



Ursuline
High School
WIMBLEDON



**URSULINE HIGH SCHOOL
CRESCENT ROAD, WIMBLEDON
LONDON SW20 8HA**

Email: evelyn.davern@ursulinehigh.merton.sch.uk

Website: www.ursulinehigh.merton.sch.uk

**STUDENT SERVICES ADMINISTRATIVE ASSISTANT
Required Part Time 8.30am -12.30pm Monday to Friday
[Term time 39 weeks per annum]**

**Full-time salary ME4 Points 3-4 £28,616 - £29,025 paid pro rata
[starting grade point dependent upon experience]
pro rata rate equating to £14,220.40- £ 14,423.00**

An exciting opportunity has arisen for a responsible and supportive individual to join our support staff team as an Administrative Assistant.

The school has amazing students and an outstanding CPD programme. It is situated in the heart of Wimbledon with easy access to Central London and the Southeast.

Ursuline High School is part of the Sancta Familia Trust and we are a highly successful outstanding Catholic comprehensive school for girls aged 11 – 18, a delivery partner for National Professional Qualifications for leadership.

Ursuline High School has been serving the local Catholic community since 1892 and is heavily oversubscribed, with 5 applications for each place available. The school has 1400 students on roll, including 320 in the Sixth Form.

At the heart of the school is its distinctive Catholic ethos, which in turn is supported by the excellent relationships which exist between staff and students. Our shared vision for the school supported by the staff, students, parents and governors has created a very strong, caring and cohesive community, based on values of Serviam, Kindness, Respect, Generosity of Spirit, Perseverance and Gratitude. We have a robust Equity, Diversity and Inclusion Recruitment Strategy.

Ursuline High School is committed to safeguarding and promoting the welfare and safety of young people and to equality of opportunity and expects all staff to share this commitment. Appointment to this post will be subject to an enhanced disclosure from the Disclosure and Barring Service.

The school is committed to safeguarding its students and post holders must be responsible for the safety of the students in their care.

Applicants should be committed to working within the Catholic ethos of the school.

Details and application forms via website address or from Evelyn Davern SLT Business Support, by email evelyn.davern@ursulinehigh.merton.sch.uk during term time and the school website during school holidays.

Closing date for application forms by 4.00 pm on Wednesday 30th Sept 2026

Shortlisted candidates will be interviewed upon receipt of application, and we reserve the right to appoint before the closing date; early applications are encouraged.

Candidates who are not shortlisted will not be contacted. Feedback will only be provided to candidates invited to interview.