



13 June 2024

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

Dear Applicant,

**RE: POST OF CLEANING ASSISTANT (10 hours per week)**

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 cleaning staff under the direction of the Assistant Bursar (Estates).

The post available would work:

- Monday, Tuesday, Thursday, Friday 5:00am – 7:30am term time only

This equates to 10 hours a week and the rate of pay is £11.90p/h with a pay review due on 1<sup>st</sup> April 2025. The post is term time only but with the requirement for some cleaning during the summer holidays as agreed with the Assistant Bursar.

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

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 4th July 2024**.

Interviews will take place on **week commencing Monday 8th July 2024 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