

# All Saints Catholic College

## A Voluntary Academy

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**Headteacher: Mrs L Emmett**



October 2018

Dear Applicant

re: **Vacancy for Pastoral Support Officer**

Thank you for your interest in the above vacancy.

Please find enclosed an application pack including job description and person specification. Please refer to the Notes to Applicants before completing the application form in full and signing the Declaration at section 13. 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, Head Teacher's PA, by 12 noon on Friday 19<sup>th</sup> October 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 over a horizontal line.

Mrs Linda Emmett  
Headteacher