



ELLESMERE PORT CATHOLIC HIGH SCHOOL

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

Administration Assistant (Cover & Reprographics)

AAAE5034

Permanent

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

Governors are seeking to appoint an Administration Assistant to work as part of our Support Service, who is enthusiastic, organised and has a flexible approach to work.

Managing the strategic and daily deployment of cover resource across the school, ensuring that all safeguarding requirements are met, and that the delivery of cover is efficient, effective and facilitates continuity of learning.

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 and follow through a task to completion are essential, as is willingness to be first-aid trained.

You should enjoy working with young people, with a passion for contributing to their development and success.

Application forms and further details are available to download from the school website www.epchs.co.uk

Applications should be returned by 9.00am on Friday 27th May 2022.

Interviews to be held Tuesday 7th June

Our school community places the highest priority on keeping children safe. Applicants for all posts will be subject to an enhanced DBS criminal check.

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

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