



St Ursula's Convent School A Humanities College and Teaching School

School Office Manager

**with responsibility for setting cover
required as soon as possible**

Hours:	35 hours per week / 52 weeks per year 07:15-15:15 with one-hour lunch break each day (unpaid) During school holidays 08:00-16:00 with one-hour lunch break each day (unpaid)
Grade:	SO1 / scale point 23-25
Salary	£35,577-£36,567 per annum

St Ursula's Convent School is looking to recruit 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 organising, running and working in our busy office.

You will need to be competent in ICT and Microsoft Packages – Word, Excel (Publisher and PowerPoint 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 communication skills are essential.

St Ursula's is a Catholic girl's school based in the heart of Greenwich. 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. Completed applications and / or any enquires should be sent to recruitment@stursulas.com

Please note that we cannot accept stand alone CV's

Closing date for receipt of applications is Wednesday 31st July at midday.

