



# St Ursula's Convent School

## A Humanities College and Teaching School

### School Administrative / Reprographics Officer

<b>Grade</b>	Scale 3, point 5-6
<b>Hours</b>	35 hours per week Normal work pattern 08:00-16:00
<b>Weeks</b>	Term time (including INSET) +10 days
<b>Salary</b>	£22,185 - £22,587 pro rata
<b>Start</b>	1 <sup>st</sup> September 2021
<b>Contract</b>	Permanent

St Ursula's are seeking to appoint an Administrative / Reprographics Officer to provide a professional and comprehensive support service for our school. This post is primarily based in our busy school office.

#### The successful applicant will:

- Have excellent interpersonal and administration skills
- Ideally have previous reprographics
- Possess a creative flair for design work and be familiar with relevant software
- 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 a good working knowledge of Microsoft Office (Word, Excel, Powerpoint, Publisher) 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. **Only fully completed 'support staff application forms' can be considered please do not submit a standalone CV.** An enhanced DBS is required for all successful applicants.

Full details including a 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)

**Closing date for receipt of applications Monday 12<sup>th</sup> July 2021 at 9am**  
**Interviews will be held later that week**

