

URSULINE HIGH SCHOOL
ASSISTANT FINANCE OFFICER
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 charisma of St Angela Merici.

The school currently caters for 1396 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.

Administrative Structure

The school has a Director of Finance who is responsible for staff in the Finance Team.

Person Specification

The person appointed must be numerate, accurate, well organised and possess good communication skills. (S)he must have experience of supervision of staff. (S)he must be able to work on his/her own initiative and be capable of working as part of a small dedicated team. (S)he must have excellent knowledge of Excel and have experience of working on databases. This is a busy and varied position which is still evolving and the ability to prioritise, work under pressure and to deadlines is crucial. This position calls for a person with a mature attitude who is positive, motivated, flexible and with experience of problem solving. An awareness of financial deadlines and procedures as well as experience of audit requirements is crucial. The need for confidentiality is paramount in this position.

Salary

The salary for this post will be scale ME5, points 5 – 6, currently £21,591 to £21,981 per annum. Please note, however, that these figures are for a full-time post, whereas this position is term time only plus three weeks during the school holidays [a total of 42 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 main duties attached to the post are listed on the enclosed sheet.

Training will be given on the specialised computer packages used at the school.

The post is superannuable with the option of a 6% contributory pension scheme.

The post is for 42 weeks p.a., 39 weeks term time plus three weeks during school holidays.

The hours of duty will be 35 per week, 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 emailed to **Mrs R Martin, Headteacher's Assistant PA**, [rachel@ursulinehigh.merton.sch.uk] by **12.00 pm on Wednesday 22nd April 2020**.