St. Paul’s Catholic Schools Federation

St. Paul’s RCVA Middle School

South Road

Alnwick

Northumberland

NE66 2NU

 Telephone: 01665 602650

 Fax: 01665 606297

St. Paul’s RCVA First School

South Road

Alnwick

Northumberland

NE66 2NU

Telephone: 01665 602547

Fax: 01665 606297

**"Working Together to Secure Excellent Education
in a Christian Setting at the Heart of Our Community"**

19September 2014

**Application for the post of Clerical Assistant**

Thank you for your interest in the post of Clerical Assistant.

Our school is part of The Alnwick Partnership of Schools, a federation of St Paul’s RCVA First School and St Paul’s RCVA Middle School. By working in partnership, both schools enjoy the benefits of this unique arrangement within the town, which allows pupils to share this glorious site and state of the art facilities in the heart of Alnwick.

The schools are dedicated to St Paul, who gives our school a worthy example of Christian faith in action and links us firmly with the parish community of St Paul’s RC Church, Alnwick and the Mercy Associates who support us with great generosity. We are also very fortunate to have a committed, proactive team of Governors who are very interested and involved in all aspects of the school including developing strong relationships with parents.

Both Catholic schools share a caring Christian ethos where people of all faiths are welcomed, valued and affirmed. Prayer and worship are at the heart of our schools where we encourage deep respect for Gospel values in the day to day life of all those who are part of our community.

The successful applicant will join an experienced team of support staff who are committed to providing a welcoming environment and excellent administration support. To find out more about our school please explore our website [www.stpaulsalnwick.co.uk](http://www.stpaulsalnwick.co.uk)

I do hope that after reading the attached information you will decide to apply for the post. Please note that completed applications should be printed and a **signed hard copy should be POSTED** to the above address.

I look forward to receiving your application.

Yours sincerely,

M C Wilson

Mrs M C Wilson

Executive Headteacher