



OLA  
OUR LADY'S  
ABINGDON



APPOINTMENT OF  
**SITE MANAGER**

TO START AS SOON AS POSSIBLE

## Message from the Head of OLA

Dear Candidate,

Thank you for your interest in working with us at Our Lady's Abingdon. I hope that what you read here will inspire you and help you decide whether applying to join the OLA community is the right move for you.

This is an exciting time to be joining OLA. As the new 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 that they can be. The value-added for A Level results in 2019 was +0.42 (well above average); pastoral care is child-centred 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. 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.

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 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 person to fill it.

Kind regards,



Mr Daniel Gibbons





## ABOUT THE SCHOOL

OLA is a Catholic co-educational day school located close to Oxford in the heart of Abingdon, welcoming pupils 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 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 creates 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	Ethos
<ul style="list-style-type: none"> <li>• To encourage respect for the worth of the individual and in this way to develop self-confidence</li> </ul>	<ul style="list-style-type: none"> <li>• We believe that every human being is created to become a unique person with gifts that should be accepted and valued</li> </ul>
<ul style="list-style-type: none"> <li>• To enable all pupils to achieve their full potential</li> </ul>	<ul style="list-style-type: none"> <li>• Our foundress Catherine McAuley said: "To each according to their needs"</li> </ul> <p>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</p>
<ul style="list-style-type: none"> <li>• To guide pupils to make informed moral choices</li> </ul>	<ul style="list-style-type: none"> <li>• A sound Christian framework is important as a basis for the whole of their lives</li> </ul>
<ul style="list-style-type: none"> <li>• To develop independent thinking and a love of learning</li> </ul>	<ul style="list-style-type: none"> <li>• This is the basis of life-long learning</li> </ul>



## JOB DESCRIPTION

The position operates on a job-share basis. The hours that are available cover the afternoon, working from 12.00 noon to 6.00pm, Monday to Friday. The post is all year round, working 46 per weeks per year. The ideal candidate will be reliable, proactive, enthusiastic and happy to work as part of a small team, reporting to the Development Manager. Flexibility in dealing with changing priorities and a 'can-do' approach are valued attributes across the School. Ideal candidates will possess good all-round maintenance skills to support the School as required. Lunch is provided during term-times.

The appointment is subject to Enhanced clearance by the Disclosure and Barring Service, references and other required safeguarding checks, and is subject to a probationary period of one year.

## DUTIES AND RESPONSIBILITIES

The main duties of the role include, but are not limited to:

- Painting and decorating
- Carrying out DIY type work to maintain and repair buildings
- Moving furniture and boxes as required to locations around the School
- Some lifting involved depending on requirements – use of trolleys
- Occasional work on roofs (mainly flat roofs)
- Grounds work as required

## PERSON SPECIFICATION

Experience	Essential	Desirable
Experience of working with young people		X
Experience of working in a school environment		X
A confident, experienced driver	X	
Skills, Knowledge and Abilities		
Team player with ability to work flexibly as part of a small team	X	
Positive, flexible with a proactive 'can do' attitude	X	
Strong organisational skills	X	
A good communicator, especially with children		X
Positive, enthusiastic, flexible with a pro-active 'can do' attitude	X	
Ability to adapt to changing situations	X	
Able to turn his/her hand to any task		X
Personal Qualities		
Approachable, open and honest	X	
Enthusiastic	X	
Diplomatic	X	
A sense of humour	X	
Dedicated, conscientious and hard-working	X	
Commitment to safeguarding and the welfare of students	X	

Commitment to OLA's nurturing, holistic ethos	X	
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## 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, with tea and coffee available throughout the day. Snacks and light meals are provided to staff who are required to work in the evening for school events.

Free on-site parking.

CPD and training are encouraged and the school has an exciting annual INSET programme for staff.

Staff have agreed access to the School's equipment and facilities, including the indoor swimming pool.

### Pension

The School offers a generous contributory pension scheme for all support staff.

### School Fee Reduction

Teaching staff benefit from a staff discount on basic tuition fees of 50% for full-time staff, pro rata for part-time staff, and qualify for this benefit after completing two years of service.

*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.



*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.*

## SELECTION PROCESS

- Applications will be considered as they are received until a successful appointment is made.
- Applicants are asked to submit a completed application form available via the TES website. No other form of application will be accepted.
- 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.
- The successful candidate will be required to undertake an Enhanced Disclosure and Barring Service (DBS) check, in addition to other necessary safeguarding measures.
- For an informal discussion about the role or any outstanding queries please contact Mrs Zoe Doy, Development Manager at [zdoy@ola.org.uk](mailto:zdoy@ola.org.uk) or call 01235 524658.

