



# St Ursula's Convent School

## A Humanities College and Teaching School

### Attendance & Medical Officer

<b>Grade</b>	Scale 5, point 12-15
<b>Hours</b>	35 hours per week
<b>Weeks</b>	Term time + 10 days (41 weeks)
<b>Salary</b>	£25,137 - £26,520 pro rata
<b>Start</b>	ASAP
<b>Contract</b>	Permanent

St Ursula's are seeking to appoint an Attendance & Medical Officer to provide a professional and comprehensive support service for our school

The successful applicant will:

- Have experience of working in a school office environment, with an excellent knowledge of Microsoft Office (Outlook, Word & Excel) and experience of using SIMs or similar software
- Be highly organised and have an ability to remain calm under pressure
- Work well independently and also as a member of a team

#### **What we can offer you:**

- Constant feedback outlines that the school is welcoming, friendly and supportive.
- Opportunities and encouragement to develop both personally and professionally.
- You can ensure that your well-being is a high priority.

#### **St Ursula's Convent School is an outstanding school where:**

- Students are ambitious and aspire to be the very best
- All staff have exceptionally high standards and expectations
- Senior Leaders and all teachers are passionate about making a difference
- Governors are strongly supportive of the school.

St Ursula's is an outstanding, highly oversubscribed Catholic girl's school with a reputation for excellence. (Ofsted 2015, 2010 & 2007). As a Teaching School, we are strongly committed to the ongoing professional development of all staff. We are committed to safeguarding and protecting the wellbeing of children and young people and expect all staff to share this commitment. An enhanced DBS is required for all successful applicants.

Full details including the support staff application form can be found on the school website [www.stursulas.com](http://www.stursulas.com)  
Completed application and / or any enquires should be sent to Diane Williams, School Business Manager  
[dwilliams@stursulas.com](mailto:dwilliams@stursulas.com)

Please note that we are only able to accept fully completed school application forms, stand-alone CVs will not be considered.

**Closing date for receipt of applications** Monday 11<sup>th</sup> January 2021 at midday  
**Interviews** will be held the following week

