All Saints Catholic College
A Voluntary Academy

Headteacher: Mr Gus Diamond

Be inspired. Be excellent. Succeed.

October 2022

Dear applicant,

Vacancy for Administrative Assistant – Pastoral – Permanent role

Thank you for your interest in this position at All Saints. The position has become available due to the growth of the school and our commitment to ensuring we offer the best pastoral support for our children as we grow on our journey from being a good school to becoming a great school.

Please find attached an application pack which includes a CES application form, job description and person specification. Please complete the application form in full and sign 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 Wednesday 16th November 2022 at 12pm, and interviews will take place during week commencing 28th November 2022.

This is a very exciting time to join All Saints. From the 1st December we unite with the Corpus Christi Academy Trust. This will make us a family of 5 schools in the Shrewsbury Diocese. The successful applicant will be subject to the terms and conditions of the new MAT as we move over in the TUPE process. Our new multi academy home does offer an excellent welfare package for us all and brings us the benefit of the support of being united with other schools.

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.

Please return completed applications for the attention of Lisa Jones, Headteacher's PA, by email to recruitment@allsaintscatholiccollege.com

Thank you again for your interest in this post.

Yours sincerely,

Gus Diamond
Headteacher