



STONYHURST  
CANDIDATE  
*Information Pack*

Commercial Administrator

# 1,000

ACRES OF BEAUTIFUL  
COUNTRYSIDE

# 35,000

ARTEFACTS WITHIN  
OUR MUSEUM

# 2

INDOOR GRAND SLAM  
TENNIS COURTS

# 5

LIBRARIES ACROSS  
THE STONYHURST  
CAMPUS

*Founded*  
**1593**

# NEW

GOLF SIMULATOR ROOM

# 1

ON-SITE  
SHOOTING  
RANGE

# 22

SPORTS  
PITCHES

# 7

CHAPELS

# 2

THEATRES

# 9

HOLE GOLF  
COURSE



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STONYHURST



# Welcome to STONYHURST

**Stonyhurst College is the UK's leading Catholic co-educational boarding and day school for pupils aged 3-18. Boarding is from the age of 7.**

At the College, there are approximately 650 pupils aged 11-18, two thirds of whom are boarders. At Stonyhurst St Mary's Hall, the adjacent dedicated preparatory school, there are around 200 pupils aged 3-11. Stonyhurst is set in stunning countryside, near the Ribble and Hodder rivers and the beautiful Trough of Bowland. Manchester is only about an hour away by road or rail. The market town of Clitheroe is four miles away, and we are 12 miles from the city of Preston. The Lake District can be reached in about an hour, and the Yorkshire Dales are even closer.

Stonyhurst has a fascinating heritage, being the oldest continuously active Jesuit school in the world. It was founded in St Omer, Northern France (then the Spanish Netherlands), in 1593, and moved to its present site in Lancashire's beautiful Ribble Valley in 1794. Throughout the years of religious persecution in England, Stonyhurst educated the boys of the English Catholic aristocracy and gentry.

The College's Ignatian mission and identity, and its sense of family, set Stonyhurst apart from other schools. Pupils are urged to do as much as they can (*Quant Je Puis*) for other people following the example of Jesus Christ and following in the spirit and charism of the Jesuits. The College prepares young people to change the world for others.

Stonyhurst is a family where heritage and innovation are fused to inspire young people to be agents of change in the world.



STONYHURST





# Letter from THE HEADMASTER

**The focus of a Jesuit education is on human excellence and this provides us with our mission. As the oldest continuously existing Jesuit school in the world we have the privilege and responsibility to live this mission in the most authentic way possible. This is an exciting time in the history of Stonyhurst, with a new strategic plan committed to the highest quality of Jesuit formation and the continuous development of our historic Estate over the coming years.**

Working at Stonyhurst College and St Mary's Hall offers an outstanding opportunity to help young people change the world for others. We offer a warm and nurturing environment, balancing the best of our history with ambitious aims for the future. Academic excellence, faith that does justice, perspectives and horizons and sustainability and accessibility form the themes of our work. Each school year brings new challenges and opportunities.

Our pupils are stretched and challenged by inspirational teaching and we take great pride in ensuring our staff and pupils are "men and women for others". Central to the safeguarding and well-being of our pupils is our talented and committed

staff body, both inside and outside the classroom.

Our teachers share a passion for education and young people whilst our support staff engage children at all levels, combining to create a diverse learning culture and home for our pupils. We offer an unrivalled range of co-curricular options and colleagues from all areas are encouraged to be involved in the many wonderful trips, expeditions, fixtures, societies, concerts and plays.

Stonyhurst employs around 300 salaried staff, of whom nearly 40% are academic. In 1999 we opened our doors and admitted girls of all ages on the same term as boys, becoming a fully co-educational school. Reflecting the constitution of our co-educational pupil body, over half of our academic staff are female.

As Headmaster, my commitment to our staff and pupils is that they are given every opportunity to thrive and flourish during their time as part of our school community.

Thank you for your interest in Stonyhurst. I hope that this information pack will encourage you to go ahead with an application that may lead to your career development in this vibrant and supportive community.



