



ST MARGARET'S
SCHOOL

Brief for the position of
Assistant Head Co-Curricular & Partnerships



03 About St Margaret's School

10 The Role

11 Job Description

14 How to Apply

Contents



About St Margaret's School

St Margaret's is a co-educational independent day and boarding school in Hertfordshire offering an outstanding education to pupils from 2 to 18. Set in over 60 acres of beautiful grounds, the School has a reputation for supporting pupil wellbeing whilst nurturing academic talent and progress. In a supportive environment, pupils feel happy and secure and want to learn and do well. Pupils are confident, courteous and considerate.

All benefit from superb teaching by committed subject specialists, underpinned by excellent pastoral care and the School prides itself on working for and with individuals.

St Margaret's was established in 1749 as a charitable foundation to help orphans, specifically the children of deceased clergymen of the Church of England. This was the beginning of the Clergy Orphan Corporation, and of the two schools: for girls, St Margaret's, Bushey and for boys, St Edmund's Canterbury.

The school was initially situated in Southwark, the first of the five locations before its arrival at Bushey in 1897. In 1925, Little St Margaret's was built to provide accommodation for boarders but has since evolved into the Junior School. In 1996, the School architect, John Biswell, transformed old classrooms and common rooms in the main building into a new Library and Resource Centre using design features favoured by Alfred Waterhouse back in 1895.

Also in 1996, St Margaret's became completely independent from the Clergy Orphan Corporation. In 1999 the School marked its 250th anniversary with a grand service of Thanksgiving in St Paul's Cathedral in the presence of HRH Princess Alexandra.

As the School moved into the 21st century, it was graced with the presence of more royalty as the John Owen Sports Centre was opened in 2005 by HRH Princess Anne. Today, St Margaret's is a modern co-educational all-through school, although its history has left an indelible mark on its character and ethos.



“ A small, warm and kind school where children reach their potential in a wonderful setting. Emphasis is on a family feel and making full use of its space, both inside and out. ”

GOOD SCHOOLS GUIDE





The Nursery

The Nursery at St Margaret's is for children from 2 years old, during their preschool years, before they start in Reception.

Children immerse themselves in play-based learning in a beautiful, light and spacious space, allowing them to create, play and explore the world around them. The children follow the EYFS curriculum, which focuses on areas including

communication and language, physical development, personal, social and emotional development, literacy, mathematics, understanding the world and expressive arts and design.

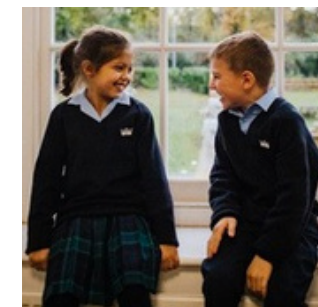
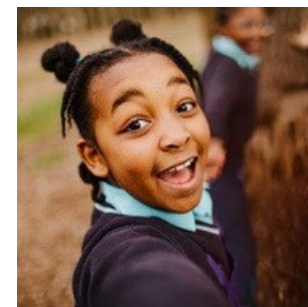


Junior School

The purpose-built Junior School is equipped with classrooms designed for pupils to excel in their learning. Pupils aged 4 years to 11 benefit from accessing specialist rooms across the School, such as The Garton Music Building, the Dance Studio and the Performing Arts Centre.

The Junior School has an engaging curriculum and high quality teaching, the children are happy and equipped for a changing world and they seamlessly move into the Senior School. In Y3 and Y4, the children focus on building strong core skills and technology is used as a key part

of the delivery of academic learning. Children in Y5 and Y6 continue to build on the broad and balanced curriculum with an emphasis on core skills, to enhance knowledge and understanding across the curriculum.





Senior School

The Senior School aims to provide an all-round education which is both challenging and flexible, offering small classes, a beautiful spacious campus and optional supervised study until 6pm each evening.

The curriculum is broad and balanced to allow the strengths of different individuals to be discovered and fostered. Regular educational visits and opportunities for residential trips extend knowledge and deepen friendships.

The Senior School has recently completed the build of a new music centre which, along with a well-equipped performing arts studio and performance space in the main hall, ensures that pupils can enjoy the arts throughout the curriculum.

From Y10 to Y11, pupils take their GCSEs and are encouraged to choose varied subjects to maintain the breadth which is a mark of their earlier education.





Sixth Form

From September 2020, St Margaret's Sixth Form went co-educational. With over twenty A-Level subjects to choose from, St Margaret's Sixth Form students have access to a broad range of inspiring and challenging courses.

At St Margaret's Sixth Form, students mature into adults with a set of values, practical skills and the confidence that will stand them in good stead for life. The post-18 pathways preparation programme enables students to learn more and prepare for the next steps into adult life, be that the world of higher education, apprenticeships or entry level jobs.

Typically, pupils gain access to the most competitive institutions, graduate schemes and entry level jobs in the world, having benefited from timetabled university preparation lessons, visits to universities, interview and entrance examination practice and bespoke career guidance.



Boarding

Pupils are welcomed into the boarding house, which is situated within the main school building, from Year 7 onwards. The offering ranges from full, weekly and occasional boarding and full boarders have the flexibility to go home for occasional weekends to fit in with family events.

