



# St Ursula's Convent School

## A Humanities College and Teaching School

### Admin Assistant with First Aid duties

<b>Grade</b>	Scale 2 (sp 3-4) depending on experience
<b>Hours</b>	35 hours per week
<b>Weeks</b>	All year round
<b>Salary</b>	£26,238 - £26,634 per annum <b>pro rata</b>
<b>Contract</b>	Temporary role, start as soon as possible, expires on 31 <sup>st</sup> July 2024

St Ursula's is seeking to appoint an Admin Assistant with first aid duties to provide a professional and comprehensive support service for our school. This temporary role is to assist in a range of administrative duties within the school office, primarily they will be the first point of call for student first aid. It is an ideal opportunity for someone to gain experience in a busy school office.

#### The successful applicant will:

- Have excellent 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

In return, the school can offer a good working environment with opportunities and encouragement to develop both personally and professionally. Staff wellbeing is a high priority. We are based in a fantastic location with excellent transport links including the DLR, Elizabeth Line and mainline railways.

At St Ursula's Convent School students are ambitious and aspire to be the very best; 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 Convent School is committed to safeguarding and protecting the well-being 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 a teaching staff application form can be found on the school website [www.stursulas.com](http://www.stursulas.com)

Please note that we cannot accept stand-alone CV's  
Completed applications and/or any enquires should be sent to [recruitment@stursulas.com](mailto:recruitment@stursulas.com)  
The closing date for applications is 12<sup>th</sup> June at midday.

**Applicants may be interviewed before the closing date if their application is considered suitable, so please apply at the earliest opportunity.**

