



# St Ursula's Convent School

## A Humanities College and Teaching School

### Receptionist / Office Administrative Assistant

<b>Grade</b>	Scale 2, point 3-4
<b>Hours</b>	35 hours per week
<b>Weeks</b>	Full time (all year round)
<b>Salary</b>	£21,408 - £21,795 pa
<b>Start</b>	21 March 2022
<b>Contract</b>	Maternity cover (up to one year)

St Ursula's are seeking to appoint a temporary 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). 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 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 Luisa Element on [lelement@stursulas.com](mailto:lelement@stursulas.com)

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

**Closing date for receipt of applications is Friday 4 February 2022**

but this may close early if we received a large number of applications.

**Interview date to be confirmed**

