**ST CHARLES’ RC PRIMARY SCHOOL**

**KNOWLES ST, RISHTON, LANCASHIRE, BB1 4HT**

**Telephone:** (01254) 886110

**Executive Headteacher:** Jemma Stuttard

**Head of School: Suzanne Lord**

**Email:** head@st-charles.lancs.sch.uk

**Website:** [www.st-charles.lancs.sch.uk](http://www.st-charles.lancs.sch.uk)

“Bring Forth Christ”

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| ***Determination***  | ***Friendship***  | ***Good Manners***  | ***Respect***  | ***Responsibility*** |

Dear Prospective Applicant

On behalf of the pupils, staff and governors of St Charles RC Primary School may I take this opportunity to welcome you and thank you for your interest in the position of Assistant Headteacher at our school. We are very proud of the strong Catholic ethos that lies at the heart of all we do.

St Charles is a caring school committed to providing the best possible outcomes for all of our pupils by providing a happy, safe and secure environment where pupils love to learn. We are looking to appoint a high quality teacher and leader who can inspire, motivate and support all of our pupils to achieve their full potential.

Further information about our school can be found at [www.**st**-**charles**.lancs.sch.uk](http://www.st-charles.lancs.sch.uk).

However to get a better understanding of the school we strongly recommend you arrange a visit prior to interview. This can be arranged by contacting the school office on **01254 886110**.

Please note that St Charles RC School will be joining Romero Catholic Academy Trust in Spring 2026.

May I thank you for your interest in this vacancy and look forward to receiving your application.

Yours sincerely

Jemma Stuttard Suzanne Lord

Executive Headteacher Head of School