



Brighstone C.E Aided Primary School

Headteacher – Mrs R.Lennon

New Road – Brighstone – Isle of Wight – PO30 4BB – Telephone (01983) 740285
www.brighstoneprimary.org.uk Charity Number: 307389 e.mail: office@brighstoneprimary.org.uk

17th September 2020

Dear Applicant

Re: Application for School Caretaker with Cleaning Duties (Permanent position)

Thank you for requesting an application pack to the above vacancy that we have available.

This post is available to start from week beginning 19th October 2020.

If you would like to arrange a visit to look around our school and meet our current caretaker prior to the closing date please contact the school office.

Please e.mail completed applications to office@brighstoneprimary.org.uk or post / deliver to the school at the address above.

Closing date for applications is Wednesday 30th September 2020, 12.00 noon

(Please note that although it states on the application form that at least 3 years of employment history is required, for the purposes of safeguarding, we actually require a FULL employment history, accounting for any gaps.)

The provisional date for interviews is Wednesday 7th October 2020

If we do not contact you before Friday 2nd October 2020 please understand that you have been unsuccessful in securing an interview on this occasion.

Brighstone CE Primary School is committed to safeguarding and protecting its pupils and students. The successful candidate will be subject to an enhanced DBS check. References will be requested prior to interview.

Enclosed with this application pack is:-

- A job description and person specification
- An application form
- Declaration of criminal offences form
- Equality monitoring form
- A copy of the advert

Closing date: Wednesday 30th September, 12.00 noon

Interviews: Wednesday 7th October 2020

We look forward to hearing from you.

Yours sincerely,

Mrs Rebecca Lennon
Headteacher
Brighstone CE Primary School