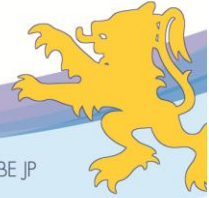


# Finham Park School

A Mathematics and Computing College

Headteacher: Mark Bailie  
Chair of Governors: Peter Burns MBE JP



July 2010

Dear Applicant

## Site Services Officer (Cleaning)

Thank you for your enquiry.

Due to the retirement of the current postholder, we are looking to appoint a Site Services Officer with responsibility for Cleaning and supervising a team of cleaners at this large and successful secondary school.

I enclose a description of the school, a job description, a person specification and an application form. If having read these you decide to apply I shall be pleased to hear from you as soon as possible. **The closing date is 12 noon Monday 26 July 2010.**

Shortlisting will take place immediately after the closing date. We hope to have contacted all shortlisted candidates within 10 days of the closing date. I do hope that you will wish to apply for this post.

I look forward to hearing from you.

Yours sincerely

**Mrs Sarb Heer**  
Human Resources Manager

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Green Lane  
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“Learning For Life”

