

URSULINE HIGH SCHOOL
SAFEGUARDING CARE CO-ORDINATOR
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 1395 girls aged 11-18, which includes approximately 343 students in our Sixth Form. We have a joint Sixth Form with Wimbledon College, sharing facilities on both sites.

Staffing Structure

This post will be directly responsible to the Assistant Headteacher Inclusion/Designated Safeguarding Lead.

Salary

Salaries are payable on or about the 15th of each month. The salary for this post will be scale ME9, points 23 – 25, currently £30,585 - £31,557 per annum.

There is an option for this post to be term time only [39 weeks] in which case 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 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 for 52 weeks per annum. Flexibility will be necessary during certain times of the year.

The successful applicant will be entitled to 26 days leave each year (in addition to general national and Bank Holidays). This is to be taken in agreement with the line manager during school holidays.

This leave entitlement is 31 days for more than 5 years continuous Local Government Service.

There is an option for this post to be term time only [39 weeks].

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 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 Tuesday 4th January 2022.**