



OLA  
OUR LADY'S  
ABINGDON



APPOINTMENT OF

**ACADEMIC ADMINISTRATOR**

TO START AS SOON AS POSSIBLE

## MESSAGE FROM THE HEAD OF OLA

Dear Candidate,

This is an exciting time to be joining OLA and a future of opportunity awaits the successful candidate. As the Head of OLA, I am honoured and privileged to be leading a school which is high performing in all areas, and which has the full support of the Governing Board to grow the school pupil headcount, invest in futureproofing the school and develop the staff so that they can empower our pupils to be the best versions of themselves. The value-added for A Level results in 2019 was +0.42 (well above average); pastoral care is child-centered and consistently of the highest quality, and; the co-curricular programme is growing from strength to strength. OLA is defined by its Catholic ethos and this underpins all that we do:

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*Each child who joins us embarks on an educational journey, directed by our mission statement, providing for each one in accordance with their needs and encouraged by our ethos summed up in our school motto, "Whatever you do, do it well". Our ethos provides an individual approach that ensures we uncover a child's potential and nurture them to achieve, enabling them to thrive both academically and as people.*

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Our ethos is reflected in the positive relationships that exist between all members of our school community. We are proud of our distinctive family atmosphere, which fosters a tangible sense of community and happy relationships between staff and pupils.

If you choose to apply for either of this post, we will give your application all the seriousness it deserves. OLA is a wonderful, vibrant and happy environment in which to work, with a palpable sense of belonging among our staff. The role we are looking to fill is important to the flourishing of the school and I hope you will feel that you are the right person to fill it.

Kind regards,



**Mr. Daniel Gibbons**  
Head of OLA







## ABOUT THE SCHOOL

OLA is a Catholic co-educational day school located close to Oxford in the heart of Abingdon, welcoming pupils and staff of all faiths and none. It was established by an Order of Catholic nuns founded by the Venerable Catherine McAuley called the Sisters of Mercy, who came to Abingdon in 1860 at the invitation of Sir George Bowyer of Radley Park. Reverend Mother Clare Moore was a national heroine who had worked closely with Florence Nightingale during the Crimean War - their joint portrait, entitled 'The Mission of Mercy', hangs in the National Portrait Gallery. Recently returned from Constantinople, Mother Clare brought three young Sisters to Abingdon on January 10th 1860 and teaching commenced the very next day. The girls' and boys' schools, now Our Lady's Abingdon School, were actively run by Sisters for almost a century.

Our co-educational ethos provides an atmosphere where pupils are at ease with one another and natural relationships are fostered. OLA is a purposeful, outward- looking school with a happy, family atmosphere that gives children the freedom to develop within a structured framework. As our school motto says:

*age quod agis – whatever you do, do it well.*



## MISSION STATEMENT

Our mission statement reflects the reality of daily life at OLA, and encompasses the vision and values of our founding Sisters at Our Lady of Mercy. 'As God's family we learn to love, respect and forgive - guided by His Word'.

We believe that God created each of us as a unique person with gifts that need to be recognised, celebrated and developed. Inspired by the words of our foundress, Catherine McAuley, "*To each according to their needs*", we encourage a respect for every individual, regardless of background, beliefs or ability.

Our aim is to develop a loving, caring and welcoming community in which all may grow as children of God. In partnership with parents and the wider community we seek to respond to God's invitation to faith, mercy and love. To develop skills for life in an ever-changing world, we cherish integrity, compassion, openness, forgiveness and reconciliation, co-operation and courage. We nurture wisdom, the value of learning, independent thinking, a sense of self-worth and care for each other that all may reach their full potential.

## AIMS AND ETHOS

The following are central to our Mission Statement and the school wishes to foster a happy, caring Christian atmosphere in which these aims may be realised:

### AIMS

To encourage respect for the worth of the individual and in this way to develop self-confidence

To enable all pupils to achieve their full potential

To guide pupils to make informed moral choices

To develop independent thinking and a love of learning

### ETHOS

We believe that every human being is created to become a unique person with gifts that should be accepted and valued.

Our foundress Catherine McAuley said: "*To each according to their needs*".

We owe it to our pupils to help them recognise and achieve the best of which they are capable to obtain the qualifications they need and to develop a sense of personal fulfilment.

