

March 2024

Dear


In response to your recent request regarding the vacancy for the Cleaner at Caverstede Nursery School, I have pleasure in enclosing a Job Pack. In it you will find a job description & person specification, application form & guidance notes.

It is extremely important that you read the guidance notes on completing the application form before you make any attempt at it. We will decide on whether to call you to interview or not, **SOLELY** on the basis of how you meet the criteria on the Person Specification, enclosed with the job pack. To do this effectively you will be required to demonstrate your understanding, experience and give examples, where you can, for each of the criteria listed. Please detail this in either Section 6 of the application, or enclose a separate letter with the application. The application form **MUST** be completed in full, part completed application forms will not be considered.

Once you have fully completed the application form please return it to me at the address or email address below on or before the advertised closing date. If you have not received a reply within 4 weeks of the closing date, you can assume that your application has been unsuccessful.

Thank you for your interest in this post, and we wish you every success with your application.

Yours sincerely

A handwritten signature in black ink that reads 'Debbie Hayes'.

Debbie Hayes
Headteacher