



# St Ursula's Convent School

## A Humanities College and Teaching School

### School Office Manager

### with responsibility for setting cover

### Start: 1 September 2023

Hours: 35 hours per week / 52 weeks per year  
07:15 - 15:15 with one hour lunch break each day  
Grade: SO1 / scale point 23-25  
Salary: £33,351 - £34,341 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 as would experience of setting cover.

Accuracy, diplomacy and excellent communications skills are essential.

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. 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.

Full details including our support staff application form can be found on the school website [www.stursulas.com](http://www.stursulas.com). Completed applications and / or any enquires should be sent to Diane Williams, School Business Manager [dwilliams@stursulas.com](mailto:dwilliams@stursulas.com)

**Closing date for receipt of applications is 30 July 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**