Weekly boarders have their own bed in School which can be used for 3-5 nights a week by arrangement. Weekend stays and all excursions are available to weekly boarders for a supplementary charge.

Occasional boarding can take the form of one or two nights a week on a regular basis, just the odd night here or there, or a week or two during the year.



Co-curricular & Sport

At St Margaret's there are abundant opportunities to shine, inside and outside the classroom. Every day, pupils from EYFS classes through to Sixth Form take part in all kinds of co-curricular activities, to broaden their experiences and challenge themselves.

With a choice of twenty musical instruments to learn from alone, our pupils can truly say they have an enriching experience at St Margaret's. From academic enrichment clubs to volunteering; football and cricket to ballet; chess to speech and drama; Model United Nations to coding club, pupils are encouraged to push their limits and discover their passions.

Sports are a key part of life at St Margaret's: the dance studio, all-weather pitches, sports centre and large grounds ensure pupils can enjoy a wide range of sports and activities.



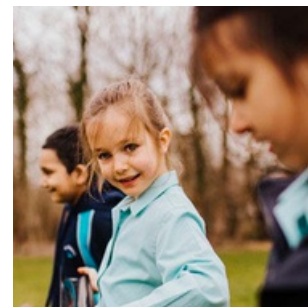


Scholarships & Bursaries

St Margaret's scholarships are awarded in recognition of outstanding achievement or promise in a particular subject.

The majority of scholarships are up to 10% of school fees and are available at 11+, 13+ and 16+. Specialist scholarships are also available in: Art, Dance, Drama, DT, Music, Sport and STEM (Science, Technology, Engineering and Mathematics).

St Margaret's is committed to broadening access to the School. Within the resources available, means-tested financial support for the payment of school fees can be provided to parents/guardians of pupils who have been offered a place following the normal admissions and selection process.



Governance

The Governors are Trustees of St Margaret's and are collectively responsible for the long term vision and development of the School and come from a wide range of professional fields.

As a board Governors meet eight to nine times a year following a circle form of governance. The board carry out their work and scrutiny of all aspects of school life through their regular meetings. The board is supported by a Finance, Pay and Compliance committee (FPC) which meets four times a year.

Our Governors come from diverse backgrounds including education, business, finance and property. Further information on St Margaret's can be found via the School's website: <https://www.stmargarets-school.org.uk/>





Hours of Work: Full time

Start Date: September 2026

Role: This is a senior role, for either a non-teaching or teaching professional.

Summary of the role:

The Assistant Head Co-Curricular & Partnerships is a key member of the Senior Management Team, responsible for shaping both the internal life of the school and its outward-facing engagement. The postholder will lead a rich, ambitious and inclusive co-curricular programme that reflects the breadth of opportunity at St Margaret's, while also developing and delivering a strategic partnerships agenda that connects the school meaningfully with its local and wider community.

The role is central to the school's commitment to being a confident, outward-facing organisation, where co-curricular provision and partnership work together to strengthen pupil development, contribute to society and enhance the school's identity and reputation.

Applications are welcomed from both teaching and non-teaching professionals. The successful candidate will have a clear passion for enrichment and co-curricular provision, alongside excellent organisational and communication skills. We are particularly interested in applicants with experience across leadership, enrichment, sport, the arts or youth-development, who can bring energy, creativity and strategic thinking to this vital area of school life.

The Role





Job purpose:

- To provide strategic leadership of the co-curricular programme across the Senior School, ensuring a rich, ambitious and inclusive offer that supports pupils' personal development, confidence and sense of belonging.
- To lead and develop the school's partnerships and outreach work, establishing meaningful and sustained relationships with local schools, charities and community organisations, and positioning St Margaret's as a confident, outward-facing contributor to its community.
- To oversee the planning and delivery of trips, events and enrichment opportunities that enhance the co-curricular experience and extend learning beyond the classroom.
- As a member of the Senior Management Team, to contribute fully to the strategic direction and leadership of the whole school, with particular responsibility for shaping the school's co-curricular identity and its engagement beyond the school gates.

Whole School Co-Curricular Strategy and Leadership

- Provide strategic oversight of the co-curricular programme across the School, ensuring it reflects the School's aims, vision and values.
- Design and sustain a broad, ambitious and inclusive offer, balancing high participation with opportunities for excellence across academic enrichment, sport, the arts and wider interests.
- Ensure strong alignment between co-curricular provision and scholarship pathways, academic development and pupil interests.
- Foster a culture in which achievement and contribution are recognised and celebrated across all areas of school life.
- Establish clear systems for pupil and staff feedback, using this to evaluate and continually refine the programme.
- Maintain a whole-school perspective, working closely with the Junior School to ensure continuity of opportunity and the development of pupils' interests over time.

- Promote high levels of staff engagement and contribution, supporting colleagues to develop and lead areas of the programme.
- Oversee the effective use of external expertise, including coaches, practitioners and visiting specialists, to enhance provision.
- Ensure robust systems for tracking, recording and evaluating participation and impact across the School.

