



St Ursula's Convent School

A Humanities College and Teaching School

Headteacher's Personal Assistant and Admissions Co-ordinator

Grade	SO2
Hours	08:00 – 16:00 (35 hours per week) 52 weeks per year, with an expectation to be available to minute meetings after school as necessary
Salary	£32,418 - £34,209 per annum
Contract	Permanent, full time
Start	1 st September 2021

The Governors at St Ursula's are looking to appoint an enthusiastic and innovative Headteacher's PA to provide outstanding personal assistant support to the Headteacher. This role includes supporting the HT with Admissions.

The successful applicant will:

- Have excellent interpersonal and administration skills
- Require a high level of confidentiality
- Be highly organised and have an ability to remain calm under pressure
- Have experience of working in the same / a similar role
- Have a good working knowledge of Microsoft Office (Word, Excel, Powerpoint, Publisher) email and diary 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
Completed application and / or any enquires should be sent to Diane Williams, School Business Manager
dwilliams@stursulas.com

Closing date for receipt of applications Friday 9th July 2021 at mid-day
Interviews will take place the following week

