



# THE URSULINE PREPARATORY SCHOOL ILFORD

*Independent Roman Catholic School for Girls and Boys (aged 3 – 11 years)*

*Part Time Bursar*

**CANDIDATE INFORMATION**

**January 2019**

Company No: 6636240

Registered Charity No: 1130196

Registered Address: 2 – 4 Coventry Road, Ilford, Essex IG1 4QR



## SCHOOL MISSION STATEMENT:

To live and learn in harmony,  
Caring for each other;  
Treating everybody as a sister and a brother;  
Reflecting Christ's actions and His message too,  
By striving for excellence in all that we do

### EDUCATIONAL AIMS & VALUES

- To provide a safe, secure and welcoming environment for all children, parents, staff and visitors to the school.
- To offer to all children and staff the experience of working in a Christian community which finds its inspiration in Christ and His gospel, whilst recognising and respecting the freedom of individuals to worship God according to the practices of their own religion.
- To encourage children to become independent learners by building on their curiosity and desire to learn and so develop their skills, concepts and understanding.
- To provide a broad, balanced curriculum which promotes the full academic, personal, physical, social, emotional and spiritual development of the individual child.
- To recognise each child's unique value and giftedness and enable him or her to develop a positive self-image.
- To instil a sense of personal responsibility, self-discipline, respect and care for one another and the environment.
- To enable children to use, learn from and build onto existing knowledge and experience.
- To establish close links between home and school which will benefit the all-round development of the child.

We aim to deliver the curriculum in a way that takes account of the children's individual needs and which will encourage them to discover and develop their maximum potential. We aim to encompass this in an atmosphere that teaches them respect for religious and moral values as well as tolerance of other peoples, creeds and cultures. We aim to achieve a discipline that is firm but fair which will encourage them to exercise self-discipline as they grow.

We want them to be aware of the world in which they live and to realise that they have obligations to society as well as rights within it. We, therefore, see social interaction as an important factor in their Christian education. All our aims will be achieved within a stable, secure and hard-working environment where the children feel happy and encouraged to lead a life that is rich and meaningful.

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# THE URSULINE PREPARATORY SCHOOL ILFORD

## Part-Time Bursar

From: January 2019

Salary: £45,000 FTE depending on qualifications and experience

The Governors are seeking to appoint a dynamic, inspiring, ambitious **Part-time Bursar** with a proven track record of successful leadership at senior level and who will be:

- committed to supporting the Catholic ethos of the Prep School
- a team player who, with the Headmistress, Governors and Senior Leadership Team, will contribute significantly to the ongoing success of the Prep School
- a creative strategic thinker with the ability to make a major contribution to the medium and long term planning of the Prep School's development
- an effective all round communicator, able to build on our links with our wider community and liaise with appropriate agencies, including IAPS, DfE, Diocese and local authority

As well as demonstrating these qualities you will wish to make a difference and be innovative in leading and shaping the future of our successful Prep School. This is an exceptional opportunity to take over this leadership role in a high achieving community where you will be supported by a team of dedicated professional staff, a committed Governing Body, supportive parents and highly motivated, engaged and engaging students.

### APPLICATION REQUIREMENTS

Please submit a statement in support of your application together with your Application Form. Completed applications should be posted to the:

*The Governing Body*

*c/o: Office Manager, The Ursuline Preparatory School Ilford, 2 – 4 Coventry Road, Ilford, Essex IG1 4QR*

You may also return your completed application form via email to: [urspsi@urspsi.org.uk](mailto:urspsi@urspsi.org.uk)

Your supporting statement should address the selection criteria and include your thoughts on what you believe to be the key qualities, attributes and skills of an effective Prep School Bursar. The emphasis should be on setting out how you can use your skills to build on the Prep School's considerable success, securing the highest possible standards through effective budget control and leadership of support services.

The Prep School is committed to safeguarding and promoting the welfare of children; staff will be recruited and selected in line with safer recruitment policy and practice. Please ensure that your application form is completed fully with **no gaps in employment unaccounted for** (please use a continuation sheet if necessary).

