



## Personal Assistant to Headteacher

**Grade 5 (£20,043 – £22,129)**

**37 hours per week, Full year**

**Permanent**

**Required as soon as possible**

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 Tuesday 29<sup>th</sup> November 2022**

Interviews will be held Thursday 01<sup>st</sup> December 2022

**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

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

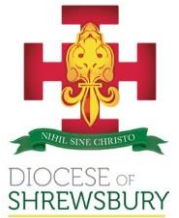
In the Trusteeship of the R.C. Diocese of Shrewsbury and in partnership with our partner primary schools  
Our Lady Star of the Sea, St Bernard, St Mary of the Angels and St Saviour, serving the pastoral area of Ellesmere Port





# ELLESMERE PORT CATHOLIC HIGH SCHOOL

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



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