



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

9th September 2024

Dear Applicant,

Assistant Cook (Permanent)

Thank you for your interest in the position at Acacias. We are looking for an Assistant Cook to join our catering team who are responsible for providing high quality, nutritious meals for the children in our two form entry school. 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 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 23rd September 2024. Late applications will not be considered. Applicants who have not been contacted by the 27th September have not been shortlisted.

Yours faithfully,

Mr D Griffiths
Headteacher