A sound Christian framework is important as a basis for the whole of their lives

This is the basis of life-long learning

## THE WHOLE PERSON

OLA offers a programme of activities that enable pupils to explore passions and develop important skills and characteristics within the safety of a caring and compassionate community. The rich programme of activities caters for broad tastes, from creative arts, coding and textiles to a variety of academic clinics.

The School has a particularly impressive offering in the performing arts. Several choirs and orchestral groups provide regular music performance opportunities, and take-up of instrumental lessons is high. Pupils across the school community are involved in productions, including an annual inclusive whole-school musical. The School is also a LAMDA (London Academy of Music & Dramatic Art) centre through which pupils can develop skill and confidence in public speaking, articulation, presentation and acting skills.

OLA offers a range of sports for all ages and abilities to encourage participation, fitness and an enjoyment of team sport. Sports on offer include swimming, gymnastics, cricket, athletics, rugby, netball, hockey and football. OLA has generous facilities including a heated indoor swimming pool and access to the extensive range of facilities at the Tilsley Park Centre. The Duke of Edinburgh's Award scheme is also popular.

Pastoral care and spiritual nourishment is promoted by all staff and OLA has a justified reputation for being a caring, compassionate and nurturing school with a calm purpose that gives all pupils the opportunity to thrive in a safe environment. Our beautiful Chapel is a centre for prayer and all pupils, whatever their background, have opportunities to benefit from quiet reflection.

OLA prepares children for life. Pupils leave us at 18 as young adults not only equipped academically for university, but as well-balanced individuals with the confidence to make their way successfully in the world beyond school. Following their chosen paths with enthusiasm and confidence, they can use the broad skills they have acquired at OLA to become valuable members of society.





## JOB DESCRIPTION

An efficient administration system is vital to the smooth operation of the School and this newly created post presents an ideal opportunity for an experienced administrator to be involved across the school community. The postholder will be responsible for carrying out key administrative tasks including extracting and manipulating data from the databases and systems used by the School. The post holder may also be asked to coordinate ad hoc projects required by the Leadership Team. The role will enable the postholder to take ownership of their own area of work, developing their own systems and processes whilst contributing to a variety of aspects of school life.

The ideal candidate will have excellent interpersonal and communication skills and be able to demonstrate the highest level of attention to detail. Experience of school administration is desirable but not essential.

Ideally the post is full-time, working 7.30am – 4.00pm which is reduced to 9.00am – 4.00pm outside term-times by agreement and with no loss of pay. The School is able to offer some degree of flexibility for the right candidate. Whilst an early start is required for the cover element of the post, this could take place remotely rather than in School by agreement. Annual holiday allowance is 5.6 weeks, which must be taken during school holidays.

## SPECIFIC DUTIES

### MIS (iSAMS) Development for academic use

- To promote and develop staff use of the data held on iSAMS, to support EQI inspections

### Data Management

- To prepare data check sheets for office to dispatch - to update pupil/parent personal and medical data
- Extract data/reports from iSAMS as requested (or historical data from PASS)
- Extract ad hoc pupil academic reports upon request
- Help prepare and update lists and data on More Able and SEND pupils
- Assist with collating information for DfE, CES and ISI census.

### Academic - General

- Assist the Senior Deputy Head in managing the weekly Wednesday CPD schedule and the termly INSET
- Assist the Senior Deputy Head with Performance Development consultation and administration of new systems

### Academic - Reporting (including Parents' Evening)

- Set up report cycles on iSAMS as per Reporting Schedule, working alongside the Deputy Head Academic
- Manage the administration of parents' meeting appointments and online interviews using SchoolCloud
- Assist the Heads of Section in setting up the CMA and catering requests for face-to-face parents' meetings
- Liaise with Deputy Head Academic to publish reports to the parent portal once proofread
- Email reports on occasions where parents cannot access portal

### Academic - Curriculum and Options

- Communicate a student's final option choices and blocks to parents, liaising with Head of Timetable/Curr
- Assist with the admin of the end and start of academic year processes on iSAMS (rollover)
- Assist the SEND Administrator with any administrative tasks related to iSAMS or Edukey

### Academic – Timetable support and SEND support

- Assist the SEND Administrator with any administrative tasks related to iSAMs or Edukey

#### Office365 and Microsoft devices

- Liaising with the School's IT providers, Planet IT, assist with set up and management of all MS Class Teams
- Assist the Head of Digital Learning and Assistant Head (Academic) in the administration of training for new staff and pupil cohorts
- Assist the Head of Digital Learning with the administration of MS Surface devices