You must declare on this form *all* offences, convictions, cautions, bindovers irrespective of when these were awarded. You must also inform us of any court cases you may have pending. Convictions will not necessarily be a bar to employment with the Prep School. As this post involves working with or has access to children or vulnerable adults and/or their records, we will require an enhanced DBS check for the successful candidate. You will be required to sign a declaration on the Disclosure Form stating whether you have any previous convictions.

Short-listing for the position will take place following the closing date and references will be taken up prior to interview. **If currently employed as a Bursar/Business Manager your professional reference should be provided by your Principal/Headteacher; in other cases, your Line Manager.**

**Closing Date: 24<sup>th</sup> May 2019    Interviews held: 7<sup>th</sup> June 2019**

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## SCHOOL INFORMATION



Thank you for your interest in The Ursuline Preparatory School Ilford.

The Ursuline Preparatory School Ilford is a Roman Catholic preparatory school for girls and boys situated in the London Borough of Redbridge. Formerly a department of and sharing a site with a high school, it became autonomous in 1999 when the high school, now an Academy, joined the maintained sector. The Prep School is under the trusteeship of the Ursuline Sisters, and is governed by a board of eight governors appointed by the trustees.

The school aims to provide a safe, secure and welcoming environment for all pupils, parents, staff and visitors, and to offer to all pupils and staff the experience of working in a Christian community. It seeks to encourage pupils to become independent learners, and to provide a broad, balanced curriculum which promotes the full academic, personal, physical, social, emotional and spiritual development of the individual child. The school educates pupils aged from three to eleven years, offering Early Years Foundation Stage (EYFS) provision in its Nursery and Reception classes.

Our pupils achieve well in all areas of their development as testified by the excellent secondary transfer offers that are a feature of the success of our school in preparing pupils for the future:

<b>Forest School</b>	2 Scholarship +3 places
<b>Bancrofts School</b>	1 Scholarship + 4 places
<b>Chigwell</b>	1 Scholarship + 3 places
<b>St. Edmund's</b>	1 place
<b>City of London Girls</b>	1 place

Park School	1 Scholarship + 2 places
Woodford County High School for Girls	7 places
Ilford County High School for Boys	3 places
Chelmsford County Grammar School	1 place
Westcliff Grammar School	5 places
Southend Grammar School	9 places
Colchester Boys + Colchester Girls	7 places
Kent Boys + Kent Girls	4 places
Valentines High School	1 place
Seven Kings High School	1 place

The school is a caring community where all members are nurtured and valued as individuals.

**OUR COMMITMENT TO YOU:**

**WORKING FOR US - *What sets us apart?***

The Ursuline Preparatory School Ilford is committed to ensuring that, through the provision of **excellent terms and conditions of employment and a comprehensive staff well-being programme**, it will develop its reputation as an employer of choice for high calibre, talented staff.

The successful applicant will:

- join a popular and successful school
- be part of a team of committed, highly professional teachers and support staff in a school which has an excellent academic record, as well as a tradition as a caring community
- work in a supportive environment with continuous professional development a strong feature of the life of the school.

**WHAT WE ASK IN RETURN:**

Dedication, commitment, loyalty and a drive for excellence in all areas of school life evidenced by an enthusiasm for education both personally and professionally promoted by CPD.

**Mrs V McNaughton**  
Headmistress



**PERSON SPECIFICATION:**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>EVIDENCE</b>
<b>QUALIFICATIONS &amp; EXPERIENCE</b>	A clear ability to manage: <ul style="list-style-type: none"> <li>· strategic financial plans</li> <li>· budgets, financial reporting, procurement and fixed assets</li> <li>· change projects</li> </ul>	Recognised management/business degree or equivalent related professional qualification Bursar specific qualification ie DSBM, CSBM, ADSBM or MSc School Business Management <b>OR</b> a willingness to study for the qualification, with the full support of the Prep School	Certificates presented at Selection Event Application Form
<b>TRAINING</b>	Evidence of Continuous Professional Development	Member of National Association of School Business Management	Application Form Selection Event
<b>KNOWLEDGE AND SKILLS</b>	Able to deliver services and systems applicable for effective Prep School management: <ul style="list-style-type: none"> <li>· deliver value for money initiatives</li> <li>· understand national and regional educational services and deliver appropriate strategies</li> <li>· lead teams and individuals</li> <li>· strategically influence decision making within the Prep School</li> <li>· use a range of ICT packages</li> </ul>	Understanding of educational enterprise issues  Understanding of promoting positive relationships with the wider Prep School community	Application Form Selection Event
<b>PERSONAL CHARACTERISTICS</b>	Highly developed interpersonal skills  Willingness to constructively challenge the work of self and others to continually improve own and team performance <ul style="list-style-type: none"> <li>· ability to maintain a work/life balance</li> <li>· ability to work under pressure and meet deadlines</li> </ul>		Application Form Selection Event
<b>SAFEGUARDING</b>	The ability to form and maintain appropriate relationships and observe personal and professional boundaries with young people		Application Form References Selection Event



