

Quorn
Parish Council



Recruitment Information Pack

Job Title: **Cleaning Assistant**

Reports to (line manager): Grounds and Facilities Officer

Dear Applicant

Thank you for responding to the Council's recent advertisement for this post. We hope that you find this Recruitment Information Pack of assistance in deciding whether to apply.

The information is arranged as follows:-

- The application and selection process
- The job advertisement
- The job description
- The person specification

Enclosed with this Recruitment Information Pack is an application form (CVs alone will not be acceptable).

Further information about the Council can be found at www.quorndon.com

If as a result of a disability or impairment you would like us to make any special arrangements concerning the completion of your application or attending for interview please let us know.

Should you wish to have an informal discussion with me prior to submitting your application, please feel free to contact me on 01509 458281

Yours sincerely

David Longford

Grounds and Facilities Officer, Quorn Parish Council, The Old School, The Old School, School Lane, Quorn, Loughborough, LE12 8BL