



Chesterton Community Sports College

Executive Headteacher: Mrs. L. Jackson, B.Soc.Sc. (Hons.)

Associate Headteacher: Mr. R. Swindells, BA (Hons)

Castle Street, Chesterton, Newcastle under Lyme, ST5 7LP

Telephone: 01782 568350 Fax: 01782 568399

Email: headteacher@ccsc.staffs.sch.uk

Website: www.ccsc.staffs.sch.uk

January 2016

Dear Candidate

Re; Clerical Assistant

Thank you for your interest in the above vacancy. Please make sure you have read the full job description on the school website.

The application pack consists of an Application Form and Recruitment Monitoring Form both must be completed and emailed to mtucker@churchfields-chesterton.staffs.sch.uk Closing date for applications is 12noon on 27th January 2016. Interviews will be held on Monday 8th February 2016.

Good luck.

Yours sincerely,

J. Stokes

Mrs J. Stokes
Personal Assistant (Policy Support)
Heads PA/Office Manager

