



126 Years of Living out our Ethos in the Spirit of St Angela Merici

## General Information

### Background

The Ursuline High School is an outstanding girls Roman Catholic comprehensive school in the heart of Wimbledon. The school currently caters for 1364 girls aged 11-18, which includes approximately 300 pupils within our Sixth Form. We have a shared Sixth Form with Wimbledon College of over 500 students, sharing facilities on both sites.

### School Structure

This post will be responsible to the Head of Arts Faculty.

### Person Specification

The person appointed should be accurate, numerate, well organised and possess good communication skills. (S)he must possess initiative and be willing to work as part of a small, dedicated team as well as on his/her own initiative. ICT skills will be necessary. This is an extremely busy position and the ability to work under pressure and to deadlines is crucial. The person appointed will need to be positive, motivated and flexible and must be able to supervise students.

### Salary

The salary for this post will be scale ME6, currently £19,917 - £21,984 per annum. Please note, however, that these figures are for a full time post. There is an option for this post to be term time only plus three weeks during the school holidays (a total of 42 weeks) in which case the pro rata salary will therefore be approximately 92.85% of the above figures. ***A full time position is available should the candidate prefer.***





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## General Information (Cont.)

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The main duties attached to the post are listed on the enclosed sheet. Training will be given on the specialised computer packages used at the school.

The post is superannuable with the option of a 6% contributory pension scheme.

Hours of duty will be 35 per week, from 8.00 am – 4.00 pm.

The person appointed will be required to work either full time or school term time plus three weeks during the school holidays (a total of 42 weeks) for 35 hours per week.

Applications to be returned to **Mrs R Martin**, *Headteacher's Assistant PA*, **Ursuline High School**, **Crescent Road, Wimbledon, London, SW20 8HA** by **Wednesday 22nd August 2018**.

