



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

office@emcps.co.uk www.emcps.co.uk

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 23rd 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

