



Hardwick & Cambourne Community Primary School

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Email: office@hardwick.cambs.sch.uk

Email: blue@hardwick.cambs.sch.uk

Website: www.hardwickprimary.co.uk

Headteacher: Mr Andy Matthews

Dear Applicant

Thank you for your interest in applying for the post of School Cleaner at Hardwick and Cambourne Community Primary School. With this letter you should find;

- the Job Description and Person Specification for the post,
- the Application Form for the post.

You will also need to visit our school website at www.hardwickprimary.co.uk to follow links to our prospectus, most recent OFSTED report, and further information about the school and village, and access our child protection policy.

We can be flexible over the timing of the hours worked. Do contact us for further information and if you want to see our new building and discuss the role and possible hours of working.

The Governing Body are keen to ensure that the recruitment process is both fair and transparent at all stages and are committed to ensuring equal opportunities for all candidates. If there is additional information that you require, please do not hesitate to request it from the school. Any such information will be made available to all interested candidates.

Applications can be both sent to the school by post or by hand, or sent electronically if you have accessed the forms online. Please email head@hardwick.cambs.sch.uk with your application, not the school office. All applications will be assessed against the requirements of the Job Description and the Person Specification. **Please include a letter of application with the form, with clear reference to how you meet at least all the essential requirements of the person specification.**

The deadline for receipt of applications is Thursday 10th May

Yours faithfully,

Andy Matthews
Headteacher