



ELLESMERE PORT CATHOLIC HIGH SCHOOL

'I have come so that they may have life and have it to the full' John 10.10

Student Services Officer AAAE5279

Fixed Term to end of July 2021

Grade 3, Salary £18,198 - £18,933 pro-rata per annum

£13,380 – £13,920 actual per annum

32.5 hours a week, 8.30am – 3.30pm, Term-Time (38 weeks per year)

Governors are seeking to appoint a Student Services Officer to work as part of a small team located in our Student Services Office.

The principle responsibility is to provide the first point of contact for students requiring assistance during the school day, liaising with staff and parents as required. You will also over-see the school's first-aid provision responding as first response to First-aid needs in the school.

Whilst school experience would be beneficial we are looking for applicants with experience in a busy environment with the drive and ability to learn on the job.

You should enjoy working with young people, be willing and have the ability to engage with them in a calm and approachable manner and have a good sense of humour.

Application forms and further details are available to download from the school website www.epchs.co.uk and can be emailed to Human.Resources@epchs.co.uk or posted back to

Miss T Moore at the school.

Applications should be returned by 9.00am Monday 23rd November 2020

Interviews will be held later that week.

Our school community places the highest priority on keeping children safe. Applicants for all posts will be subject to an enhanced Disclosure and Barring Service check.

In partnership with the RC Diocese of Shrewsbury and Cheshire West and Chester Council

Capenhurst Lane, Whitby, Ellesmere Port, Cheshire, CH65 7AQ

Tel: 0151 355 2373 Attendance Line: 0151 513 4453

Email: admin@epchs.co.uk www.epchs.co.uk

Headteacher: Mrs C. Vile B.Ed. Hons