



St Ursula's Convent School

A Humanities College and Teaching School

Attendance & Medical Officer

Grade	Scale 5, point 12-15
Hours	35 hours per week
Weeks	Full Time – All Year (Possibility of TT + 10 days if requested)
Salary	£27,807-£29,214 (pro rata if TT + 10 days)
Start	ASAP / 1 September 2023
Contract	Permanent

St Ursula's are seeking to appoint an Attendance & Medical Officer to provide a professional and comprehensive support service for our school

The successful applicant will:

- Have experience of working in a school office environment, with a working knowledge of Microsoft Office / Google Workspace and experience of using SIMs or similar software
- 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.

Full details including our teaching 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 dwilliams@stursulas.com Please note that we are only able to accept fully completed school application forms, and stand-alone CVs will not be considered.

Closing date for receipt of applications is 10am on 16th June 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.

