

URSULINE HIGH SCHOOL

SENIOR SITE MANAGER

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

The school has a Senior Site Manager. The team consists of three full time assistants, 1 part time Health & Safety Officer and 1 part time assistant (responsible for evening lettings). The school also employs its own Catering team but has external contracts for cleaning of premises.

Person Specification

The person appointed will need to evidence the skills to manage complex demands, co-ordinating a very busy site. 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 essential. Evidence of a strong commitment to the school is essential. Some manual handling will be required.

Salary

Salaries are payable on or about the 15th of each month. The current salary for this post is ME9, points 23 – 25, £29,766 - £30,708.

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 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 contributory pension scheme.

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

Completed applications forms should be returned to **Mrs R Martin, Headteacher's Assistant PA, Ursuline High School, Crescent Road, Wimbledon, London, SW20 8HA** by **Monday 1st July 2019**.