



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 2017

Dear Candidate

Re; Receptionist – (full time)

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 joan.stokes@ccsc.staffs.sch.uk the closing date for applications is 12noon on Monday 16th January 2017. Interviews will be held on Tuesday 24th January 2017.

Good luck.

Yours sincerely,

J. Stokes

Mrs J. Stokes
Personal Assistant (Policy Support)
Executive Headteachers PA

