



ST MARGARET'S

SCHOOL

Brief for the position of
PA to Director of Finance and Operations /
HR Administrator



- 03 About St Margaret’s School
- 10 The Role
- 11 Job Description
- 13 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.

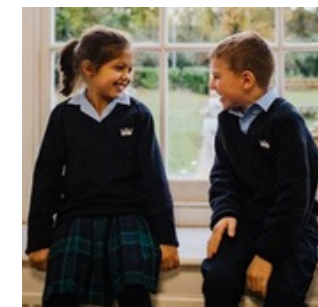
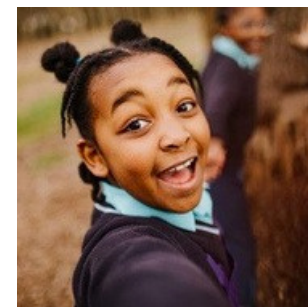


Junior School

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.

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.

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.





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.

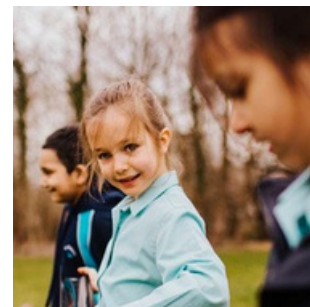


Scholarships & Bursaries

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 at least three times a year. The main Governing Body delegates much of the detailed work to committees which meet at least termly, and include Finance, Estates & General Purposes (FE&GP), Education, Pastoral and Marketing & Admissions.

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/>





Reporting To:
Director of Finance and Operations / Head of HR

Hours of Work:
Full time, year-round

Start Date:
January 2026

Summary of the Role:
We are seeking to appoint an experienced and organised PA / HR Administrator to support our Director of Finance & Operations and Head of HR in our busy and thriving school.

You will provide an efficient, professional and effective service to the Director of Finance & Operations and will provide administrative support to the Head of HR.

You will be extremely organised with excellent time management, alongside well-developed communication and interpersonal skills. ICT literacy in MS Office is essential. Prior experience in a school setting is desirable.

The Role



Job purpose:

To provide a high standard of administrative support to the Director of Finance and Operations (DFO).

Working closely with the Head of HR, to provide HR administration support across the School.

Key Responsibilities:

Executive support to the DFO:

- Organise and maintain the DFO’s diary/Outlook calendar
- Provide general secretarial and administrative support, including screening calls and dealing with enquiries and correspondence
- Act as the first point of contact with staff, parents, contractors and any other visitors
- Service and administer meetings, including assisting with the production and distribution of documents, reports and minutes, managing room bookings and ensuring refreshments are organised
- Attend meetings and take minutes as necessary

- **Other duties as may be assigned:**
- Private coach hire/buses (dealing with Kura and parents)
- Fire Officer for fire drills
- Keeping H&S Fire Awareness & Fire Warden training up to date
- Suggesting ways to improve administrative processes

Human Resources administration:

- Administer annual leave records on HR system, providing information to staff and managers if necessary
- Administer the recording of staff sickness absence on HR system and follow up to ensure appropriate paperwork received and recorded
- Liaising with the Finance Department on monthly absence information and processing monthly records for payroll
- Work with HR system to develop and maintain effective HR administrative processes, suggesting ideas for improvement

- Assist with recruitment process by contacting candidates with invites and interview details, putting schedules together, managing room bookings, ensuring refreshments are organised; greeting interview candidates and taking copies of documentation on interview days
- HR Support for St Margaret’s Sports Centre, administering the new starter process for casual staff, to include facilitating all appropriate pre-employment checks
- Reception cover if needed
- Maintaining training matrix for staff safeguarding training records
- Management of staff fobs

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	Educated to A Level standard		✓
	A commitment to personal development	✓	
EXPERIENCE	Previous experience working in an executive PA role		✓
	Previous experience of undertaking HR administration		✓
	Successful experience of working in a diverse administrative role	✓	
	Experience of working in education		✓
KNOWLEDGE	Skilled in a range of IT applications, including Word, Excel and databases	✓	
	An interest in HR and employment issues	✓	
SKILLS & ATTRIBUTES	A professional manner and conscientious attitude	✓	
	Excellent communication skills, both verbal and written	✓	
	The ability to work with flexibility and initiative	✓	
	A self-motivated, flexible and enthusiastic approach to work	✓	
	The ability to prioritise a busy workload, working efficiently, accurately and with good attention to detail	✓	
	Strong organisational skills	✓	
	The ability to work well within a small team	✓	
	A good standard of literacy	✓	
	A calm, professional, efficient telephone manner	✓	
	Responsible, honest and reliable	✓	

The Person



The closing date for applications is **Wednesday 26 November at 17:00.**

Interview date: **Tuesday 2 December**

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