

URSULINE HIGH SCHOOL
LIBRARY RESOURCE ASSISTANT
BACKGROUND INFORMATION

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

The post will be directly responsible to either a Deputy Headteacher or an Assistant Headteacher.

Person Specification

The person appointed should be accurate, well organised and possess good communication and interpersonal skills. (S)he must possess initiative and good IT skills. The ability to supervise students and be sympathetic to their needs is paramount. The person appointed needs to be pro-active in promoting the Learning Resource Centre.

Salary

The salary for this post will be ME6, points 7 - 10, £22,377 - £23,607 per annum. Please note that these figures are for a full time post whereas this position is for 41 weeks, term time plus 2 weeks during the school holidays (to be agreed with the line manager) and therefore you will be paid pro rata.

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 with one hour for lunch. Flexibility will be necessary during certain times of the year.

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**.