

URSULINE HIGH SCHOOL**TECHNICIAN FOR THE ARTS FACULTY
(MUSIC, ART & DRAMA)****GENERAL INFORMATION****Background**

The Ursuline High School has been established for over 125 years in Wimbledon and is an Outstanding Roman Catholic Girls school in the heart of Wimbledon. The Ursuline has a strong Catholic identity and mission based on the charism of St Angela Merici.

The school currently caters for 1344 girls aged 11-18, which includes approximately 320 students in our Sixth Form. We have a joint Sixth Form with Wimbledon College, sharing facilities on both sites.

School Structure

This post will be responsible to the Director of Music and Performance.

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, points 7 – 10, £22,377 - £23,607 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.

An option for full time is available should the candidate prefer.

General Information

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.

Completed applications should be returned to **Mrs R Martin, Headteacher's Assistant PA, Ursuline High School, Crescent Road, Wimbledon, London, SW20 8HA** by **Monday 24th June 2019**.