



ST HELEN &
ST KATHARINE

Independent day school for
girls aged 9-18

ABINGDON · OXFORDSHIRE

St Helen and St Katharine is a leading girls' independent day school situated in 22 acres on the edge of Abingdon in Oxfordshire. The 734 strong school consistently achieves outstanding academic results, while celebrating the rounded development of each individual through a diverse extracurricular programme.

DofE Award/Expeditions Assistant

Required from January 2019

Fixed-term until August 2020 in the first instance

We are seeking to appoint an enthusiastic and practical individual to assist with all aspects of the School's Duke of Edinburgh Award programme, and other School expeditions and trips. The role is both administrative and practical, requiring the individual to attend and assist with residential and day trips in line with the School calendar. A high level of flexibility with regard to working hours is therefore necessary, as well as a keen interest in, and aptitude for outdoor activities of this nature.

The post-holder will be remunerated based on them working an average of three days per week, for 35 weeks per year. These hours will be worked largely during the school term-time to include some evening functions, with a number of Duke of Edinburgh expeditions taking place at weekends, and occasionally in the school holidays. In addition, ideally the post-holder will accompany a number of other school trips and residential trips; exact dates to be discussed at interview and agreed by negotiation on an annual basis. The School's programme of expeditions and trips is planned well in advance, so the post-holder should have considerable notice of their expected date commitments.

For full job details and an application form, please visit our website at:
www.shsk.org.uk >The School >Working at St Helen's.

Closing date: Tuesday 27 November 2018 at noon

Interviews: Friday 7 December 2018

2018 results:

A Level: 34.3% A*, 75.3% A* or A, 93.6% A*-B
I/GCSE: 65.7% A* or 9-8 grades, 98.1% A*-B
or 9-6 grades, 100% A*-C or 9-4 grades

The School is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.