

URSULINE HIGH SCHOOL

BUSINESS SUPPORT FOR LEARNING SUPPORT DEPARTMENT

GENERAL INFORMATION

Background

The Ursuline High School has been established for over 130 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 1404 girls aged 11-18, which includes approximately 342 students in our Sixth Form.

School Structure

This post will be directly responsible to the SENDCO.

Person Specification

The person appointed should be well organised and possess good communication skills. Good knowledge of Word and Excel is essential. [S]he must possess initiative and have the ability to work alongside individual pupils with specific learning difficulties. The person appointed will need to be sympathetic to students' needs and have experience of working with young people. The need for confidentiality is paramount in this position.

Salary

Salaries are payable on or about the 15th of each month. The salary for this post will be scale ME7, points 12 - 15, currently £25,578 - £26,985 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 35 hours per week for 39 weeks per annum.

The hours of duty will be 8.00 am – 4.00 pm 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.

Applications 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 Wednesday 22nd June 2022.**