**JOB DESCRIPTION**

<b>POST TITLE</b>	<b>PART-TIME BURSAR</b>
<b>MAIN PURPOSE</b>	<ul style="list-style-type: none"> <li>✓ The Bursar is the Prep School’s leading support staff professional and works as part of the Senior Leadership Team to assist the Headmistress in her duty to ensure that the Prep School meets its educational aims.</li> <li>✓ The Bursar is responsible for providing professional leadership and management of Prep School support staff in partnership with teaching staff, to enhance their effectiveness in order to achieve improved standards of learning and achievement in the Prep School.</li> <li>✓ The Bursar promotes the highest standards of business ethos within the administrative function of the Prep School and strategically ensures the most effective use of resources in support of the Prep School’s learning objectives.</li> <li>✓ The Bursar is responsible for the Financial Resource Management, Administration Management &amp; Human Resource Management of the Prep School.</li> </ul>
<b>MAIN TASKS</b>	<p><b>STRATEGIC DIRECTION AND DEVELOPMENT OF THE PREP SCHOOL</b></p> <p><b>LEADERSHIP &amp; STRATEGY</b></p> <ul style="list-style-type: none"> <li>✓ Attend meetings of the Senior Leadership Team, Trustees, full Governing Body and appropriate Governors’ sub-committees</li> <li>✓ Negotiate and influence strategic decision making within the Prep School’s Senior Leadership Team</li> <li>✓ In the absence of the Headmistress, take delegated responsibility for Financial and other decisions</li> <li>✓ Plan and manage change in accordance with the Prep School development/strategic plan.</li> <li>✓ To lead and manage finance support staff</li> </ul> <p><b>FINANCIAL RESOURCE MANAGEMENT</b></p> <ul style="list-style-type: none"> <li>✓ Will manage the overall financial planning process and prepare a realistic and balanced budget, in consultation with the Senior Leadership Team, Governors and Trustees.</li> <li>✓ Submit the proposed budget to the Headmistress (accounting officer) and Governors/Trustees for approval</li> <li>✓ Use the agreed budget to actively monitor and control performance to achieve value for money</li> <li>✓ Identify and inform the Headmistress, Governors &amp; Trustees of the causes of significant variance and take prompt corrective action</li> <li>✓ Propose revisions to the budget if necessary, in response to significant or unforeseen developments</li> <li>✓ Provide ongoing budgetary information to relevant people</li> <li>✓ Advise the Headmistress, Governors &amp; Trustees if fraudulent activities are suspected or uncovered</li> <li>✓ Maintain a strategic financial plan that will indicate the trends and requirements of the Prep School development plan and will forecast future year budgets</li> <li>✓ Identify additional finance required to fund the Prep School’s proposed activities</li> <li>✓ Seek and make use of specialist financial expertise</li> <li>✓ Maximise income through lettings and other activities</li> <li>✓ Select types of investments which are appropriate for the Prep School, taking account of risks, views of stakeholders and identify possible and suitable providers in order to maximise return.</li> <li>✓ Present timely and fully costed proposals, recommendations or bids</li> <li>✓ Put formal finance agreements in place with suitable providers for agreed amounts, at agreed times and appropriate agreed costs and repayment schedules</li> </ul>

- Monitor the effectiveness and implementation of agreements
- Arrange for annual audits of the school's accounts in accordance with statutory requirements.

**ADMINISTRATION MANAGEMENT**

- Maintain oversight of delivery of all Admin Services
- Act as Company Secretary
- Ensure that accounts are filed and returns are made before applicable deadlines to relevant agencies, including Companies House and the Charities Commission.

