



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

**Email : [rachel@ursulinehigh.merton.sch.uk](mailto:rachel@ursulinehigh.merton.sch.uk)  
Website: [www.ursulinehigh.merton.sch.uk](http://www.ursulinehigh.merton.sch.uk)**

**SIXTH FORM ADMINISTRATOR  
required from May or earlier**

35 hours per week [41 weeks per annum, 39 weeks term time plus two weeks during school holidays].

Full time salary ME8, points 18 – 20, currently £27,978 to £28,992 [paid pro rata]

**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 South East.**

Ursuline High School is a highly successful Catholic comprehensive school for girls aged 11 – 18 and the school is graded by Ofsted as being 'outstanding' and as Grade 1 by the Diocesan S48 Inspection. We are a lead school for the Government's new Trailblazers programme for Mental Health.

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 1391 students on roll, including 352 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 Mrs Martin,  
Headteacher's Assistant PA by email [\[rachel@ursulinehigh.merton.sch.uk\]](mailto:rachel@ursulinehigh.merton.sch.uk).

**Closing date for application forms : 12.00 pm on Monday 19<sup>th</sup> April 2021**