



Diocese of Portsmouth

St Patrick's Catholic Primary School



Fort Road
Woolston
Southampton
SO19 2JE

Telephone: (023) 8044 8502

Fax: (023) 8043 8823

info@st-patricks.southampton.sch.uk

Headteacher: Mr Michael Lobo

September 2024

Dear Applicant,

Out of School Care Assistant
Casual Contract (Flexible hours) - Term time only
GRADE 3, SCP 3-4: £11.78 - £11.98 per hour (pay award pending)

Thank you for your request for an application pack for the above posts.

Please find enclosed:-

- An advert
- Job Description
- Person Specification
- CES Application Form

Completed application forms may be posted or delivered by hand to the above address or by email to sbm@st-patricks.southampton.sch.uk. **Please note that applications will be considered upon receipt.**

COMPLETING THE APPLICATION FORM

The CES (Catholic Education Service) Application form must be used and can be obtained from the school website www.spcps.co.uk/vacancies or by contacting Mrs Clare Lindfield, tel: (023) 8235 5187, email address: sbm@st-patricks.southampton.sch.uk

Your application will be judged against the Job Description and Person Specification for the post.

Please make sure that you:-

- Refer to each point of the Person Specification (essential requirements of the post);
- Give details of your experience in each area listed; include relevant details of current and previous jobs;
- Remember - experience gained outside paid employment may be just as important - for example, voluntary work.

Should you require further assistance regarding your application, please contact Mrs Lindfield.

The post will commence as soon as possible.

Yours sincerely

Michael Lobo
Headteacher