Partnerships, Service and Leadership

- Develop and lead the School's partnerships and outreach strategy, building sustained and meaningful relationships with local schools, charities and community organisations.
- Ensure that partnerships move beyond one-off activity to programmes that deliver clear educational and social impact.
- Oversee pupil service and leadership initiatives, including the development and delivery of the School's "100 Hours of St Margaret's" programme.

- Create opportunities for pupils to engage in purposeful service, developing leadership, empathy and a sense of responsibility.
- Strengthen the School's presence within its local and regional community, contributing to its reputation as an outward-facing and values-driven organisation.
- Work with colleagues to integrate service, leadership and partnership work into the broader pupil experience.

Operations, Systems and Communication

- Ensure the effective organisation and delivery of trips, events and co-curricular activities, maintaining high standards of planning, safety and pupil experience.
- Provide strong operational leadership and line management for administrative staff supporting co-curricular provision.

Job Description



- Maintain excellent communication with pupils, staff and parents to ensure clarity, engagement and smooth delivery of the programme.
- Oversee the effective promotion of the co-curricular and partnerships offer, both internally and externally, including contribution to marketing and communications.
- Ensure all activity is delivered in line with best practice in safeguarding, health and safety, with pupil wellbeing central at all times.

Culture, Participation and Community

- Work with SMT colleagues to develop and strengthen the House system, ensuring it supports participation, belonging and healthy competition.
- Promote a culture in which all pupils are encouraged to discover and pursue their interests, contributing to a strong sense of community and identity.
- Ensure the co-curricular programme supports the School's wider pastoral and developmental aims.

Senior Management Team

- Attend and contribute fully to Senior Management Team meetings.
- Play a full role in the strategic leadership of the School, contributing to whole-school planning and development.
- Contribute to admissions strategy and the communication of the School's offer to prospective families.
- Liaise with Governors as required, including the preparation of reports and attendance at relevant committees.
- Contribute to staff development, including appraisal, training and professional learning.
- Support the Head in delivering the School's aims, vision and long-term strategy.

Wider Contribution and Professional Responsibilities

- Attend key school events, including evenings and other out-of-hours commitments.
- Actively develop and extend the School's network with other schools, organisations and professional bodies.
- Contribute to the marketing and external profile of the School, including oversight and development of relevant website content.

NOTE

This job description is not definitive and may be altered from time to time in order to undertake other duties commensurate with the level of the position in accordance with the needs of the School.

Job Description



Person Specification		ESSENTIAL	DESIRABLE
QUALIFICATIONS	A good honours degree	✓	
	Relevant postgraduate qualification		✓
EXPERIENCE	Successful experience in a leadership role within a secondary school		✓
	Effective and efficient administration	✓	
	Able to juggle a demanding and diverse workload with the flexibility to cope effectively in changing circumstances		✓
	Relevant experience in youth development, community engagement or partnerships		✓
	Experience of leading initiatives that extend beyond the classroom and contribute to pupil development	✓	
KNOWLEDGE	Safeguarding issues and legislation.	✓	
	A good understanding of the ISI Inspection framework		✓
	Understanding of the role of partnerships, outreach and public benefit within the independent school sector		✓
SKILLS & ATTRIBUTES	Ability to manage sensitive and difficult situations calmly and efficiently	✓	
	High levels of creativity and initiative with enthusiasm and commitment to drive change and improvement	✓	
	Excellent people management skills to work effectively to support and develop staff	✓	
	Ability to build relationships with a wide range of external stakeholders, including schools, charities and community organisations	✓	
	Strategic thinking, with the ability to translate vision into practical and sustainable programmes	✓	
	Ability to evaluate impact and use data to inform development of provision		
	Effective planning, organisational, communication and time management skills, with the ability to lead and perform under pressure	✓	
	An outstanding facility for oral and written communication and a confident public speaker	✓	
	A passion for enrichment, co-curricular provision and the wider development of young people	✓	
A genuine commitment to equality and student welfare	✓		

The Person



The closing date for applications is **Tuesday 12 May 2026 at 17:00.**

Interview Date: Monday 18 May

Suitable candidates may be interviewed before the closing date and St Margaret's School reserves the right to withdraw the position if an early appointment is made. In order to apply please submit an application form along with a covering letter which sets out your interest in the role and encapsulates the aspects of your experience relevant to the required criteria. Please include current salary details and the names and addresses of two referees. Referees will not be approached until the final stages and not without prior permission from candidates. Please note, we are unable to accept CVs.

The application form is available online at <https://www.stmargarets-school.org.uk/work-with-us>

For an initial discussion, please contact: recruitment@stmargarets-school.org.uk

Personal Data

In line with GDPR, we ask that you do NOT send us any information that can identify children or any of your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, data concerning health or sex life and sexual orientation, genetic and/or biometric data) in your application documentation. Following this notice, any inclusion of your Sensitive Personal Data in your application documentation will be understood by us as your expressed consent to process this information going forward. Please also remember not to mention information or details of individuals (e.g. referees) who have not previously agreed to their inclusion.

St Margaret's School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. St Margaret's School is an equal opportunities employer.

How to Apply





ST MARGARET'S
SCHOOL

stmargarets-school.org.uk