



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

**URSULINE HIGH SCHOOL  
CRESCENT ROAD  
LONDON SW20 8HA**

**Email: [evelyn.davern@ursulinehigh.merton.sch.uk](mailto:evelyn.davern@ursulinehigh.merton.sch.uk)**

**Website: [www.ursulinehigh.merton.sch.uk](http://www.ursulinehigh.merton.sch.uk)**

**PART TIME  
ADMINISTRATIVE ASSISTANT / STUDENT SERVICES / REPROGRAPHICS  
Required from as soon as possible**

**Full time salary ME4 Points 3-4 £26,238-£26,634 paid pro rata  
[starting grade point dependent upon experience]**

**14 Hours per week, Wednesday & Thursday [41 weeks per annum Term  
time plus 2 weeks]**

**An exciting opportunity has arisen for a responsible and supportive  
individual to join our support staff team as an Administrative Assistant.**

**The school has amazing students and an outstanding CPD programme. It  
is situated in the heart of Wimbledon with easy access to Central London  
and the Southeast.**

Applications are invited for the post of Administrative Assistant / Student  
Services / Reprographics.

Ursuline High School is a highly successful outstanding Catholic comprehensive  
school for girls aged 11 – 18, a delivery partner for National Professional  
Qualifications.

Ursuline High School has been serving the local Catholic community since 1892  
and is heavily oversubscribed, with 5 applications for each place available. The  
school has 1400 students on roll, including 320 in the Sixth Form.

At the heart of the school is its distinctive Catholic ethos, which in turn is  
supported by the excellent relationships which exist between staff and students.  
Our shared vision for the school supported by the staff, students, parents and  
governors has created a very strong, caring and cohesive community, based on  
values of Serviam, Kindness, Respect, Generosity of Spirit, Perseverance and  
Gratitude. We have a robust Equity, Diversity and Inclusion Recruitment Strategy.

Ursuline High School is committed to safeguarding and promoting the welfare  
and safety of young people and to equality of opportunity and expects all staff to  
share this commitment. Appointment to this post will be subject to an enhanced  
disclosure from the Disclosure and Barring Service.

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

Applicants should be committed to working within the Catholic ethos of the school.

Details and application forms via website address or from Evelyn Davern SLT Business Support, by email [evelyn.davern@ursulinehigh.merton.sch.uk](mailto:evelyn.davern@ursulinehigh.merton.sch.uk) during term time and the school website during school holidays.

**Closing date for application forms by 12.00 pm on Tuesday 21st November 2023.**