



ST MARY'S SCHOOL ASCOT

APPOINTMENT OF A SPORTS ADMINISTRATOR

WELCOME TO ST MARY'S SCHOOL ASCOT



Thank you for taking an interest in joining us at St Mary's School Ascot. Ours is a warm and caring community where we are passionate about bringing out the full potential of each of our 390 pupils. We are proud of the strength of our academic achievements and work tirelessly to build on our tradition of excellence both in and out of the classroom. As a full boarding school, we offer a wealth of co-curricular opportunities, meaning that life at St Mary's is vibrant, exciting and always good fun.

St Mary's offers a stimulating and fulfilling working environment. Our staff are talented, friendly, and absolutely dedicated to the work they do. They enjoy supporting each other, and take pride in helping us to provide the very best all-round education for the pupils in our care.

We know that the successful candidate will love working here. We look forward to hearing from you.

Mrs Danuta Staunton
Headmistress



THE VISION AND ETHOS OF OUR SCHOOL

The school's Vision is to provide a modern and holistic Catholic education of outstanding quality for young women to inspire and empower them to play their full part in the global community.

The school's **Ethos** to realise this Vision is:

- **Nurturing** in each pupil a sense of their own worth and talents by fostering their intellectual, spiritual and personal development.
- **Developing** in each pupil a love of learning and independent thought through a rigorous academic education.
- **Promoting** a strong sense of personal responsibility, kindness, cooperation and social justice founded in respect for the diverse needs of others in a global community.
- **Encouraging** each pupil to enjoy the full sacramental life and spiritual richness of the Catholic Church.
- **Fostering** a partnership between parents, school and the wider community.
- **Inspiring** in each pupil the confidence to collaborate and to lead through an enriching and fulfilling boarding experience.
- **Following** in the spirit of Mary Ward who cherished 'freedom of spirit, sincerity, and a cheerful disposition'.



OUR KEY FEATURES

The Board of Governors defines the school through five features:

A Roman Catholic school. Over 97% of pupils and over 50% of staff are Roman Catholic. We have a full-time resident Catholic chaplain.

A girls' school. St Mary's puts the interest of girls first, allowing them to reach their full potential in all that they choose to do.

A full boarding school. Over 95% of our pupils are full termly boarders and the rest are day boarders. All staff contribute to the boarding life of the school.

A relatively small school. We are proud to be a small school which enables us to provide first class individual education and pastoral care to all our pupils.

An academic school. St Mary's has a strong record of academic excellence. There are over 120 pupils in the Sixth Form all following A Level courses, and all are supported in their journeys into higher education, including Oxbridge.



ABOUT THE SCHOOL

St Mary's is a leading Roman Catholic girls' boarding school set in 55 acres of beautiful grounds in the Berkshire countryside, a 45 minute journey from London, and a 20 minute walk from Ascot train station. The school was founded in 1885 by the Institute of the Blessed Virgin Mary, drawing on the inspiration of the Institute's foundress, Mary Ward, who dedicated her life to promoting girls' education across Europe in the 17th century. Mary Ward's belief, that 'women in time will come to do much', infuses the very fabric of St Mary's to this day.

St Mary's is a boarding school, with only a handful of day pupils who live nearby. The majority of our intake is at Years 7 and 9. Very few girls leave at the end of Year 11. The girls follow a full and challenging academic curriculum throughout the school day. In the afternoons and evenings and on weekends, they take advantage of a vast range of activities, including visiting speakers, academic support sessions, clubs and societies, sport and trips.

The school continues to invest in the development of first class facilities. These include a state-of-the-art performing arts centre, a purpose-built sports complex and all-weather athletics track, two libraries, a new pupil refectory, and most recently a sixth form boarding complex.

The Headmistress is a member of HMC (Headmasters' and Headmistresses' Conference), the GSA (Girls Schools Association), CISC (Catholic Independent Schools Conference) and the BSA (Boarding Schools Association).

For more information about the school, please visit our website: www.st-marys-ascot.co.uk



ABOUT THE ROLE

St Mary's is seeking to appoint a full-time Sports Administrator from November 2026.

THE DEPARTMENT

Sport is considered an important part of the curriculum for all ages and the school is proud of the wide-ranging facilities available to the pupils. There are five tennis courts which are also used for netball, a grass football pitch, two floodlit all-weather hockey pitches which are used as 12 extra tennis courts in the summer term, a 25m indoor heated swimming pool and a 400m athletics track with external field areas. The focus for our sport is the Orchard Centre, a modern indoor sports complex with a strength and conditioning gym, two glass backed squash courts, a mirrored ballet studio, a social area and a full sized indoor sports hall.

The main winter sports at St Mary's are hockey, football and netball, although many other sports such as swimming, gymnastics, basketball, badminton, golf and volleyball are taught as part of the sports programme. The main summer sports are cricket, athletics and tennis. Teams are run in all age groups for netball, hockey, football, cricket, swimming, tennis, athletics, cross country, golf and squash. Ballet, tap, freestyle dance, contemporary dance, squash, fencing, golf and private tennis lessons can also be taken by the pupils as extra activities.

There are five full time teaching members of the department and six part time staff. This team is supported by an administrator, one sports assistant and other specialist self-employed sports coaches.

The Sports Administrator will play a vital role in providing administrative support to the Sports Department. The line manager for the Sports Administrator is the Director of Sport. They will provide day-to-day direction for the Sports Administrator and act as mentor.

