



**URSULINE HIGH SCHOOL**  
**ESTATES AND ASSET MANAGER**  
**GENERAL INFORMATION**

**Background**

The Ursuline High School has been established for over 125 years 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 charisma 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**

The Headteacher line manages the Estates and Asset Manager. The Estates Team consists of two full time Premises Officers, 1 part time Health & Safety Officer and 1 part time Premises Officer (responsible for evening lettings).

**Person Specification**

The person appointed will need to evidence the skills to manage complex demands, co-ordinating a very busy site. Ability to manage service level agreements and external contractors is essential as well as good financial acumen. Knowledge of the main requirements of Health & Safety legislation and good practice is essential. Flexibility and sensitivity to the needs of a wide range of users is needed. Evidence of a strong commitment to the values of the school is essential.

**Salary**

Salaries are payable on or about the 15<sup>th</sup> of each month. The current salary for this post is ME15, points 40 – 43, £44,607 - £47,511. The exact salary will be dependent on experience.

### **General Information**

The main duties attached to the post are listed on the enclosed sheet. The post is for 35 hours per week, split shift with the Team, with a rota for weekend work. Hours of duty will be discussed at interview.

The successful applicant will be entitled to 26 days leave each year to be taken in agreement with the Headteacher.

This leave entitlement is 31 days for more than 5 years continuous Local Government Service.

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

The appointment will be subject to an Enhanced DBS check plus a six-month probationary period.

Applications to be returned to **Mrs R Martin, Headteacher's Assistant PA, Ursuline High School, Crescent Road, Wimbledon, London, SW20 8HA by 12.00 pm on Monday 6<sup>th</sup> January 2020.**