



ELLESMERE PORT CATHOLIC HIGH SCHOOL

'I have come so that they may have life and have it to the full' John 10.10

September 2019

Dear Applicant

Student Services Officer AAAE5279

Permanent

Grade 3, Salary £17,711 - £18,426

£13,022 – £13,547 actual per annum

32.5 hours a week, 8.30am – 3.30pm, Term-Time (38 weeks per year)

Thank you for your interest in the post of Student Services Officer at Ellesmere Port Catholic High School. Following an internal restructure and change in role for the existing post holder we are seeking to appoint a Student Services Officer to start as soon as possible.

You will be located in the Student Services office, working alongside the Attendance Officer.

The principle responsibility is to provide the first point of contact for students requiring assistance during the school day, liaising with staff and parents as required. You will also over-see the school's first-aid provision responding as first response to first-aid needs in the school.

Whilst school experience would be beneficial we are looking for applicants with experience in a busy environment with the drive and ability to learn on the job.

You should enjoy working with young people, be willing and have the ability to engage with them in a calm and approachable manner with a passion for contributing to their development and success whilst at this school. You should be happy working both on your own and as part of a team, and have a good sense of humour.

The successful candidate is expected to be enthusiastic, highly motivated with developed skills and have the ability to work within the larger team of administrative support.

Enclosed is a copy of our job description, person specification and application form. The completed application form should be returned by **9am on Friday 27th September 2019**. Following completion of the short-listing process, candidates will be invited for interview the following week

The application form allows some space for a letter of application. The letter will form an important part of the initial selection process for short-listing. Should you decide to apply for the post you should not feel constrained by the space available and a separate sheet is perfectly acceptable. Please complete the application form in full. CVs will not be accepted as a substitute for the information required.

We take our responsibility to protect and safeguard the welfare of our students seriously. Successful candidates will be DBS checked. The school is committed to Equality of Opportunity.

Mr Carl Jones
Business Manager

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