



06 January 2023

Dear Applicant

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

RE: POST OF HOUSEKEEPER

Thank you for your interest in this post. You will find the following documents on the School website www.townclose.com (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 for this position are:

- Monday to Friday - Four mornings 5:00am – 1:00pm, plus one evening 4:00pm – 7:00pm, totalling five working days.
- Two weeks summer cover annually.

This equates to 35 hours a week during term time. While the position is mainly term time only, and the School is normally in session for 36 weeks of the year, cleaning staff are expected to be available for additional work during of two weeks during the summer. Staff also receive payment for four weeks of the holiday period as well as for all bank holidays.

The closing date for applications is **Friday 20th January 2023**.

The rate of pay is £10.50 an hour which equates to £14,700 per annum.

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