

URSULINE HIGH SCHOOL

SCIENCE TECHNICIAN

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 1348 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.

Administrative Structure

This post will be responsible to the Principal Science Technician.

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. (S)he must be able to supervise students.

Salary

The salary for this post will be scale ME4, points 3 – 4, currently £20,835 - £21,210 per annum. Please note, however, that these figures are for a full time post, whereas this position is term time only (a total of 39 weeks). Your salary will be paid pro rata.

A full time position 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.

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

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**.