**HUMAN RESOURCE MANAGEMENT**

- Support the Office Manager in his/her role to ensure the effective delivery of all HR Services
- Manage the payroll services for all Prep School staff including the management of pension schemes and associated services.
- Ensure the Prep School's equality policy is clearly communicated to all staff in the Prep School
- Ensure that all recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements
- Monitor the relevant legal, regulatory, ethical and social requirements and the effect they have on the Prep School and staff
- Ensure people have a clear understanding of the policies and procedures and the importance of putting them into practice
- Monitor the way policies and procedures are actioned and provide support where necessary
- Seek and make use of specialist expertise in relation to HR issues
- Evaluate the Prep School's strategic objectives and obtain information for workforce planning
- Identify the types of skills, knowledge, understanding and experience required to undertake existing and future planned activities

**FACILITY & PROPERTY MANAGEMENT**

- Ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations
- Advise as to the continuing availability of utilities, site services and equipment
- Monitor, assess and review contractual obligations for outsourced school services
- Ensure a safe environment for the stakeholders of the Prep School to provide a secure environment in which due learning processes can be provided
- Ensure ancillary services e.g. catering, cleaning, etc., are monitored and managed effectively .
- Seek professional advice on insurance and advise the SLT on appropriate insurances for the Prep School and implement and manage such schemes accordingly.

**EFFICIENT AND EFFECTIVE DEPLOYMENT OF STAFF AND RESOURCES**

- Work with Governors, Trustees senior colleagues and HR Manager to recruit and retain staff of the highest quality.
- Make arrangements for the security and effective supervision of the Prep School buildings, their contents and the grounds.
- With the Headmistress and appropriate Governors & Trustees set appropriate priorities for expenditure, allocation of funds and effective administration and control.
- Manage and organise the accommodation efficiently and effectively to ensure it meets the needs of the curriculum, community use and health and safety regulations.
- Work with colleagues to deploy and develop all staff effectively in order to maintain and improve the quality of education provided.
- Manage, monitor and review the range, quality and use of all available resources in order to improve the quality of education, improve students' achievements, ensure efficiency and secure value for money.

**ACCOUNTABILITY**

- Contribute to the development of an organisation in which all the staff recognise that they are



	<p>accountable for the success of the Prep School.</p> <ul style="list-style-type: none"> <li>✓ Provide information, objective advice and support to the Governing Body to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of progress and attainment, and for achieving efficiency and value for money.</li> <li>✓ Carry out any such duties as may be reasonably required by the Headmistress and Governing Body.</li> </ul> <p><b>SAFEGUARDING CHILDREN &amp; SAFER RECRUITMENT</b></p> <p>Our Prep School is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment. In particular the Headmistress will ensure that:</p> <ul style="list-style-type: none"> <li>✓ The policies and procedures adopted by the Governing Body are fully implemented and followed by all staff.</li> <li>✓ Sufficient resources and time are allocated to enable the Designated Person and other appropriate staff to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings, and contributing to the assessment of children.</li> <li>✓ All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistleblowing practices.</li> </ul>
	<p>The Bursar will provide and support professional leadership and management across the Prep School in order to secure high quality outcomes for all staff and students.</p> <p>The Bursar must play a major role in:</p> <ul style="list-style-type: none"> <li>✓ formulating the aims and objectives of the Prep School with respect to strategic alignment of budget to Prep School development plan</li> <li>✓ establishing the policies through which they are to be achieved</li> <li>✓ managing staff and resources effectively</li> <li>✓ monitoring progress towards their achievement</li> </ul> <p>All staff at The Ursuline Preparatory School Ilford are expected to:</p> <ul style="list-style-type: none"> <li>✓ be fully supportive of the Prep School’s Catholic ethos</li> <li>✓ value and accept every member of the Prep School community as an individual</li> <li>✓ encourage and support each member of the Prep School community to realise their potential through the Prep School’s rewards systems</li> <li>✓ provide a student friendly learning environment</li> <li>✓ lay the foundations for ‘lifelong learning’</li> <li>✓ strive for excellence in all aspects of the Prep School</li> <li>✓ respect and value our partnership with parents and the community</li> <li>✓ participate in the Prep School’s programme of continuing professional development</li> <li>✓ use technology to actively improve outcomes</li> </ul>
<p><b>REPORTING TO:</b></p>	<p>Governing Body Trustees Headmistress</p>
<p><b>LIAISING WITH:</b></p>	<p>Governing Body Senior Leadership Team External Agencies <b>Leads &amp; Manages:</b> Finance Team Office Manager</p>
<p><b>WORKING TIME:</b></p>	<p><b>Part Time</b> Initially 3 days a week. Core Hours for three days a week: 24 hours a week</p>
<p><b>SALARY/GRADE:</b></p>	<p><b>£45,000 FTE</b></p>
<p><b>DISCLOSURE LEVEL:</b></p>	<p>Enhanced DBS Check Barred List Check Annual Employee Declaration</p>