PERSON SPECIFICATION

Essential Qualifications and Qualities:

- Educated to GCSE level or equivalent, with evidence of continuing tertiary education or professional development.
- Organised and methodical approach to problem-solving.
- Ability to communicate effectively both verbally and in writing.
- Committed to working collaboratively and supportively within a team.
- Able to demonstrate determination in resolving problems and engaging colleagues in finding solutions.
- Remains calm under pressure.
- Seeks continuous improvement and learning.
- Adaptable to a changing work environment.
- Confident and driven.
- Maintains a sense of humour under pressure.
- Sound knowledge of Microsoft packages, including Word, Excel and Outlook.
- Attention to detail.
- Enjoys working with young people.

Desirable Qualifications and Qualities:

- Educated to A level or equivalent, with evidence of further professional development.
- Previous experience in an administrative or secretarial role within an organisation, ideally an education environment.



- Initiative to identify potential areas of work and take ownership of them.
- Ability to organise workload efficiently, prioritising tasks according to assigned priorities.
- Knowledge of school data management software such as iSAMS or SOCS.
- Knowledge of sporting teams and structures.

RESPONSIBILITIES

Core Responsibilities:

- Provide wide-ranging secretarial and administrative support to the Director of Sport and the Sports Department
- Contribute to the school's overall aims and targets, appreciate and support the roles of other staff members, and participate in relevant meetings.

Additional Responsibilities:

- Schedule co-curricular sport and dance timetables at the start of each term using SOCS, ensuring records are kept up to date.
- Oversee the termly billing for all co-curricular sport and dance activities.
- Ensure academic and co-curricular sport and dance registers are kept up to date.
- Manage Sports Department data on iSAMS, ensuring that reporting groups are kept up to date.
- Act as the hub for communication with peripatetic sport and dance staff.
- Assist the Sports Department with the organisation and administration of a range of sporting events, including Sports Day and the Celebration of Sport, liaising with pupils, parents and staff as appropriate.
- Assist the Director of Sport with ensuring arrangements for sports fixtures, including staffing, transport and catering requests are accurate and communicated clearly.
- Support co-curricular peripatetic staff with the administration and organisation of external competition entries, liaising with pupils, parents and other staff as required.
- Provide administrative support for pupils attending external sports coaching sessions, ensuring chaperones and transport are in place.
- Collate and proof read all co-curricular sports reports prior to whole school deadlines.
- Manage the use of sports spaces and facilities, prioritising their use for timetabled lessons, co-curricular activities and wider school requirements as appropriate, liaising with the Estates and Exams Departments as required.
- Assist the Director of Sport with ensuring the department's risk assessments, policies, handbook and other documentation are up to date and compliant.
- Be responsible for the accurate recording of Sports and peripatetic staff qualifications and refresher requirements in line with the department's Health and Safety policy.
- Assist Sports staff with the organisation of training and refresher courses as required.
- Be responsible for the accurate recording of induction sessions for staff and pupils, including Orchard Centre, gym and pool inductions.
- Collate new pupil information, including their paid sport and dance activity options, and disseminate to Sports and peripatetic staff as required.
- Assist the Head of Outdoor Adventure with administration for the Duke of Edinburgh's Award programme.
- Act as a verifier for the Duke of Edinburgh's Award programme, undertaking training as required.
- Act as the secretary of the weekly departmental meeting, including the preparation of agendas and the production of timely and accurate minutes.
- Attend the weekly whole-school staff meeting.
- Act as the hub for all purchasing for the department and reconcile monthly credit card statements.
- Assist the Director of Sport with the tracking of the departmental budget.
- Assist the Director of Sport with the reporting of repair and maintenance issues for the department and ordering new equipment.
- Maintain and manage all departmental paper and online filing systems, including timely data deletion.



Other duties:

This job description sets out the main duties of the Sports Administrator. No job description can be fully comprehensive and the Sports Administrator will be required to support the Head in any work reasonably required to support the operation of the school.



WORKING AT ST MARY'S

A Catholic school. Nearly all pupils and about 50% of the staff are Roman Catholic. It is not a requirement of this post that applicants should be Catholic but all staff at the school are expected to be sympathetic to the religious and boarding character of the school.

Full-Time/Part-Time. This is a full-time, term time position (34 weeks a year).

Salary. The salary for this position will be £27,500 per annum.

Accommodation. The post holder is not required to be resident on site and accommodation is not offered with this role.

Working Days and Hours. The Sports Administrator will be required to work 37.5 hours per week over five days.

Additional Days. The Sports Administrator is required to attend six full days of INSET per year which are currently scheduled in the week before the start of each term. The individual is required to attend the school's annual Open Day which currently takes place on a Saturday during the summer term.

Holidays. Holidays must be taken during the school holidays and must not clash with INSET.

Probationary Period. The first three months of employment is a probationary period during which the notice period by both the post holder and the school is two weeks.

Notice Period. On successful completion of the probationary period, the notice period for both the job holder and the school will be one calendar month.

Pension. The Sports Administrator will be automatically enrolled into the school's workplace pension scheme provided by The People's Pension.

Meals. Staff are currently able to enjoy lunch in the staff refectory. This privilege is currently provided free of charge, but this is kept under review and the school reserves the right to change the arrangement.



HOW TO APPLY

Please complete the online application form selecting Sports Administrator from the drop-down menu.

<https://www.st-marys-ascot.co.uk/recruitmentapplicationform/>

A short letter of application addressed to the Headmistress, Mrs Danuta Staunton should be included with your application form. Closing date **Monday 9 November 2026**.

Interviews will be held in weeks commencing Monday 9 and Monday 16 November 2026.

We reserve the right to interview suitable candidates before the closing date or to close the vacancy prior to closing date if deemed appropriate. Interested applicants are advised to submit their application as early as possible to avoid missing your opportunity to apply. **Applicants must have a valid right to work in the UK.**

St Mary's School Ascot is committed to safeguarding and promoting the welfare of children and young people. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers, the Disclosure & Barring Service (DBS) and social media checks.





ST MARY'S SCHOOL ASCOT

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