



SCHOOL
MEMBER



St. Catherine's Catholic Primary School
Drovers Lane
Penrith
Cumbria.
CA11 9EL
01768 864 612

27th February 2025

ADMINISTRATIVE SUPPORT ASSISTANT

Salary: Grade 6: Scale point 7 to 8, £25,584 - £25992 per annum). Pro rata £9473- £9625

16 hours per week (to include at least 3 mornings)

Dear Applicant,

Thank you for the interest that you have expressed in the above position.

I enclose the following:

- Job Specification
- Person Specification
- Application Form

If you would like to be considered for the post, please return the completed application form to school by 12pm on Tuesday 11th March 2025

Please include a covering letter and ensure that your application directly addresses the criteria of the attached Person Specification. Applications will only be considered if a fully completed Application Form has been completed.

Successful applicants will be short listed and invited for interview on Tuesday 18th March.

Please contact Miss Rebecca Davies, Headteacher, on telephone number (01768) 864612 if you require any further information - good luck with your application!

Yours sincerely,

Miss Davies
Headteacher
St Catherine's Primary School