Headteacher – Mrs R. Lennon

New Road – Brighstone – Isle of Wight – PO30 4BB – Telephone (01983) 740285

[www.brighstoneprimary.org.uk](http://www.brighstoneprimary.org.uk) Charity Number: 307389 email: office@brighstoneprimary.org.uk



**Brighstone C.E Aided**

**Primary School**

9 June 2021

Dear Applicant

#### Re: Application for School Cleaner with Caretaker 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 5 July 2021.

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 email completed applications to office[@brighstoneprimary.org.uk](mailto:head@brighstoneprimary.org.uk) or post / deliver to the school at the address above.

Closing date for applications is Monday 21st June 2021, 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 Friday 25th June 2021

If we do not contact you before Wednesday 23rd June 2021 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: Monday 21st June, 12.00 noon Interviews: Friday 25th June 2021**

We look forward to hearing from you.

Yours sincerely,

Mrs Rebecca Lennon

Headteacher

Brighstone CE Primary School