**DECLARATION**

I have read the Job Description and agree to all the terms and conditions set out. I also agree to comply with all Prep School Policies, Child Protection/Safeguarding and Health & Safety regulations. I understand that this Job Description is not an exhaustive list and I agree, when required, to undertake any reasonable request made by the Governing Body or Trustees.

**Name:**

**Signature:**

**Date:**



GENERAL ACCOUNTABILITIES AND RESPONSIBILITIES	
<b>GREEN STATEMENT</b>	<p><b>This will involve:</b></p> <ul style="list-style-type: none"> <li>▪ Contributing to the School’s commitment to making Redbridge a cleaner, greener place to live. In particular, demonstrating good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in your job.</li> <li>▪ Supporting the School’s commitment to work towards a paperless office.</li> <li>▪ Encourage and support the use of sustainable travel to and from the school.</li> </ul>
<b>DATA PROTECTION/CONFIDENTIALITY</b>	<p><b>This will involve:</b></p> <ul style="list-style-type: none"> <li>▪ Complying with the Data Protection Act 1998 – treating all information acquired through your employment, both formally and informally, in strict confidence and in accordance with Caldicott principles.</li> <li>▪ Complying with the Code of Conduct, other practice guidelines and the rules and protocols defining employees’ access to and use of the School’s databases and systems. Any breaches could result in disciplinary measures.</li> <li>▪ Maintaining client records and archive systems in accordance with departmental procedure, policy and statutory requirements.</li> </ul>
<b>CONDUCT AND WHISTLEBLOWING</b>	<p><b>This will involve:</b></p> <ul style="list-style-type: none"> <li>▪ Complying with the requirements of the Code of Conduct and maintaining high standards of personal conduct, honesty and integrity. You have a duty to raise any impropriety or breach of procedure to the appropriate level of management. Employees making such disclosures (whistleblowing) are protected and may make them without fear of recrimination.</li> </ul>
<b>SAFER WORKING</b>	<p><b>This will involve:</b></p> <ul style="list-style-type: none"> <li>▪ Commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults. The School will require a DBS (formerly CRB) Disclosure check and Barred List (formerly List 99) check. References will be taken up prior to interview.</li> <li>▪ Annual Employee Declaration</li> </ul>
<b>EQUALITIES</b>	<p><b>This will involve:</b></p> <ul style="list-style-type: none"> <li>▪ Complying with the School’s strong commitment to achieving equality of opportunity and outcomes for staff and pupils. You are expected to understand, comply with and promote School policies in your work, to undertake any appropriate training and, where appropriate, to report any prejudice or discrimination.</li> </ul>
<b>STANDARDS</b>	<p><b>This will involve:</b></p> <ul style="list-style-type: none"> <li>▪ Complying with the School’s high standards thereby promoting the continued development of high quality, individualised service to all staff and pupils.</li> </ul>
<b>HEALTH AND SAFETY</b>	<p><b>This will involve:</b></p> <ul style="list-style-type: none"> <li>▪ Being responsible for your own Health &amp; Safety, as well as that of colleagues, pupils and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.</li> </ul>
<b>TO CONTRIBUTE AS AN EFFECTIVE AND COLLABORATIVE MEMBER OF THE TEAM</b>	<p><b>This will involve:</b></p> <ul style="list-style-type: none"> <li>▪ Taking responsibility for continuing self-development and participating in training and development activities.</li> <li>▪ Supporting and contributing to ensure a commitment to continued efficiencies and improvements.</li> </ul>
<b>FLEXIBILITY</b>	<p><b>This will involve:</b></p> <ul style="list-style-type: none"> <li>▪ The above-mentioned duties are neither exclusive nor exhaustive. From time to time you may be required to undertake responsibilities outside the normal remit of your Job Description as required by the line manager, and are broadly within your grading level and competence.</li> </ul>



