

February 2019

Dear Applicant

Thank you for the interest in the position of Community Maintenance Team Caretaking. We have summarised the key information about the position below.

Appointing Salary:	Circa £19,941 per annum
Basic Hours:	37 hours per week
Location:	Maidenhead, Berkshire
Duration:	Permanent

This is a great opportunity to provide a high quality, customer focused caretaking service to our communal areas and properties.

Further information about the role and what we are looking for is detailed in the job description and person specification.

I appreciate and thank you for the interest shown in the job and the company and look forward to receiving your application by **3 March 2019**. Interviews will be held on **11 March 2019**. We will contact you with an update on your application within two weeks of the closing date.

Yours sincerely

A handwritten signature in blue ink, consisting of a stylized 'C' followed by a horizontal line.

Chief Executive