



# 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](mailto:headteacher@ccsc.staffs.sch.uk)  
Website: [www.ccsc.staffs.sch.uk](http://www.ccsc.staffs.sch.uk)

June 2016

Dear Candidate

Re; Financial Assistant – Part 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](mailto:joan.stokes@ccsc.staffs.sch.uk) closing date for applications is 12noon on Monday 4<sup>th</sup> July 2016. Interviews will be held on Wednesday 13<sup>th</sup> July 2016.

**Please note – References will be sought prior to interview.**

Good luck.

Yours sincerely,

*J. Stokes*

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

