



URSULINE HIGH SCHOOL

SENIOR SITE 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 1384 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 two full time assistants and 1 part time assistant (responsible for evening lettings).

Person Specification

The person appointed will need to evidence the skills to manage a complex and very busy site. You will need to be able to manage service level agreements and external contractors and understanding of budgetary control and planning. Knowledge of the main requirements of Health & Safety legislation and good practice is essential. Evidence of a strong commitment to the school is essential. Some manual handling will be required on occasions.

Salary

Salaries are payable on or about the 15th of each month. The current salary for this post is ME9, points 23 – 25, £30,585 - £31,557.

General Information

This position is subject to an enhanced DBS disclosure.

The school is committed to safeguarding the 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.

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 52 weeks p.a.

The hours of duty will be 35 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.

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

Completed applications forms should 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 28th June 2021.**