



St Ursula's Convent School

A Humanities College and Teaching School

School Administrative / Reprographics Officer

Grade	Scale 3, point 5-6
Hours	35 hours per week Normal work pattern 08:00-16:00
Weeks	41 weeks per annum (term time including INSET + 10 days)
Salary	£24,804 - £25,212 pro rata
Start	ASAP
Contract	Permanent

St Ursula's are seeking to appoint an Administrative/Reprographics Officer to provide a professional and comprehensive support service for our school. This post is primarily based in our busy school office.

The successful applicant will:

- Have excellent interpersonal and administration skills
- Ideally have previous reprographics
- Possess a creative flair for design work and be familiar with relevant software
- Be highly organised and have an ability to remain calm under pressure
- Work well independently and also as a member of a team
- Have experience of working in an office environment, with a good working knowledge of Microsoft Office (Word, Excel, Powerpoint, Publisher) and email systems

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, highly oversubscribed Catholic girl's school with a reputation for excellence. (Ofsted 2015, 2010 & 2007). As a Teaching School, 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 our support staff application form can be found on the school website www.stursulas.com. Completed applications and / or any enquires should be sent to Diane Williams, School Business Manager SPeters@stursulas.com

Closing date for receipt of applications is 10.00 am. Suitable candidates may be interviewed before the closing date and the school reserves the right to withdraw the position if an early appointment is made. Applicants are therefore encouraged to apply early.