

URSULINE HIGH SCHOOL

SAFEGUARDING BUSINESS SUPPORT

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 Assistant Headteacher Inclusion/Designated Safeguarding Lead.

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 administrative 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 ME8, points 18 – 20, currently £27,978 to £28,992 per annum. Please note, however, that these figures are for a full-time post, whereas this position is term time only [39 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 position is subject to a six-month probationary period.

The main duties attached to the post are listed on the enclosed sheet.

Training will be given on the specialised software 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 39 weeks p.a.

The hours of duty will be 35 hour per week from 8.00 am – 4.00 pm [Monday to Friday] with one hour a day for lunch. Flexibility will be necessary during certain times of the year.

On your supporting statement, please relate to the main duties on the job description, giving examples of your skills, abilities and experience.

Completed application forms to be returned to **Mrs R Martin, Headteacher's Assistant PA, Ursuline High School, Crescent Road, Wimbledon, London, SW20 8HA** or by email [rachel@ursulinehigh.merton.sch.uk] by **12.00 pm on Monday 19th April 2021**.