



**Ursuline**  
**High School**  
WIMBLEDON

## **URSULINE HIGH SCHOOL**

### **ADMINISTRATIVE ASSISTANT/STUDENT SERVICES/REPROGRAPHICS**

#### **GENERAL INFORMATION**

#### **Background**

The Ursuline High School has been established for over 125 years in Wimbledon and is an Outstanding Roman Catholic Girls School in the heart of Wimbledon. The Ursuline has a strong Catholic identity and mission based on the charism of St Angela Merici.

The school currently caters for 1400 girls aged 11-18, which includes approximately 320 students in our Sixth Form. We have a joint Sixth Form with Wimbledon College, sharing facilities on both sites.

#### **School Structure**

This post will be directly responsible to the Office Manager.

#### **Person Specification**

The person appointed should be accurate, well organised and possess very good communication skills. [S]he must possess initiative and be willing to work as part of a small, dedicated team. [S]he will have excellent typing skills and knowledge of Word for Windows and Excel. This is an extremely busy position and the ability to work under pressure and to deadlines is imperative. First impressions of the school are crucial and as such [s]he must present himself/herself in a professional manner at all times. The person appointed will need to be energetic and enthusiastic. The need for confidentiality is paramount in this position.

#### **Salary**

The salary for this post will be scale ME4, points 3 – 4, currently £26,238 - £26,634 per annum. Please note, however, that these figures are for a full-time post, whereas this position is two days per week [Wednesday & Thursday] term time only plus two weeks during the school holidays [41 weeks] and therefore you will be paid pro rata.

### **General Information**

This position is subject to enhanced DBS disclosure.

The school is committed to safeguarding its students and post holders must be responsible for the safety of the students in their care.

The main duties attached to the post are listed on the enclosed sheet. Training will be given on the specialised computer packages used at the school.

The post is superannuable with the option of a 6% contributory pension scheme.

The person appointed will be required to work throughout the school term time for 2 days per week for 41 weeks p.a. [The 41 weeks includes working 2 weeks during the school holidays].

The hours of duty will be 8.15 am – 4.15 pm with one hour a day for lunch. Flexibility will be necessary during certain times of the year.

Applications to be returned to **Mrs E Davern, Headteacher's Assistant PA, Ursuline High School, Crescent Road, Wimbledon, London, SW20 8HA** by **24<sup>th</sup> November 2023**