



ELLESMERE PORT CATHOLIC HIGH SCHOOL

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

January 2020

Dear Applicant,

Sixth Form Administrator AAAE5230

Permanent

Grade 4: £18,426 – £19,171 per annum (pro rata)

(£11,846 - £12,325 actual salary)

27.5 hours per week, (Mon-Fri 9.00 – 3.00)

40 weeks per year

Thank you for your interest in the above post at Ellesmere Port Catholic High School. We are looking for a Sixth Form Administrator to join our team, working alongside the Head of 6th Form providing an efficient administration process and support the 6th Form.

Previous administration experience and experience of working with young people is essential as well as a commitment to providing a quality service.

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.

The completed application form should be returned to hr@email.epchs.co.uk or by post addressed to Miss T Moore by **noon on Friday 24 January 2020**. Following completion of the short-listing process, candidates will be invited for interview.

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.

C. Vile

Mrs C Vile
Headteacher

Capenhurst Lane, Whitby, Ellesmere Port, Cheshire, CH65 7AQ

Tel: 0151 355 2373 Attendance Line: 0151 513 4453

Email: admin@email.epchs.co.uk www.epchs.co.uk

Headteacher: Mrs C. Vile B.Ed. Hons

