

Applicant Information



ST. MARK'S CE SCHOOL

ONE SCHOOL - SERVING ALL - THROUGH EXCELLENCE

Executive Headteacher

Welcome to St Mark's Church of England School. I am privileged to be the Executive Headteacher of the first all-through school in Southampton. St Mark's is truly a wonderful school filled with polite, well-mannered students and excellent staff.

I have been the Headteacher at St Mark's since 2014, and have led the development of the school to 'Good' in all categories, whilst building a brand new school and growing as an all - through!

This has only been achieved because of the fantastic whole school team I have built around me. I truly believe that a happy team makes a happy school and that everyone who works at St Mark's is valued.

Our school is a great place to work. We focus on centralised policies and routines and try to remove as many barriers as we can so that teachers can teach and nurture students without being bombarded by bureaucracy. Professional development through training and coaching is central to our offer for all staff, as no matter what stage you are in, on your professional journey, we just want you to grow as an individual.

"Staff love working at this school. They are a strong team, and feel well supported by leaders regarding their well-being and workload." - Ofsted Nov 2022.

What makes us a team is our focus on high expectations for all students and each other. We push each other to be the best we can be whilst being supportive and mindful of workload. Senior leaders have an open door policy, we listen to our staff and always strive to make adaptations to make things better for individuals, teams or the whole school.

St Mark's primary phase has an established dedicated leadership team, who supported by the wider senior team ensures that all new staff feel supported and that they belong. So if you strive for excellence in your career, like working in a team and value others wellbeing as much as your own, then please do get in touch.

Mrs Stephanie Bryant



Executive Headteacher



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Our Values & Vision

St Mark's C of E School is to be a place where students acquire the knowledge and skills to become confident, resilient, lifelong learners who can contribute to the world they live in.

Through our core Christian values of love, service and belonging students will be supported by the whole community, to achieve excellence.

Mission:

One School

St Mark's CE All Through School will be one whole school community. We will create a sense of belonging for all who enter our school. Our school will be a safe place for those who learn and work here. Relationships between staff and students and high expectations of behaviour and conduct will be the key to the success of our school. Our ethos of nurture, high standards and expectations will be modelled through the school by excellent staff. Taught in age appropriate year groups, students will be given the opportunity to benefit from shared facilities and interaction with each other. Primary aged students will have the opportunity to have access to facilities which are not normally available in primary schools. Younger students will have older students as mentors and role models to enhance their school experience. Secondary phase students will have opportunities to develop skills in leadership and mentoring of younger students.

Serving All

St Mark's C of E School will be an inclusive school, which will serve the community of Southampton. As a Church of England School, our values are underpinned by the teachings and example of Jesus. Jesus teaches us to 'love your neighbour as you love yourself'. We will put our students at the centre of our School by supporting them all irrespective of background, nationality, religion, gender or educational need to achieve high standards of education and behaviour. We will serve the students' families, working in partnership, supporting and encouraging them to work with us for the benefit of the students.

As a Church of England School we will expect our students to understand the purpose of serving others, through both our daily actions and through more sustained work helping those locally, nationally and internationally. Leaders of the school will create a culture where every member of the School community can thrive and flourish.

Through Excellence

At St Mark's C of E School we will expect excellence from everyone. This means that leaders will seek to find the most appropriate innovative practice from national and international sources. Leaders will expect the best from the staff and students across the school, and support them to achieve. All staff, in partnership with parents and the wider community, will be expected to give their best at all times to ensure excellent future outcomes for students. Our students will make excellent progress from the moment they arrive at our school. Everyone in the School community will respect and honour one another in the way they look, speak and act. We will teach students at St Mark's our high expectations and work with students and families who need additional support with this.



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PA to the Executive Headteacher and Senior Leadership Team

PA to the Executive Headteacher and Senior Leadership Team

(Grade 6) £27,899 - £30,060 FTE, £23,982 - £25,840 Actual salary

Full-time, term time only 37 hours per week

Core hours 8am - 4:00pm (3:30pm one day a week) but flexibility required

Required October 2025, full-time, permanent

St Mark's CE School is one whole school community, where we create a sense of belonging for all who enter our school. Our ethos of nurture and high standards and expectations will be modelled through the school by excellent staff.

