



ELLESMERE PORT CATHOLIC HIGH SCHOOL

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

March 2020

Dear Applicant,

I am delighted that you are interested in this post of Office & Cover Manager. We are seeking to appoint an outstanding practitioner to this post.

The successful candidate will be a dedicated professional who will be responsible for leading the customer facing areas of the school. This will include overseeing and developing the school's reception, student services and administrative functions. A key part of the role will be to ensure daily cover arrangements are in place across the school. Monitor and develop the use of technology to ensure the efficient and cost-effective delivery of the support service. Ensure the school's website is up to date and relevant.

The appointment will offer the successful candidate the opportunity to contribute to the success of the school.

As you will see from the job description, the roles and responsibilities encompassed within the position will provide the post holder with the opportunity to make a significant whole-school impact and gain excellent professional development.

If you are interested in applying for this key post, please complete the application form and attach a letter of no more than two sides of A4, to accompany your application form, detailing the following:

- How your experience so far has prepared you for this post.
- Your vision for outstanding standards in this area.

The closing date for the receipt of applications is noon on Friday 20th March 2020. Completed letters and application forms should be marked for the attention of Mr Carl Jones, Business Manager and either posted to the school address or e-mailed to hr@email.epchs.co.uk

Interviews are scheduled to take place week beginning 23rd March 2020.

If you wish to visit the school for an informal discussion prior to applying for the post please contact the school and we will be happy to arrange this.

I look forward to reading your application and wish you every success.

Yours sincerely,

Mrs C Vile
Headteacher

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Headteacher: Mrs C. Vile B.Ed. Hons

