

# All Saints Catholic College

## A Voluntary Academy

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Headteacher: Mr A Diamond  
Executive Headteacher: Mr J Cornally

**Be inspired. Be excellent. Succeed.**

July 2021

Dear Applicant

re: **Vacancy for Administration Assistant – Grade D, pts 7 to 10  
(36 hours per week, term time only)**

Thank you for your interest in the above vacancy.

Please find enclosed an application pack including job description and person specification. Please refer to the Notes to Applicants before completing the application form in full and signing the Declaration at the back of the form. Please be aware that we do not accept CVs or open references. The closing date for applications is Monday 23<sup>rd</sup> August 2021 at 12 noon. Interviews will take place during week commencing 21<sup>st</sup> June 2021. Please email applications to [recruitment@allsaintscatholiccollege.com](mailto:recruitment@allsaintscatholiccollege.com).

The College is committed to safeguarding and promoting the welfare of children. The successful candidate will be subject to an enhanced criminal conviction check through the Disclosure and Barring Service.

Thank you again for your interest in this post.

Yours sincerely

Mr A Diamond  
Headteacher