



ELLESMERE PORT CATHOLIC HIGH SCHOOL

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

Receptionist (AM)

22.5 hours per week (08.00am – 12.30pm)

38 weeks per year

Grade 3 (£9,425 - £9,805) Actual

Thank you for your enquiry regarding the above position. Governors are seeking to appoint a receptionist to work as part of our Support Service, who is enthusiastic, organised and has a flexible approach to work.

The successful candidate is expected to be enthusiastic and highly motivated. 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.

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.

The closing date for the receipt of applications is noon on **9.00am Thursday 21st July**.

Interviews will take place Friday 22nd July.

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

Human.Resources@epchs.co.uk

We take our responsibility to protect and safeguard the welfare of our students seriously. Successful candidates will be DBS checked. The school is committed to Equality of Opportunity.

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

Yours sincerely,

Mrs C Vile
Headteacher



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

