



# 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)

July 2016

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](mailto:joan.stokes@ccsc.staffs.sch.uk) the closing date for applications is 12noon on Tuesday 23<sup>rd</sup> August 2016. Interviews will be held on Thursday 8<sup>th</sup> September 2016.

Please note, the school will be closed from Monday 25<sup>th</sup> July until the closing date.

Good luck.

Yours sincerely,

*J. Stokes*

Mrs J. Stokes

Personal Assistant (Policy Support)

Executive Headteachers PA

