September 2021

Dear Candidate

**Post of Administrative Assistant**

Thank you for your interest in this post at our school. I hope that the information below will help to give you a good understanding of the school and our values and that you can see yourself contributing to our continued success.

Cardinal Heenan Catholic High School is a very successful 11-16 school in Leeds. We are heavily oversubscribed in applications each year demonstrating our place in the wider community. Our students come from across North Leeds, attracting a diverse range of socio-economic backgrounds – we are proud to be a truly comprehensive Catholic school. At Cardinal Heenan we have a strong focus on the personal development of all of our students and encourage in everyone a desire to achieve to their full potential in all areas of school life - spiritual, academic, creative, physical and emotional. Whilst valuing academic excellence through strong academic, vocational and extra-curricular programmes, it is equally important to us that students are able to develop into well-rounded, happy, capable, tolerant, compassionate people who recognise their self-worth and strive to be the best person that they can be.

You will be joining a school that has a happy, friendly and committed staff, where colleagues at all levels are supportive. Our students are wonderful and fully commit to the school community and ethos. Behaviour and attendance are both excellent and we enjoy very positive relationships with our families and the local community.

All staff at Cardinal Heenan have access to a bespoke CPD and are fully supported in their own career development. This post is ideal for candidates who are considering a career in teaching or in the wider education sector or indeed anyone who has a real interest and passion for supporting young people in their learning.

I hope that this has given you a brief insight into our school community, but please visit our website for further details of what our school offers with links to our Ofsted report, Diocese of Leeds report and school prospectus. If, following your research, you have any questions about our school, please contact Angela Fieldhouse (afe@cardinalheenan.com).

### Applications should be emailed to: [recruitment@cardinalheenan.com](mailto:recruitment@cardinalheenan.com) by noon on Monday 20 September 2021.

Thank you once again for taking the time to apply for this post and good luck in your application.

Yours sincerely



Mr D Kelly

Headteacher