#### Strategic project admin, ISI Inspection and Policies

- Assist the Leadership Team with typing up policy amendments agreed by LT
- Manage timeline and schedule of policy updates for the Senior Deputy Head
- Assist Senior Deputy Head with ISI preparation (policy updates, Self-Evaluation, inspection timetables etc)
- Assist Senior Deputy Head in preparing presentations/documents related to the strategic direction of school
- Assist with administration of strategic plan implementation
- Assist with obtaining staff, students and parent voice surveys and analysing results

#### Exams, duties rota and cover

- Support and assist the Exams Officer at peak times in all aspects of internal and external exams and University Entrance tests for example: External (invigilation rotas, seating plans, running exams, results days, post-results) and Internal (timetables, invigilation, seating plans). As such, this role will be the Exams Officer contingency.
- Manage and update cover rota with the Senior deputy Head on iSAMs for staff cover – manage cover process as necessary
- Prepare the staff duties rota once a year and manage any changes/swaps

#### Co-curricular Management

- Manage the administration of the clubs list
- In conjunction with the Senior Deputy Head, communicate clubs to parents/pupils and manage scheduling and sign up process
- Add/remove pupils to lists as necessary

#### General

- Additional duties as required by the Leadership Team



## PERSON SPECIFICATION

Qualifications	Essential	Desirable
Educated to GCSE level	X	
Educated to A-Level or University degree Level		X
Experience		
Experience of working within a school environment		X
Experience of working with and manipulating data	X	
Experience of working with Excel and data management systems	X	
Knowledge and Skills		
Strives for excellence in all aspects of work	X	
Effective multi-tasker with a focus on detail and accuracy	X	
Excellent communication skills, able to convey detailed information clearly	X	
Excellent interpersonal skills with parents, staff and pupils	X	
Good standard of ability with Microsoft Office, Excel and database software	X	
Experience of school databases: ISAMS etc		X
Personal Qualities		
Highly organised and proactive	X	
Meticulous eye for detail	X	
Friendly and approachable	X	
Ability to manage and prioritise own workload	X	
Ability to work as part of a team	X	
Flexible approach and "extra-mile" attitude	X	
Commitment to safeguarding and the welfare of students	X	
Understanding of and commitment to OLA's ethos	X	
Professional Development		
Keen to progress own learning and development	X	
Evidence of commitment to continuing professional development	X	





## WORKING AT OLA

### Salary

OLA has its own salary scale. Experience and qualifications are considered when setting starting salaries.

### Benefits

- Lunch is provided at no cost during term time.
- Free on-site parking.
- Reduced working hours outside term-times with no loss of pay, by agreement.
- Friendly, supportive working culture.
- CPD and training are encouraged.
- Agreed access to the School's equipment and facilities.
- A central location with easy access to public transport and shopping centre.

### Pension

The School offers a generous contributory pension scheme.

*Non-contractual benefits are given at the discretion of the Governing body and can be withdrawn without notice.*

## LOCATION

The school is located in Abingdon-on-Thames, an historic market town situated eight miles to the south of Oxford with its world-renowned reputation as a centre of academic excellence. The town supports a mixed, international community which enjoys a good selection of restaurants, cafes and bars situated a just few minutes' walk away from the river and gardens of Abbey Meadows. The town benefits from excellent bus links to Oxford, which is just a 15-minute ride away and provides a wealth of social and cultural opportunities.





## SELECTION PROCESS

- **Deadline for applications: Sunday 21 April 2024.**
- Applications should be made via the online application form which can be accessed on the TES website at [www.tes.com/jobs/employer/-1030286](http://www.tes.com/jobs/employer/-1030286).
- Ensure that your application form is completed in full and no gaps are left in your employment history.
- Two referees should be provided, one of whom must be your current or most recent employer.
- Applicants will be required to prove their right to work in the UK at interview. The School is unable to offer sponsorship to candidates who do not have worker status.
- In addition to the interview, candidates can expect to complete other selection exercises.
- The successful candidate will be required to undertake an Enhanced Disclosure and Barring Service (DBS) check and social media check in addition to other necessary safeguarding measures.
- For any outstanding queries, please contact Mrs Julie Braley at [headspa@ola.org.uk](mailto:headspa@ola.org.uk)
- We aim to acknowledge receipt of applications within 24 hours, however acknowledgment is not always possible during holiday periods.

*Our Lady's Abingdon is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