**THE URSULINE PREPARATORY SCHOOL ILFORD**  
Independent Roman Catholic School for Girls and Boys (3 – 11 Years)

**Headmistress:**  
**Victoria McNaughton**

**PART-TIME BURSAR**

Salary: £45,000 FTE depending on qualifications and experience  
Required for January 2019

*"Its Catholic ethos is at the heart of its work, and pupils develop as well rounded individuals with excellent personal qualities and a love of learning.*

*... there is a strong sense of teamwork and common purpose.*

*... pupils' standard of attainment are generally well above average in both Mathematics and English"*  
*(ISI report – March 2013)*

The Governing Body is seeking to appoint an outstanding, ambitious, suitably qualified Part-Time Bursar (DSBM, CSBM, ADSBM or MSc School Business Management) to build on our established excellent reputation and contribute to supporting our Prep School on its journey to 'outstanding' in all areas. You will also show a commitment to your profession by membership of the NASBM.

The successful candidate will:

- be the Prep School's leading support staff professional, working as part of the Senior Leadership Team to assist the Headmistress in her duty to ensure the Prep School meets its educational aims.
- be responsible for providing professional leadership and management of Prep School support staff in partnership with teaching staff, to enhance their effectiveness in order to achieve improved standards of learning and achievement in the Prep School.
- promote the highest standards of business ethos within the administrative function of the Prep School and strategically ensure the most effective use of resources in support of the Prep School's learning objectives.
- be responsible for the Financial Resource Management/Administration Management, Human Resource Management of the Prep School.
- be a strategic thinker with the ability to formulate medium to long term planning in order to continually drive the success and direction of the Prep School
- be a credible, inspirational strategic leader with vision and ability to motivate and steer the Prep School to continued success
- be an effective all round communicator able to build on our links with our wider community including the many feeder schools that support us

This is a key post and these skills will be harnessed to contribute to shaping the future of our high achieving Prep School. Our core values, set out in our Mission Statement, drive all we do to ensure every member of the Prep School community fulfils their potential. We are committed to ensuring all staff are given the opportunity to develop professionally; supporting their ability to enhance the contribution they make towards the academic, spiritual, moral and cultural well-being of our students.

**What sets us apart?**

You will join a popular and successful school; be part of a team of committed, highly professional teachers and support staff in a school which has an excellent academic record as well as a tradition as a caring community; and work in a supportive environment with continuous professional development a strong feature of the life of the school.

**Rewards and benefits package:**

- Excellent terms and conditions of employment including membership of the Independent Schools' Pension Scheme
- Comprehensive staff well-being programme including, staff well-being massages, flu vaccinations, health checks



- *Work with highly motivated, hard-working pupils who are eager to learn supported by parents who actively engage with the school*
- *Work in a central location with excellent access to transport links (bus, rail, tube)*

The school is committed to safeguarding and promoting the welfare of children. To ensure that this is achieved we expect all employees to share this commitment and staff will be recruited and selected in line with safer recruitment policy and practice. The successful applicant will undertake an enhanced DBS check. This post is exempt from the Rehabilitations of Offenders Act 1974.

Application packs are available from Helen Roddy, Office Manager or the school website:  
[hrofficer@urspsi.org.uk](mailto:hrofficer@urspsi.org.uk) or telephone 020 8518 4050 [www.urspsi.org.uk](http://www.urspsi.org.uk)

*Please note we are unable to accept application by CV.*

**Visits to our happy, friendly school are welcomed and encouraged -  
please call the school office to arrange a mutually convenient time.**

**CLOSING DATE: 12 noon Friday 30<sup>th</sup> November 2018**

**INTERVIEWS WILL BE HELD ON:**

**Thursday 6<sup>th</sup> December 2018**