



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,

**Personal Assistant to Headteacher
Full-Time, 52 Weeks Per Year
NJC Grade 6**

Thank you for your enquiry regarding the above post. This is a pivotal role in our school an environment from which effective teaching and learning can take place with sound administrative support.

Please find enclosed a job description, person specification and the application form. 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 and should include examples that align with the Job Description and Person Specification. Should you decide to apply for the post you should not feel constrained by the space available and a separate letter is perfectly acceptable. Please do not submit a CV in preference to completing the application form and the letter of application as this will be discounted. Application consistency is necessary as it forms part of our Safeguarding procedures.

Potential applicants are most welcome to visit the school prior to completing an application. Please telephone to arrange this if you are able and if you feel that this would be of benefit to you.

The closing date for the receipt of applications is 9.00am on Monday 20th January 2020 with interviews later that week. Completed applications should be marked for the attention of the Business Manager and either posted to the school address or e-mailed to HR@email.epchs.co.uk

Please ensure you complete the required CES application forms.

Ellesmere Port Catholic High school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to complete an enhanced DBS check. I look forward to reading your application and wish you every success.

Yours sincerely,

Mrs C Vile
Headteacher