



St Ursula's Convent School

A Humanities College and Teaching School

Receptionist / Office Administrative Assistant

Grade	Scale 2, point 3-4
Hours	35 hours per week
Weeks	Full time (all year round)
Salary	£21,408-£21,795
Start	ASAP
Contract	Permanent

St Ursula's are seeking to appoint a Receptionist / Administrative Assistant to provide a professional and comprehensive support service for our school

The successful applicant will:

- Provide an excellent front of house service
- Have excellent interpersonal skills
- Be highly organised and have an ability to remain calm under pressure
- Work well independently and also as a member of a team
- Have experience of working in an office environment, with an excellent knowledge of Microsoft Office (Word & Excel) and email systems

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 and we can only consider fully completed support staff application forms which are available on our website www.stursulas.com please do not submit standalone CV's**

Completed application and / or any enquires should be sent to Diane Williams, School Business Manager
dwilliams@stursulas.com

Closing date for receipt of applications Sunday 28th February 2021
Interview date to be confirmed

