

April 2023

Dear Applicant

**Re: Caretaker/Premises Supervisor**

Thank you for your interest in our vacancy for Caretaker/Premises Supervisor in our nursery. I enclose an application pack for candidates, which contains information about our School, the position of Caretaker/Premises Supervisor and an Application Form. The role is part time and you will be working 20 hours per week over 42 weeks:

15 hours per week to be worked Monday to Friday 3pm – 6pm

5 hours to be worked flexibly depending on projects and need.

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](mailto: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, S5, £23,243 FTE pro rata.

The closing date for receipt of completed applications is 12 noon on **Friday 19<sup>th</sup> May 2023** and interviews will be held week beginning 22<sup>nd</sup> May. We will be contacting candidates as soon as possible after shortlisting.

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

Yours sincerely



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.