



St Ursula's Convent School

A Humanities College and Teaching School

TEMPORARY POST

Receptionist / Administrative Assistant

Scale 2, point 3-4
£20,835 - £21,210 per annum pro rata
12:00 – 17:00 Monday to Friday, 25 hours per week
Term time + 2 (41 weeks)

We are looking to appoint a Receptionist / Administrator with good interpersonal and administrative skills for our Educational Support team.

This is a **TEMPORARY** role to cover staff absence.

An immediate start is required.

Shortlisted candidates will be invited into school for an unpaid trial day.

We need someone who:

- Is highly motivated
- Is able to work as part of a team
- Is able to forge partnerships with parents
- Has high expectations of themselves
- Is able to work under pressure

In return, the school can offer an excellent working environment and good opportunities for professional development.

St Ursula's Convent School is committed to safeguarding and protecting the wellbeing of children and young people and expects all staff to share their commitment. An enhanced DBS is required for all successful applicants.

Please contact Louise Shackel (Head's PA) for further details on 020 8858 4613 ext.127 or lshackel@stursulas.com

Closing date: Friday 21st February 2020

Interview Date: TBC

