



TD/hr/131218

13<sup>th</sup> December 2018

Dear Applicant

**Facilities Manager Vacancy**

Thank you for your interest in the post of Facilities Manager at Colmers School & Sixth Form College.

If you decide to apply for the post would you please complete the official application form and include a covering letter outlining your relevant skills and experience. This should be of no more than two sides of A4.

We encourage those interested in this position to visit the school for a formal or informal visit.

If you would like to attend for a formal visit on Friday 11th January 2019, 9am-10am, please contact Mr Kevin Tranter, Business Manager, to arrange a convenient time.

The closing date for this position is Friday 18th January 2019 with interviews being held on Friday 25th January 2019. Please return completed application forms to [recruitment@colmers.school](mailto:recruitment@colmers.school)

Yours sincerely

Mrs T Davis  
HR Manager