

**URSULINE HIGH SCHOOL**  
**SIXTH FORM ADMINISTRATOR**  
**GENERAL INFORMATION**

**Background**

The Ursuline High School has been established for over 125 years 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 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.

**Staffing Structure**

The Sixth Form Administrator is line managed directly by the Deputy Headteacher – Sixth Form.

**Person Specification**

The person appointed must be numerate, accurate, well organised and possess excellent ICT skills and communication skills. S/he must be able to work on his/her own initiative and be able to work as part of a small dedicated team. (S)he must have excellent knowledge of Excel and have experience working on databases. This is a busy and varied position 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. Excellent communication skills are needed in working with staff across the school. The need for confidentiality is paramount in this position.

**Salary**

Salaries are payable on or about the 15<sup>th</sup> of each month. The current salary for this post is ME8, points 18 – 20, £27,978 - £28,992 per annum. Please note, however, that these figures are for a full-time post, whereas this position is term time only plus two weeks during the school holidays [a total of 41 weeks] and therefore you will be paid pro rata.

## **General Information**

This position is subject to an enhanced DBS disclosure.

The school is committed to safeguarding the 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 person appointed will be required to work for 41 weeks p.a., 39 weeks term time plus two weeks during school holidays.

The hours of duty will be 35 per week, Monday to Friday, from 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.

Completed applications forms 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.**