

# All Hallows Catholic High School



Crabtree Avenue • Penwortham • Preston • Lancashire • PR1 0LN  
@allhallowschs • T: 01772 746121 • F: 01772 908502 • E: enquiries@allhallows.lancs.sch.uk

Headteacher: Mr C Horrocks B.A.

July 2020

Dear Applicant

## School Administrative Officer 1 Required As Soon As Possible

Thank you for your interest in the post of School Administrative 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 Administrative Officer 1.

The schedule for appointment is:

- Closing date for applications: **4.00 p.m. Friday 10<sup>th</sup> July 2020**
- Shortlisting: **Friday 10<sup>th</sup> July 2020**
- Date of interview **In the week beginning 13<sup>th</sup> July 2020**

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](http://www.allhallows.lancs.sch.uk)