

Appointment of Administrator August 2026



St Teresa's School is committed to safeguarding and promoting the welfare of children. Our recruitment process follows the guidelines in KCSIE. Applicants undergo enhanced screening including checks with past employers, the DFE and the Disclosure and Barring Service.

Welcome

The Effingham Schools Trust is made up of a small group of schools sharing a Christian ethos nestled in the beautiful Surrey countryside. A family atmosphere pervades the schools where pupils can thrive, staff have fulfilling roles, and parents can be confident in their choice of education for their young people.

In 2019, neighbouring schools St Teresa's and Cranmore formed the Effingham Schools Trust partnership to create a diamond model school for girls and boys aged 2 to 18 years delivering all the advantages of both single-sex and co-education to girls and boys. Manor House subsequently joined the Trust in September 2023, forming a dynamic educational triumvirate. The partnership allows each school to focus on its strengths whilst retaining its individuality, offering all pupils an extraordinarily rich variety of shared events, facilities and resources. September 2025 saw the opening of the new co-educational Sixth Form on the St Teresa's site, the final part of the forward-looking educational strategy that the Trust has created.



St Teresa's School

St Teresa's school sits in 55 acres of beautiful countryside and the school benefits from excellent facilities. The school is centred around the original eighteenth century manor house, which has evolved over the years and now proudly boasts some outstanding facilities.

St. Teresa's offers a strong, caring community based on its Catholic traditions, but remains an inclusive environment that welcomes pupils and staff from all backgrounds. With recognised strengths spanning academia, sport and the creative and performing arts, we focus on the individual, allowing the girls to achieve their best and enabling them to follow their own unique path to happiness and success.

A number of facilities are provided to meet the needs of a modern education. These include a Sixth Form Centre, Equestrian Centre, Tennis Academy, a Performing Arts Centre comprising a large theatre, drama studios, music classrooms, practice rooms and recording suite. In addition, pupils at St. Teresa's enjoy a 25m indoor swimming pool, five netball courts, a multi-sport sports hall and newly revamped astroturf pitch.



St. Teresa's stands in grounds of 55 acres in an area of outstanding natural beauty between Dorking and Effingham in Surrey. There is easy access to London by road or rail; both Gatwick and Heathrow are within 45 minutes' drive.

The role

As part of the Trust's drive to encourage pupils to achieve across a broad spectrum of educational opportunities, an Equestrian Centre was developed. Working closely with the Centre Manager and STE team, the Administrator will support the STE team in the administration and smooth and efficient running of the office. This is a full-time role, working 40 hours all year round.

St Teresa's Equestrian

The Equestrian facilities are first class and are located in the beautiful grounds of St Teresa's, Effingham, in the idyllic Surrey Hills.

We have an American barn with 10 boxes and an overflow/isolation block of 5 boxes, with 12 acres of grazing. The riding primarily takes place in a spacious 60m x 30m sand-and-fibre outdoor arena, where we mostly run our lessons after school or on Saturdays. Hacking is on site on our wooded or grassland hacking tracks.

We have a lovely collection of 12 horses and ponies to teach with, and top-class instructors and coaches from a variety of backgrounds. These include dressage, show jumping and eventing. We strive to keep our horses and ponies in tip top condition and the staff regularly school, lunge, long rein and hack in order to maintain their physical and mental wellbeing, as well as having an amazing team of professionals – farrier, chiro, saddler, dentist, physio.



Remuneration and Benefits

Our staff enjoy working as part of a strong school community.

We reward our talented staff with a range of benefits.

Continued Professional Development

All staff have access to professional development training as part of the school's performance development and appraisal process.

Opportunity to study for further qualifications. Financial assistance towards BHS exams and the opportunity to ride if desired.

Pension Scheme

Generous contributory pension scheme.

Refreshments and lunch

Refreshments and lunch provided during term time.

Cycle to work

Cycle to work scheme for staff members.

Parking

Parking for staff members is provided on site.

Counselling Service

A free, confidential 24-hour telephone service available 365 days per year.

Use of School sports facilities

Staff may use the school's 25-metre indoor pool when available.

Application and Selection Process

All applicants are required to complete an **application form** containing questions about their employment history and their suitability for the role.

Further information including examination results and the Independent Schools' Inspection Report can be found on the School's website www.st-teresas.com

As part of St. Teresa's commitment to safeguarding and promoting the welfare of children, any offer of employment to this post will be subject to receipt of a satisfactory Enhanced Disclosure and Barring Service check, along with qualifications, two satisfactory references and a satisfactory response to a Health Questionnaire. **Please note that references will be taken up on shortlisted candidates prior to interview.**

Closing Date for Applications:	Friday 24 th July 2026
Early applications are encouraged, as we reserve the right to interview and appoint prior to the closing date.	
Applications should be sent to:	Mrs Karen Babler (Recruitment Manager) k.babler@st-teresas.com St Teresa's School Effingham Surrey RH5 6ST