Catchgate Primary School Head Teacher: Mrs Joanne E Shaw

Blackett Street Tel: 01207 234252

Catchgate Fax: 01207 237918

Stanley Mobile: 07972160375

Co. Durham Email:catchgate@durhamlearning.net DH9 8LX Visit: www**.**catchgate.durham.sch.uk

 Learning, Understanding & Achieving Together”

9th March 2018

Dear Applicant,

Administration Officer 37 Hours

Permanent TTO Term time only plus 3 weeks

Thank you for your enquiry and request for details for the Admin Officer position at Catchgate Primary School.

Please find enclosed in this application pack:

* Job Description
* Essential Criteria
* Application form and guidance notes
* Disqualification by association form

Please return the completed application form to school **electronically** on the above email address**,** to arrive no later than **4.00pm on Tuesday 17th April 2018.**

Interviews will take place on the Morning of Tuesday 24th April 2018. Shortlisted candidates will be contacted by telephone initially and invited to the next stage of the selection process by **email**. Please note that the vast majority of communication regarding this post will be **via email. Therefore applicants should check email accounts regularly.**

If you do not hear from the school by Thursday 19th April then you should presume that your application has been unsuccessful on this occasion.

Thank you for your interest. If you require any further information about this post then please do not hesitate to contact me.

Yours sincerely

Mrs Nicola L Bambridge

School Business Manager



