



18th September 2019

Dear Applicant,

Thank you for expressing an interest in the position of Finance Assistant at Cardinal Allen Catholic High School. You will find the following information relating to the vacancy on our web site:

1. Advert
2. Information Pack – including information about the department, job description and person specification
3. Catholic Education Service Application Form – please only use the version from the school website
4. Catholic Education Service Recruitment Monitoring Form
5. Rehabilitation of Offenders Act 1974 Disclosure Form
6. Information regarding the Immigration, Asylum and Nationalities Act 2006

We hope that this, and the other information on the website, will help you to decide whether you would like to apply for this position.

Applicants must complete the CES application form, recruitment monitoring form and disclosure form, together with a supporting statement (no more than two sides of A4 and minimum size 12 font) indicating your suitability for the post. Applications should be addressed to myself and sent to recruitment@cardinalallen.co.uk and will be acknowledged by the school.

The closing date for receipt of applications is 09.00 Tuesday 1st October 2019. Interviews will be on Tuesday 8th October 2019.

I hope you will feel encouraged to apply for this post and I look forward to receiving your application. I would be delighted to show you around the school or to talk with you about the post

Yours sincerely

Andrew Cafferkey
Headteacher

In partnership with the Catholic Diocese of Lancaster

