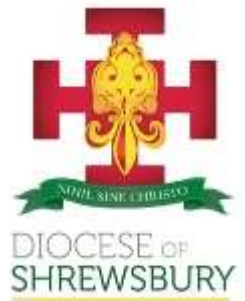




ELLESMERE PORT CATHOLIC HIGH SCHOOL

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



## Personal Assistant to Headteacher

**NJC Grade 5  
Full-time, Full year  
Maternity Cover until December 2022  
Required as soon as possible**

The Governors of the school are looking to appoint an enthusiastic, well-qualified and experienced professional to this full-time, full-year post. You will provide the Headteacher with high quality executive secretarial, administration and personal support.

The role includes a range of responsibilities that will require a broad set of skills, relevant qualifications, enthusiasm and resilience. The successful candidate will be a valued member of our team and will interact with a wide variety of stakeholders (staff, governors, parents and pupils, contractors and other advisors).

Application forms and further details are available to download from the school website [www.epchs.co.uk](http://www.epchs.co.uk) and can be emailed to [Human.Resources@epchs.co.uk](mailto:Human.Resources@epchs.co.uk) or posted back to Miss T Moore at the school.

**Applications should be returned by 9.00am Monday 22<sup>nd</sup> November 2021**

Interviews will be held week Thursday 25<sup>th</sup> November 2021

Our school community places the highest priority on keeping children safe. Applicants for all posts will be subject to an enhanced Disclosure and Barring Service check.

In partnership with the RC Diocese of Shrewsbury and Cheshire West and Chester Council

Capenhurst Lane, Whitby, Ellesmere Port, Cheshire, CH65 7AQ  
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Email: [admin@epchs.co.uk](mailto:admin@epchs.co.uk) [www.epchs.co.uk](http://www.epchs.co.uk)  
Headteacher: Mrs C. Vile B.Ed. Hons

