



Chesterton Community Sports College

Headteacher: Mr R. Swindells, BA (Hons)
Deputy Headteacher: Mrs S. Waterhouse BA (Hons)
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Staffordshire.ST5 7LP
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Website: www.ccsc.staffs.sch.uk

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Dear Candidate

Re; Administration Assistant

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

Closing date for applications is 12noon on Monday 30th October 2017. Interviews will be held on Thursday 10th November 2017.

Good luck.

Yours sincerely,

J. Stokes

Mrs J. Stokes
Company Secretary

