

All Hallows Catholic High School



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Headteacher: Mr C Horrocks B.A.

October 2019

Dear Applicant

School Business Support Officer 1 Required from 1st January 2020

Thank you for your interest in the post of School Business Officer 1 at our school. You will find with this letter a Catholic Education Service Application Form (a standard application form used by most Catholic schools throughout the country), together with some information about the post. If you require extra information please contact me and I will do my best to help.

We are seeking to appoint a well-qualified and enthusiastic School Business Support Officer 1.

The schedule for appointment is:

- Closing date for applications: **4.00 p.m. Friday 22nd November 2019**
- Shortlisting: **Friday 22nd November 2019**
- Date of interview **Thursday 28th November 2019**

If you are interested in applying for the post and want to visit us, please phone to make an appointment with the Headteacher.

Yours sincerely

Mr C Horrocks
Headteacher

“Growing together in the spirit of Christ’s love”



AN OUTSTANDING SCHOOL

www.allhallows.lancs.sch.uk