



13 December 2022

Dear Applicant,

14 Ipswich Road,
Norwich, Norfolk NR2 2LR
(01603) 620180
www.townclose.com

RE: POST OF CLEANING ASSISTANT

Thank you for your interest in this post. You will find the following documents on the School website (or enclosed) which you should read before submitting your application.

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

The School 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 and working alongside other cleaning staff under the direction of the Assistant Bursar (Estates).

The hours of work are:

- 6:00am – 9:00am Monday to Friday (Term time)

This equates to 16 hours a week and the rate of pay is £10 an hour. The post is term time only but with the requirement for some cleaning during the summer holidays as agreed with the Assistant Bursar. The closing date for applications is **Friday 20th January 2023**.

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

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

Yours sincerely,

Anna Linsmith
Assistant Bursar (Estates)