

10th October 2016

Dear Applicant,

Thank you for your interest in the role of Cleaner/ Caretaker at our school. We are a small, friendly school with a hardworking team of staff who get on well together. We currently have 2 part- time cleaners, one of whom is also the school cook, and we are looking for someone to join our team and take responsibility for making sure that our school always looks its best.

We are looking for someone with some experience in a similar role but a positive and problem- solving approach and the ability to get on with others are just as important.

We would need you to be available to carry out some duties before school and some after but can be flexible about the exact hours if necessary. There will be training available for the right person.

We would encourage you to visit the school to find out more.

Kind regards,

Jo Trotter