Are you organised, proactive, and thrive in a fast-paced, ever-changing environment? At St Mark's, no two days are the same. As PA to our Executive Headteacher and Senior Leadership Team, you will be at the heart of the school's leadership, juggling a variety of tasks that keep the school running smoothly. From managing complex diaries and handling sensitive correspondence to coordinating key events and acting as a vital communication hub, your role will be dynamic and varied.

You will need to be adaptable, confident, and highly professional, able to switch between priorities seamlessly while supporting a busy leadership team with warmth and efficiency. This is more than just an administrative role – it's a chance to make a real difference within a supportive community that values your contribution.

For more information and to apply, please visit <https://www.stmarksschool.co.uk/vacancies.html> and fill in our 'Support Staff' application form.

Completed applications should be then emailed to: recruitment@st-marks-southampton.org.uk

Closing date: Friday 19th September

Interview date: Friday 26th September

St Mark's Church of England School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This role requires an enhanced DBS.



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Job Description

PURPOSE OF THE JOB

To provide secretarial and administrative support to the Executive Headteacher and the Senior Leadership Team

To be organisational support for the Executive Headteacher and Senior Leaders to support the effective running of our large school.

KEY ACCOUNTABILITIES

1. To provide a full secretarial service to the Executive Headteacher and Senior leadership Team, including:
 - a. Word processing a range of correspondence and other documents, some of which may be confidential
 - b. Maintaining the Executive Headteacher's diary and arranging appointments
 - c. Managing the Executive Headteacher's incoming and outgoing mail and email
 - d. Attending meetings and producing minutes as required
 - e. Keep running records of actions from meetings and support the Leadership team in completing actions
2. To carry out general administrative duties, including filing, photocopying, record keeping and school diary communication;
3. To provide the first point of contact for enquiries to the Executive Headteacher and Leadership team, whether in person, by phone or by email and to deal with straightforward issues on the Team's behalf;
4. To welcome the Executive Headteacher and Senior Leadership team's guests and visitors and to provide hospitality;
5. To provide a confidential administrative support service to members of the Leadership Team as required
6. To liaise with a variety of agencies and organisations, as required, on behalf of the Headteacher or members of the Leadership team;
7. To be the point of contact for press enquiries and any general information requests about the school.

Job Description

8. To collate and co-ordinate the production of school documents, which may include the Prospectus, Policy documents etc;
9. To oversee and arrange school events, which may include open evenings and presentation evenings;
10. To deal with complaints, in accordance with the school's Complaints Procedure;
11. To assist with recruitment procedures, including drafting advertisements and collating job packs as required.
12. To liaise with a variety of agencies and organisations, as required, on behalf of the Headteacher or members of the Leadership team;
13. To be the key point of contact for press enquiries and any general information requests about the school
14. Be flexible in your hours of work to meet the needs of the school.

Supporting the school

At an appropriate level, according to the job role, grade and training received, all employees in the school are expected to:

1. Support the Christian aims, values, mission and ethos of the school and participate in a team approach to all aspects of school life.
2. Attend and contribute to staff meetings and INSET days as required, and identify areas of personal practice and experience to develop.
3. Take appropriate responsibility for safeguarding and children's welfare and be aware of confidential issues linked to home/child/teacher/school and keep confidences appropriately.
4. Be aware of health and safety issues and act in accordance with the school's Health and Safety Policy.

OTHER DUTIES:

The postholder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar and he/she has appropriate qualifications or receives appropriate training to carry out these duties.

Person Specification

Please find Person Specification on another document with this applicant pack.

How to apply

Closing Date: 19th September

Interview Date: 26th September

To apply please visit our website:

<https://www.stmarksschool.co.uk/community/vacancies-at-st-marks/>

And complete the 'support staff' Application form, when completed please email to: recruitment@st-marks-southampton.org.uk

If you need any more information on the role please call:
02380 772968.

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