

SACRED HEART CATHOLIC PRIMARY SCHOOL



Springfield Road, Beech Hill, WIGAN
Lancashire WN6 7RH

Telephone: 01942 231478
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Head teacher: Mrs C Mason

Deputy Headteacher: Mrs S Stirrup

E-mail: enquiries@admin.sacredheart.wigan.sch.uk

Dear Candidate,

Teaching Assistant Level 1

I would like to thank you for showing an interest and taking the time to apply for the above vacancy.

The school has an extensive website which can be found at www.sacredheart.wigan.sch.uk. All the information you may need is to hand, as well as an overview of our school and staff. The governors of Sacred Heart are seeking to appoint a quality candidate who will have the skills and knowledge to make a difference to the educational aspirations of the pupils they will support. We can offer you a position working within a strong team of professionals.

The recruitment pack consists of:

- Catholic Education Application Form
- Job Profile (containing the Job Description and Person Specification)
- Letter to Candidates.

The information is available to download from the council's recruitment site www.greater.jobs.co.uk or our school website. Applicants should complete all sections of the application form stating their strengths, interests and why they would be suitable for our school. Completed applications should be **returned to the school by post, hand or e-mail** and marked for the attention of the Headteacher no later than close of business on Thursday 5th October 2017 at 12 noon. If you are posting your application, please ensure there is enough postage paid.

If shortlisted, you will be contacted by email or phone. Please ensure that your qualification certificates are available at interview.

Interviews will take place on Wednesday 11th October 2017.

Kind Regards

Mrs Chris Mason
Head teacher

This post is subject to Enhanced Disclosure Procedures.

Wigan Council and the School Governing Body are committed to safeguarding and promoting the welfare of children.