



# Chesterton Community Sports College

**Executive Headteacher: Mrs. L. Jackson, B.Soc.Sc. (Hons.)**  
**Associate Headteacher: Mr. R. Swindells, BA (Hons)**  
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February 2015

Dear Candidate

Re; Clerical Assistant/First Aider

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 Friday 6<sup>th</sup> March 2015 at 12 noon. Interviews will be held on Thursday 12<sup>th</sup> March 2015.

Good luck.

Yours sincerely,

*J. Stokes*

Mrs J. Stokes  
Heads PA/Office Manager

