

June 2023

Dear Applicant

Re: Caretaker/Handyman

Thank you for your interest in our vacancy for Caretaker/Handyman in our nursery. I enclose an application pack for candidates, which contains information about our School, the position of Caretaker/Handyman and an Application Form. The role is part time and you will be working 7.5 hours per week over 42 weeks. These hours can be flexible depending on the candidate.

I hope you will be able to take advantage of the opportunity to visit our website over the next couple of weeks, and if you would like to visit prior to submitting an application or like additional information, then please email me on head@chertsey.surrey.sch.uk or call the office on 01932 562225 to arrange a time to talk or an appointment.

Please complete the application form fully, ensuring you specify which role you are applying for, as well as addressing the items on the Job Profile in your supporting statement. Please also check that you have given details of your referees, one of whom should be your current or most recent employer, and another should be someone who is able to comment on your performance at work from a position of responsibility, not as a peer. Please be aware that if you are offered an interview, we will take up references at this stage. Note that CVs will not be accepted as applications.

Salary is based on Surrey's pay scale, S4, £21,103 FTE pro rata.

The closing date for receipt of completed applications is 12 noon on **Friday 7th July 2023** and interviews will be held week beginning 10th July. We will be contacting candidates as soon as possible after shortlisting.

Please return completed applications to Lisa Harding office@chertsey.surrey.sch.uk. Thank you very much for your interest. I wish you success with your application.

Yours sincerely

Anita Cheeseman

Anita Cheeseman
Head of School

Chertsey nursery school is committed to safeguarding and promoting the welfare of children, young people families and carers and expects all staff and volunteers to share this commitment. Appointment to this post will be subject to an enhanced background checks by the Disclosure and Baring Service and satisfactory references.