John Browne Headmaster



STONYHURST



## Mission

Stonyhurst is a **Jesuit Catholic School** with a **tradition of excellence** that seeks to **develop the full human potential** of its pupils to **live lives of faith and justice as citizens of the world.**



## Vision

Through our mission, values and identity we thrive. Our pupils and our people, **all that they can be.**

**‘Quant Je Puis’**



## Values

### **TRUST**

We are open, honest and transparent.  
We are accountable.  
We are empowered & free to act.

### **TEAM**

We are aligned.  
We help one another. We are one Stonyhurst Community

### **ACTION**

We are decisive.  
We set goals and achieve them.  
Everything we do is in service to the needs of our young people.

*Our Commitment*

## TO STAFF DEVELOPMENT

**Our objective is to care for our people, whose role is to enable our children to become all they can be. It is recognised that the success of Stonyhurst depends on our employees, and every role plays an important part in the vision we have for our pupils.**

We are committed to providing each member of staff with a path of personal and professional development, designed to help them to work towards reaching their potential.

We encourage our employees to pursue further training and professional development in order to continuously improve, and aim to provide learning opportunities in order to assist staff where possible.

We believe that attracting and retaining high-calibre staff is fundamental to the effectiveness and efficiency of both the individual and Stonyhurst.



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# THE *Department*

The Stonyhurst Experience Team are the commercial arm of Stonyhurst College. During the school holidays Stonyhurst plays host to a multitude of residential lettings including religious retreats, international language schools, sports camps, orchestra practice weeks, swimming club training camps and corporate days.

Alongside the residential accommodation the College has to offer are a range of function rooms and facilities available for hire outside of term time. With over 25 years' experience hosting external events ranging from outdoor theatre productions to food festivals and fairs; our history, character and unique setting make Stonyhurst one of the premier venues in the North of England – as well as a wonderful location for films and advertising.



STONYHURST





# THE Role

**This is an opportunity to be involved with 'Stonyhurst Experience', the commercial trading arm of Stonyhurst College. The role will involve being a key part of the Experience Team in an administrative, and operational capacity, as well as providing organisational and administrative support to the Commercial Manager. As Commercial Administrator, you will support the commercial department in the planning and execution of events, with a focus on the administration and organisation of the 'Stonyhurst Experience'.**

The 'Stonyhurst Experience' offers a combination of academic and co-curricular courses on both a residential and non-residential basis, for children aged between 3 and 16 years of age. It is the umbrella under which all academic and/or sporting holiday courses and master classes will be aligned. The programme will be year-round, nationally and internationally marketed, with the option for residential or day attendance, and as such, assistance is needed in terms of student bookings, marketing, excursion bookings and general administration in preparation for the summer and the year ahead.

The role involves liaising with the Experience Team regarding the marketing strategy, student and staff recruitment, and managing the financial budgets.

You'll thrive in a fast-paced environment, responding to enquiries with professionalism and ensuring all aspects of our programmes – from accommodation to transportation – are flawlessly organised. Your friendly and approachable nature will make you the go-to person for both internal teams and external partners. You'll also play a vital role in supporting the financial administration and reporting of our activities, as well as assisting with international marketing efforts.

You will be joining a supportive, ambitious team where development is a priority.

This is a full-time, 12-month fixed term contract to cover for a period of maternity leave. Some evening and weekend work is required, for which time in lieu will be provided.

If you have a passion for delivering exceptional service, a warm and welcoming attitude, and enjoy working in a busy, customer-facing environment, this could be the perfect role for you.



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# KEY TASKS & Responsibilities

- To be responsible for the daily administration, organisation, and delivery of the 'Stonyhurst Experience' alongside the Experience Team;
- To oversee the student booking procedure;
- To respond to and follow up all enquiries;
- To be responsible for managing the office documents and folders;
- To implement clear systems of work and channels of communication with relevant departments;
- To assist the Experience Team with financial administration and reporting;
- To assist the Experience Team with the international marketing of the 'Stonyhurst Experience' including contact with overseas Agents;
- To undertake all marketing administration relating to the 'Stonyhurst Experience', including updating the website and social media programme;
- To work with external suppliers to assist in the preparation of programmes;
- To assist with organisation and running of the 'Stonyhurst Experience' programmes whilst in session;
- To manage and organise all accommodation and transport requirements for the 'Stonyhurst Experience' programmes;
- To assist with the administration and delivery of the events & lettings calendar;
- To be involved and assist with the delivery of the Experience strategy throughout the academic year;
- To undertake any other appropriate tasks, commensurate with the role, as required by the Experience team;
- To assist as part of a working office rota, according to the needs of the business.



