



St Ursula's Convent School

A Humanities College and Teaching School

IT Provision Manager

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| Grade | Scale 5 – Scale 6 depending on experience |
| Hours | 35 hours per week |
| Weeks | Full time (all year round) |
| Salary | £25,137-£28,992 |
| Start | ASAP |
| Contract | Permanent |

Due to unforeseen personal circumstances, St Ursula's have a vacancy for a reliable, creative, and organised professional with a good knowledge of IT and excellent people skills to provide technical support to our school.

The successful applicant will:

- Have excellent IT and 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

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, highly oversubscribed Catholic girl's school with a reputation for excellence. (Ofsted 2015, 2010 & 2007). As a Teaching School, 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.**

In compliance with safeguarding guidelines we can only accept completed support staff application forms, which can be found on the school website www.stursulas.com/vacancies - please do not submit a standalone CV.

Completed application and / or any enquires should be sent to Luisa Element: lelement@stursulas.com

Closing date for receipt of applications: midnight on Tuesday 23 November 2021

Interview date: Monday 29 November 2021

