



17th January 2019

Dear Applicant

Thank you for your enquiry concerning the position of Administrative Assistant to the Principal and Head of School at Cardinal Newman Catholic School.

You will find on this site an application form, general information about the school and additional details covering the position advertised. **Please ensure that you read the Job Description and Person Specification before submitting your application.**

We would appreciate receiving your application prior to the entry deadline but in the meantime, if you require any further information, please do not hesitate to contact the school. The closing date for applications is **Monday 4 February 2019 at 10am**

If you would like to submit your application by e-mail, please use the following address recruitment@cncs.co.uk

Thank you again for your interest.

Yours sincerely

Livvy Birnie
HR Advisor