manner. The ability to communicate clearly, particularly on the telephone, is essential.

The role will require a high degree of confidentiality and good attention to detail, ensuring that the school's policies, procedures and all regulatory documents are fully compliant with all demands, both legislative and of the Independent Schools' Inspectorate (ISI). Communication with the Governing Board and transcript of all meetings.

Experience of working in a school is desirable but not essential. All training will be provided. Complementary lunches and refreshments. Plenty of street parking, a 10-minute walk (or skip!) from Harpenden Station. Local shops 5-minute walk.



# Admissions and Compliance Officer

## Job Description

### Responsibilities include:

- Under the direction of the Headteacher and SMT, ensuring that the school's policies, procedures and all regulatory documents are fully compliant with all demands, both legislative and of the Independent Schools' Inspectorate (ISI).
- The annual review of all necessary policies and other documents or particulars, as relating to the following regulatory standards and the Early Years Foundation Stage:
  - Quality of Education provided (curriculum / teaching)
  - Spiritual, moral, social and cultural development of pupils
  - Welfare, health and safety of pupils
  - Suitability of staff, supply staff and proprietors
  - Premises and accommodation
  - Provision of information
  - Manner in which complaints are handled
- Uploading and maintaining the secure area of the School website containing policy and other statutory documentation required by the inspectorate.
- To scrutinise updates from ISI and to disseminate these with relevant staff.
- To attend briefings and other compliance training relating to the role.
- To liaise with other members staff, regarding compliance matters.
- To check all admissions@ emails, distribute, forward and action where necessary.
- To help with the safer recruitment process, sourcing references and organising the interviews.
- To organise the assessment programme with the Assessment Lead, including ordering tests, diarising the programme and assisting in invigilation and monitoring.
- To take minutes at the Termly Governor Meetings producing the agenda and disseminating Governors and attendees of the board meetings. Uploading of documents for the Governors termly meetings.
- Send School event invitations to the Governors and Board members
- Coordinate school census surveys, ensuring all stakeholders have completed their sections.
- Carry out day to day customer service, secretarial and administrative tasks/roles relating to admissions, including answering the phone, taking enquiries, routine processing of applications in accordance with procedures.
- Day to day prospective parent contact and distribution of admissions/marketing event information, including the Parent Handbook.
- Accurately maintaining and updating records on the admissions database and producing lists and statistical reports when requested.
- Updating new student information on the School database when required.
- Managing the admissions diary in relation to tours and assessments. Liaising with staff where necessary.
- To maintain form and house lists.
- Organise and attend all open days (including two Saturdays per year).
- Support the School's marketing function as required.
- Providing termly updates for the Headmaster's report to Governors.
- Attend and support with Inset days, open mornings, sports day and other school (house) events

*It should be noted that a job description is not an exhaustive list of tasks, 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. Please note that whilst the job description covers the anticipated role, it is expected that it will be tailored to suit the strengths of the successful applicant.*

### **Essential Criteria:**

Knowledge and experience:

- Proven experience in a front-line customer service/administrative/ secretarial role
- Educated to A-level or above
- Expert knowledge of Microsoft Office applications and databases
- Outstanding customer service skills
- Excellent communication skills
- A willingness and aptitude to learn

### **Desirable Criteria:**

- Experience in a similar role or School
- An understanding of the independent school sector
- Experience of Engage or similar school database
- Compliance and safeguarding experience
- Clerking experience



## Remuneration and Benefits

St Hilda's has its own salary scale, which is aligned with the Herts Support Staff Pay Scales, but our academic year is only 34 weeks plus Inset days. The post will be remunerated in the Herts H6-7 pay range per year, for 36 weeks, plus 5.6 weeks holiday (paid pro-rata).

- The school offers a fee remission of 30% for children of members of full-time staff educated at St Hilda's
- Scottish Widow pension scheme
- 34-week academic term
- Complimentary working lunch / tea/ coffee / biscuits
- Cycle to Work and Tech Schemes
- Plenty of on street parking
- Laptop or desktop with Microsoft 365 for school use
- Support with continuing professional development

## Work with us

St Hilda's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring checks along with other relevant employment checks.

To apply for this position please visit the vacancies page on our website <https://www.sthildasharpenden.co.uk/about-us/vacancies/>.

You should email your covering letter and completed job application form should be sent to the Head's PA Mrs Salyani at [office@sthildasharpenden.co.uk](mailto:office@sthildasharpenden.co.uk) or call 01582 712307 to discuss further.

## Application Process

**Closing date: 10am on Tuesday 2<sup>nd</sup> April 2024**

Successful applicants will be called for interview in the following week.

Early applications are encouraged as we reserve the right to call suitable candidates to interview prior to the closing date.

Thank you for taking the time to read this application pack and for considering  
St Hilda's School Officer of Admissions and Compliance as your next role



"We love the supportive ethos of the school. The pupils are always overjoyed when one of their classmates achieves something extra special. We are so pleased we chose St Hilda's".



# St Hilda's School

HARPENDEN

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**Address:** St Hilda's School, 28 Douglas Road, Harpenden, Hertfordshire AL5 2ES

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**Web:** [www.sthildasharpenden.co.uk](http://www.sthildasharpenden.co.uk)

**Headmaster:** Mr Daniel Sayers