



ELLESMERE PORT CATHOLIC HIGH SCHOOL

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

Sixth Form Administrator AAAE5230

Permanent

Grade 4: £18,933 – £19,698 per annum (pro rata)

(£12,398 - £12,899 actual salary)

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

40 weeks per year

Governors are seeking to appoint an enthusiastic, hardworking and experienced Sixth Form Administrator to join our team, working alongside our Head of 6th Form providing an efficient administration process and support to the 6th form.

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

Application forms and further details are available to download from the school website www.epchs.co.uk and can be emailed to Human.Resources@epchs.co.uk or posted back to Miss T Moore at the school.

Applications should be returned by 9am Friday 22nd April.

Interviews will be held week the following week

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

Tel: 0151 355 2373 Attendance Line: 0151 513 4453

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

Headteacher: Mrs C. Vile B.Ed. Hons

