

All Saints Catholic College

A Voluntary Academy

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Executive Head Teacher: Mr J Cornally
Head Teacher: Mrs L Emmett

March 2018

Dear Applicant

re: **Vacancy for Cover Supervisor**

Thank you for your interest in the above vacancy.

Please find enclosed an application pack including application form, job description and person specification. Please complete the application form in full, and sign the Declaration (section 12). Please be aware that we do not accept CVs or open references. Applications should be returned to the college for the attention of Mrs K Leigh, Headteacher's PA, by 12 noon on Monday 26th March 2018.

Please note that applications will only be considered if completed on the application form provided.

Interviews for the post will take place on Wednesday 28th March 2018.

The College is committed to safeguarding and promoting the welfare of children. The successful candidate will be subject to an enhanced criminal conviction check through the Disclosure and Barring Service.

Thank you again for your interest in this post.

Yours sincerely

A handwritten signature in black ink, appearing to read 'L Emmett', written in a cursive style.

Mrs L Emmett
Headteacher