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Qualifications, Skills and Experience	Essential	Desired
Educated to A Level standard to equivalent qualification / experience	✓	
To have excellent organisational and administration skills, with attention to detail	✓	
To have experience of office administration or working within a school environment	✓	
To have excellent communication skills, both written and verbal	✓	
To have good interpersonal skills and work well in a team	✓	
To be presentable and have experience of working in a customer facing role	✓	
To have a confident, but also warm and welcoming manner with colleagues, clients and suppliers	✓	
To be able to cope under the pressure of a busy office, always remaining calm and professional	✓	
To be comfortable working with online booking and management systems. Relevant training will be provided	✓	
To be flexible, hard-working, discreet, tactful, approachable and diplomatic	✓	
Have excellent knowledge of Microsoft Office (Word, Excel, Access and Outlook)	✓	
To be in sympathy with the Stonyhurst ethos and tradition and be able to support the ideals of the mission statement	✓	
To be committed to the safeguarding and welfare of children and young people	✓	



# STAFF Benefits



Fee remission is available to each eligible child who is offered a place



The College has a wide range of sporting facilities, including a swimming pool and gym which are provided free of charge to staff



The School operates a money purchase pension scheme to which the employer contributes up to a maximum of 6% (matched to employee contributions)



Meals and refreshments whilst on duty are provided free of charge



We operate a Ride-to-Work scheme which enables you to purchase a bike free of payroll deductions such as tax and NI.



Employees are entitled to PERKS, a reward scheme which offers deals and discounts on a variety of brands



'mywellness' provides access to tools to help manage well-being along with services such as GP, counselling and a wellbeing app



Our Health Cash Plan allows employees to claim money back on everyday health and wellbeing treatments



A commitment to personal and professional development with training and support for each staff member



STONYHURST



# KEY Information



This starting salary for this role is **£23,400 per annum**.



To arrange a confidential discussion about the role, please contact  
Amelia Ceraldi, HR and Recruitment Officer at  
[a.ceraldi@stonyhurst.ac.uk](mailto:a.ceraldi@stonyhurst.ac.uk).



The closing date for this role is **17<sup>th</sup> October 2024 at 12 noon**. Interviews will take place as soon as is practicable after the closing date and are likely to be held week commencing **28<sup>th</sup> October 2024**.



This is a full-time role working **37.5 hours per week**. Evenings and weekends may be required for which time in lieu will be provided. The anticipated start date is **1<sup>st</sup> December 2024**, subject to completion of satisfactory pre-employment checks. The contract duration is **12 months**.



# APPLICATION *Process*



## Apply

Candidates should complete the Support Staff Application Form which includes details of key achievements and experience. Completed forms can be returned to [recruitment@stonyhurst.ac.uk](mailto:recruitment@stonyhurst.ac.uk).



## Short-listing

The hiring team will short-list candidates based on the information given in the comprehensive application form. Applicants will be assessed against the criteria for the role and candidate profile. Those who best fulfil the criteria will be invited to attend an interview.



## Interview

The interview process will consist of a panel interview, an in-tray exercise and a tour of the college. Interviews are likely to take place week commencing **28<sup>th</sup> October 2024**, however this may be subject to change.



## Offer

The successful candidate will be made an offer as soon as is practicable after the interview date. Offers will be conditional, subject to satisfactory pre-employment checks.





