



# St Ursula's Convent School

## A Humanities College and Teaching School

### School Office Manager

**required as soon as possible**

Hours: 35 hours per week / 52 weeks per year  
Grade: SO1 / scale point 23-25  
Contract: Temporary until July 2022 with a view to becoming permanent  
Salary: £30,585 - £31,557 per annum

St Ursula's Convent School is an outstanding Roman Catholic Secondary Girls School with an excellent reputation.

We require an experienced School Office Manager to join our friendly team, who is capable of working under pressure, has the ability to manage a number of staff and will rise to the challenge of running and working in our busy office.

You will need to be competent in ICT and Microsoft Packages – Word, Excel (Publisher and Power Point desirable) You must also have good levels of literacy and numeracy. A working knowledge of SIMS would be beneficial.

Accuracy, diplomacy and excellent communications skills are essential.

In return, the school can offer an excellent professional working environment.

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.

St Ursula's Convent School is committed to safeguarding and protecting the wellbeing of children and young people and expects all staff to share their commitment. Our Safeguarding Policy can be viewed on our website. An enhanced DBS is required for all successful applicants.

Further details can be found on the school website and applications can be made by completing the St Ursula's CES application forms supplied.

Please send completed applications to Luisa Element, Headteacher's PA at [lelement@stursulas.com](mailto:lelement@stursulas.com)

**Closing date:** Monday 25 October 2021 at 12 noon  
(but this may close early if we received a large number of applications)  
**Interview date:** November 2021

