



# St Ursula's Convent School

## A Humanities College and Teaching School

### Headteacher's Personal Assistant

<b>Grade</b>	Scale 5-SO1 depending on experience
<b>Hours</b>	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
<b>Salary</b>	£25,578 - £32,112
<b>Contract</b>	Permanent, full time
<b>Start</b>	ASAP

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.

#### **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 schools IT systems, email and diary programs

#### **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 Catholic girl's school with a reputation for excellence (Ofsted 2015). 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 enquiries should be sent to Diane Williams, School Business Manager  
[dwilliams@stursulas.com](mailto:dwilliams@stursulas.com)

**Closing date for receipt of applications Friday 30<sup>th</sup> September 2022 at mid-day**  
**We reserve the right to close this advert early if we receive a high number of suitable applications**  
**Interviews date TBC**

