



St Ursula's Convent School

A Humanities College and Teaching School

Admissions & Admin Officer

Hours:	PART TIME term time only – 3 days a week or 5 half days (negotiable)
Grade:	Scale 5 / scale point 12 - 15
Contract:	Permanent
Salary	£27,807 - £29,214 per annum full time – actual salary is pro rata dependent on hours
Start date	1 September 2023

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

We require an Admissions & Admin Officer to join our friendly team and manage school admissions. The successful candidate will be capable of working under pressure and will rise to the challenge of 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 Catholic 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. A fantastic location with excellent transport links including the DLR, Elizabeth line and main line railways.

Full details including our support staff application form can be found on the school website:

www.stursulas.com. Completed applications and / or any enquires should be sent recruitment@stursulas.com

Please note that we are only able to accept fully completed school application forms; stand-alone CVs will not be accepted.

Suitable candidates may be interviewed on receipt of application.

