



# St Ursula's Convent School

## A Humanities College and Teaching School

### IT Provision Manager

<b>Grade</b>	Scale 5 – Scale 6 depending on experience
<b>Hours</b>	35 hours per week
<b>Weeks</b>	Full time (all year round)
<b>Salary</b>	£27,807-£31,731pa
<b>Start</b>	ASAP
<b>Contract</b>	Permanent

St Ursula's has a vacancy for a reliable, creative, and organised professional with a good knowledge of IT and excellent people skills to provide technical support to our school.

The successful applicant will:

- Have excellent IT and interpersonal skills
- Be highly organised and have an ability to remain calm under pressure
- Work well independently and also as a member of a team

**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 Catholic girl's school with a reputation for excellence. (Ofsted 2015). 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. **An enhanced DBS is required for all successful applicants.**

**In compliance with safeguarding guidelines we can only accept completed support staff application forms, which can be found on the school website [www.stursulas.com/vacancies](http://www.stursulas.com/vacancies) - please do not submit a standalone CV. Completed application and / or any enquires should be sent to Diane Williams [dwilliams@stursulas.com](mailto:dwilliams@stursulas.com)**

**Closing date for receipt of applications is 10am on 14th April 2023.** 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.