



# Acacias Community Primary School

*Rooted in kindness & respect, growing with  
equality and courage.*

Alexandra Drive,  
Burnage,  
Manchester.  
M19 2WW

Headteacher	Mr D Griffiths	Telephone	(0161) 224 1598
Deputy Head	Mr A Litchfield	Email	admin@acacias.manchester.sch.uk
		Website	www.acacias.manchester.sch.uk

9<sup>th</sup> September 2024

Dear Applicant,

## Cleaner

Thank you for your interest in the position of cleaner at Acacias. The hours of employment are 3.45-5.45p.m. during term time and then in the holidays the hours move to during the day. The cleaning team often double up their hours in the school holidays to enable them to have more time off, so an ability to be flexible is essential. The application pack consists of an application form, job description, person specification and school context. It is important you follow the guidance notes included in this letter to maximise your chances of being shortlisted as we anticipate that there will be a large volume of applications for the position.

- Please complete the Acacias application form fully, do not submit a curriculum vitae (C.V.) or any other format of application form.
- In completing the application form please ensure you demonstrate how you meet every point marked with an asterisk in the person specification. Please do this by numbering your paragraphs in line with the numbering on the person specification. Please ensure that you include actual examples of what experience you have that enables you to meet the person specification.

The closing date for applications is 12 noon on the 24<sup>th</sup> September 2024. Late applications will not be considered. Applicants who have not been contacted by the 27<sup>th</sup> September have not been shortlisted.

Yours faithfully,

Headteacher