

URSULINE HIGH SCHOOL
SIXTH FORM CAREERS ADVISOR
BACKGROUND INFORMATION

Post Title: Careers Lead

Grade: ME12, points 30-33, currently £35,751 - £38,883 [paid pro rata]

Responsible to: Assistant Head Teacher

Date: March 2023

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 pupils within our Sixth Form.

Administrative Structure

This post will be directly responsible to the Assistant Head Teacher Ks 5.

Salary

The salary for this post will be ME12, points 30-33, dependent on the qualifications and experience of the applicant currently £35,751 - £38,883 per annum. Please note that these figures are for a full-time post, any variance therefore will be paid pro rata. Salaries are payable on or about the 15th of each month.

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 main duties attached to the post are listed on the job description. Training will be provided for specialised computer packages used at the school.

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

Completed application forms should be returned to **Evelyn Davern, Senior Leadership Business Support, Ursuline High School, Crescent Road, Wimbledon, London, SW20 8HA** by **12.00 pm on Friday 31st March 2023**.