

5 March 2010

Dear Applicant

CLEANER

Thank you for your interest in this post. Please find enclosed, the Job Description and Person Specification for the above role. For further information about Mangotsfield School, please visit our website at www.mangotsfieldschool.org.uk. Mangotsfield School is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are expected to share this commitment.

We are looking for a hardworking and reliable cleaner to carry out general cleaning duties from 06 April 2010.

The post is for 10 hours per week, all year round, Hay 15 £3,282-3,328. Hours of work, Monday to Friday, 3.15 pm – 5.15 pm.

As an Investor in People, we are committed to the professional development of all staff

Please complete the enclosed South Gloucestershire application form and, in the space on the third page, please state clearly:-

- (a) The reasons why you have applied for this post at this time
- (b) Any previous, relevant experience
- (c) The experience, knowledge, skills and abilities you possess which are directly relevant

NB Please note that a CV is not required.

Applications should be received by 3.30 pm on Thursday 18 March 2010. Please note that it is normal practice to take up references from your present/last employer prior to short-listing. Your application will not be considered further if you are not willing for this to happen (see page 4 of the application form). Please name 2 professional referees.

Short-listed candidates will be invited for interview week commencing Monday 22 March 2010. Applicants should also note that it is normal practice to interview candidates on the same day and also to make the job offer that day. If you have not heard from me by that date, please assume that your application was unsuccessful.

Finally, I do hope you will wish to apply for this post and I look forward to reading your application.

Yours sincerely

Richard Badley
Headteacher

Encs