

**URSULINE HIGH SCHOOL**  
**TECHNOLOGY TECHNICIAN**  
**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 responsible to the Head of Food and Nutrition and the Head of Design Technology. Your Line Manager will be the Head of Food and Nutrition.

**Person Specification**

The person appointed should be accurate, numerate, well organised and possess good communication skills. (S)he must possess initiative and be willing to work as part of a small, dedicated team as well as on his/her own initiative. (S)he will have good ICT skills. This is a busy position and the ability to work under pressure and to deadlines is crucial. The person appointed will need to be positive, motivated and flexible.

**Salary**

The salary for this post will be scale ME6, points 7 – 10, £22,995 - £24,258 per annum. Please note, however that these figures are for a full-time post. There is an option for this post to be term time only plus three weeks during the school holidays [a total of 42 weeks] in which case the pro rata salary will therefore be approximately 92.85% of the above figures.

An option for full time is available should the candidate prefer.

## **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 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 either full time [52 weeks] or school term time [39 weeks] plus three weeks during the school holidays [a total of 42 weeks].

The hours of duty will be 35 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 applications 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](mailto:rachel@ursulinehigh.merton.sch.uk)] **by 12.00 pm on Monday 19<sup>th</sup> April 2021.**