



ELLESMERE PORT CATHOLIC HIGH SCHOOL

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

May 2022

Dear Applicant,

Administration Assistant (Cover & Reprographics) AAAE5034

Grade 4, Actual salary £16,972 - £17,658 per annum
37 hours a week, 7.30am – 3.30pm, 40 weeks per year

Thank you for your interest in the post of Administration Assistant at Ellesmere Port Catholic High School.

The principal responsibilities of this role are for the administration, managing the strategic and daily cover and reprographics requirements for the school. You will also offer additional support in responding to First-aid needs.

Whilst school experience would be beneficial, we are looking for applicants with administrative experience in a busy environment with the drive and ability to learn on the job. Attention to detail is essential, as is willingness to be first aid trained.

You should have a genuine interest in working with young people, with a passion for contributing to their development and success whilst at this school.

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.

Enclosed is a copy of our job description, person specification and application form. The completed application form should be returned by **9.00am on Friday 27th May 2022**. 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 Enhanced DBS and Barred List checked. The school is committed to Equality of Opportunity.

Yours sincerely

Mrs C Vile
Headteacher

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