# Our Commitment TO SAFEGUARDING

**Stonyhurst is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.**

*Any offer made to a successful candidate will be conditional upon relevant pre-employment checks, including:*

- Two **satisfactory references**, one of which must be from your most **recent employer**;
- Proof of **identity, address** and **right to work** in the UK;
- Verification of relevant **qualifications**;
- Candidates who have worked or been resident **overseas** for three months or more within the last five years will be subject to **criminal record checks** from the relevant **jurisdiction(s)**;
- Verification of **medical fitness** for the role;
- Confirmation that the applicant is not named on the **Children's Barred List**, administered by the DBS;
- Satisfactory completion of the **probationary period**;
- A satisfactory **enhanced disclosure** from the DBS. The applicant will be required to **complete the application form** for an Enhanced DBS Check and start dates will be **delayed** if a result is not received;
- Candidates in **managerial roles** will be subject to a **Prohibition from Management check**.



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# WHY YOU SHOULD JOIN A TEACHING TRADITION *that stretches back nearly 500 years*

**If you come to work at one of the eleven Jesuit schools in Britain you will become part of a wonderfully rich educational tradition that is five centuries old and spans the globe. The Society of Jesus, founded by St Ignatius Loyola, opened its first school in 1548 in Messina, Sicily, and today there are over 2,000 Jesuit and associated schools, large and small, in almost every country in the world, working with over one million young people. As a global organisation with a worldwide mission, whichever Jesuit school you work in, in whatever part of the world, you will have shared goals and be supported in your common mission. These goals can be summarised in the following way.**

In Jesuit schools we are committed to developing excellence in our young people, but always understood as human excellence. Whilst we want every young person to achieve their academic potential, there is more to being human than passing exams. We encourage our students to develop deep-

rooted qualities of both heart and mind, and to be compassionate and committed to working for a just world. A Jesuit school is judged not simply by its academic results but also by how its school leavers grow to be competent, caring and committed adults.

Concern for social justice is high on our list of priorities and in school we provide opportunities for our students to reflect on injustice, to develop their conscience and to make informed choices. When and where possible these choices should lead to action in school, in local communities, and in wider society. A particular concern for all Jesuit schools is care for creation and ecological concerns.

We live in a plural society and world, and this diversity and difference is welcomed and understood in our school communities as gifts to be celebrated in order to create a more inclusive society.

Like all good schools we seek to build strong and caring communities, but in Jesuit schools we have a particular

commitment to caring for the individual. We recognise that people are different and we want to accompany our young people as individuals, recognising their particular gifts, talents, strengths and weaknesses, and giving them hope for the future.

Jesuit schools are Catholic, and like Catholic schools throughout the world we share a commitment to helping parents bring up their children, encouraging reflection, prayer, religious commitment, and service to others. In this we are inspired by and faithful to the Gospel of Jesus Christ. We welcome those who are Catholic, from other Christian Churches, and those who belong to other faith or religious traditions or are of no religious tradition. Anyone who wishes to teach or learn at one of our schools must come with an open mind ready to appreciate and learn from the Christian message and that of other traditions.

**John Stoer**



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# Jesuit PROFILE

The Jesuit Profile has been developed by the schools of the British Jesuit Province as a successor to the Jesuit School Leaver Profile published in 1995. The new Jesuit Profile was launched in the schools in the autumn term of 2013. The JPP proposes eight pairs of virtues that sum up what a pupil in a Jesuit school is growing to be.

## Pupils in a Jesuit school are growing to be...

**Grateful** for their own gifts, for the gift of other people, and for the blessings of each day; and **generous** with their gifts, becoming men and women for others.

**Attentive** to their experience and to their vocation; and **discerning** about the choices they make and the effects of those choices.

**Compassionate** towards others, near and far, especially the less fortunate; and loving by their just actions and forgiving words.

**Faith-filled** in their beliefs and **hopeful** for the future.

**Eloquent** and **truthful** in what they say of themselves, the relations between people, and the world.

**Learned**, finding God in all things; and **wise** in the ways they use their learning for the common good.

**Curious** about everything; and **active** in their engagement with the world, changing what they can for the better.

**Intentional** in the way they live and use the resources of the earth, guided by conscience; and **prophetic** in the example they set to others.





All  
that you  
can be.



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