Catchgate Primary School Head Teacher: Mrs Joanne E Shaw

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 Learning, Understanding & Achieving Together”

October 2018

Dear Applicant,

Thank you for your enquiry and request for details for the position of Administration Assistant at Catchgate Primary School.

Please find enclosed in this application pack:

* Job description
* Person specification and essential criteria
* Application form and guidance notes

Mrs Bambridge, School Business Manager will be giving a tour of the school on Wednesday 10th October at 4.00pm and Monday 15th October at 4.00pm. If you would like to attend please contact via email or phone.

Please return the completed application form **to school by** email**,** to arrive no later than **4.00pm on Wednesday 17th October 2018.**

Interviews will take place on the morning of Friday 19th October 2018. All communication relating to this post will be via email.

Thank you for your interest.

Mrs J.E. Shaw

Head Teacher



