



# English Martyrs' Catholic Primary School

Beaufront Gardens, Fenham, Newcastle upon Tyne, NE5 2SA

Tel: 0191 2747463

Head Teacher: Miss M Elliott B.Ed. (Hons), NPQH

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September 2024

Dear Applicant

## Application Pack for Administration Assistant (Level 2) at English Martyrs' Catholic Primary School

Thank you for your interest in the above vacancy.

Please find enclosed:-

- Job Advert
- Job Description
- Person Specification
- Support Staff Application Form
- Notes to Applicants
- Safe Recruitment Form
- Recruitment Monitoring Information Form
- Rehabilitation of Offenders Act 1974 – Disclosure Form
- Consent to Obtain References Form

Please return all completed forms electronically to English Martyrs' Catholic Primary School by midday on Monday 23<sup>rd</sup> September 2024.

Interviews will take place following shortlisting and successful candidates will be notified accordingly.

Yours sincerely

*M Elliott*

**Miss M Elliott  
Head Teacher**



**Artsmark  
Silver Award**  
Awarded by Arts  
Council England

