



January 2019

Dear Applicant,

RE: POST OF GARDENER/GROUNDSPERSON

Thank you for your interest in this post. You will find the following documents on the website which you should download and read before submitting your application.

- Job Description and Person Specification
- Information and Guidance for Applicants
- Application Form and Equal Opportunities Monitoring Form

The role is an interesting one for someone who enjoys working outdoors and takes a pride in keeping sports grounds, woodland and gardens maintained to a high standard of appearance and safety. This is a busy, happy and friendly place to work with a strong team ethos and a lovely environment. We treat our staff as individuals and value everyone's contribution to the success and excellent reputation of Town Close School. The job involves contact with children, teachers, parents and support staff working as part of a small team under the direction of the Head of Grounds.

The hours of the post are 7.00 am to 4.00 pm Monday to Friday (with an hour's unpaid lunch break), free lunch and tea and coffee. The annual holiday entitlement is 4 weeks plus Bank Holidays. The closing date for applications is **Sunday 20 January 2019**.

If you would like to apply please complete the application form and either email it to bursarsec@townclose.com or post it to Mrs Diane Hammett, Bursar's Secretary marked 'private and confidential' at the above address.

We very much hope you will decide to apply for the post and look forward to receiving your completed application.

Yours sincerely,

Benita Ogg
Bursar