



St Ursula's Convent School

A Humanities College and Teaching School

Admissions & Admin Officer

Hours:	35 hours per week / term time only
Grade:	Scale 5 / scale point 12 - 15
Contract:	Permanent
Salary	£22,995 - £24,258 per annum pro rata
Start date	1 September 2022

St Ursula's Convent School is an outstanding Roman Catholic Secondary Girls School with an excellent reputation.

We require an Admissions & Admin Officer to join our friendly team and manage school admissions. The successful candidate will be capable of working under pressure and will rise to the challenge of running and working in our busy office, including covering the Office Manager occasionally.

You will need to be competent in ICT and Microsoft Packages – Word, Excel (Publisher and Power Point desirable) You must also have good levels of literacy and numeracy. A working knowledge of SIMS would be beneficial. Accuracy, diplomacy and excellent communications skills are essential.

In return, the school can offer an excellent professional working environment.

St Ursula's is an outstanding Catholic girl's school with a reputation for excellence. (Ofsted 2015). We are strongly committed to the ongoing professional development of all staff.

St Ursula's Convent School is committed to safeguarding and protecting the wellbeing of children and young people and expects all staff to share their commitment. Our Safeguarding Policy can be viewed on our website. An enhanced DBS is required for all successful applicants.

Full details including our support staff application form can be found on the school website:

www.stursulas.com. Completed applications and / or any enquires should be sent to Luisa Element, PA to the Headteacher 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: Monday 18 July 2022 at 12 noon

Suitable candidates may be interviewed before the closing date and the school reserves the right to withdraw the position if an early appointment is made. Applicants are therefore encouraged to apply early.

