



## DOWNSEND SCHOOL

June 2017

Dear Applicant

### **Facilities Administrator – Downsend**

Thank you for your interest in the above vacancy.

I am pleased to enclose:

- An application form
- A job profile

Downsend is a co-educational day preparatory school, providing education for children aged 2 – 13 years. With three separate pre-preparatory schools, each with its own Head and dedicated staff, and a preparatory school for the older children, Downsend is a thriving and vibrant school which provides a refreshingly different education through a broad based curriculum leading to outstanding academic success.

We are looking to appoint a pro-active, professional and enthusiastic Facilities Administrator to work within the main school office at our Prep School in Leatherhead. This is a new role and will involve the setting up and maintaining of systems to support the Facilities Team.

The attached job profile gives an indication of the tasks and responsibilities involved in this role but can only give a list of duties and cannot fully convey how the school works. Therefore, if you would like further information about the role, please email: [hr@downsend.co.uk](mailto:hr@downsend.co.uk)

The role is a part-time post Monday – Friday. Hours of work will be discussed at interview.

The salary level will be subject to experience and qualifications.

If you wish to apply for this post please return the completed application form together with a covering letter explaining:

- i) your reasons for applying for the post; and
- ii) how your knowledge, skills and experience match those required.

You may also send a CV if you wish, but this must be in addition to the application form, **not** instead of it.

The closing date for applications is Friday 30 June. Candidates will be contacted promptly if they have been selected for interview. All applicants will be advised of the outcome of their application.

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed. Appointment is subject to an enhanced Disclosure and Barring Service (DBS) check for regulated activity (if the candidate has lived in the UK) and/or Overseas Checks for all other countries in which the candidate has lived or worked (for 3 months or more in any one country since the age 16 years) and their country of origin.

I look forward to receiving your application.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Carole Dickie', with a long horizontal flourish extending to the right.

**Carole Dickie**  
**Business Manager**