



11 July 2023

Dear Applicant

14 Ipswich Road,  
Norwich, Norfolk NR2 2LR  
(01603) 620180  
[www.townclose.com](http://www.townclose.com)

RE: POST OF CATERING ASSISTANT

Thank you for your interest in this post. You will find the following documents on the 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 catering staff under the direction of the Catering Manager who in turn reports to the Assistant Bursar.

The hours of work for this position are between 8:30am – 5:00pm, three days a week. There are two posts available, one working Monday, Tuesday and Wednesday, the other post working Wednesday, Thursday, and Friday every week, during term time 25.5 hours a week.

**Please make clear on your application which post you are applying for.**

While the position is mainly term time only, and the School is normally in session for 36 weeks of the year, catering staff are expected to be available for one additional week during the summer Activate holiday club as required. Staff also receive payment for four weeks of the holiday period as well as for all bank holidays.

The rate of pay is £10.83 an hour.

If you would like to apply please complete the application form and either email it to [bursarsec@townclose.com](mailto:bursarsec@townclose.com) or post it to Miss Carla Beck, Bursar's Secretary marked 'private and confidential' at the above address. The closing date for applications is **Thursday 3<sup>rd</sup> August 2023**.

Interviews will take place on **Wednesday 9<sup>th</sup> August 2023 for shortlisted candidates**.

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