



www.dorkingnurseryschool.co.uk  
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email: [admin@dorking.surrey.sch.uk](mailto:admin@dorking.surrey.sch.uk)

Thursday 18<sup>th</sup> December 2025

Dear Applicant

### **Re: Nursery Assistant**

Thank you for your interest in our vacancy working as a Nursery Assistant on a fixed term contract at Dorking Nursery School due to additional funding we have received to support individual children. I enclose an information for candidates, which contains information about the position of Nursery Assistant, Job Profile and an Application Form.

This role is varied, working across our school supporting children with a range of needs either in our mainstream classroom or SEND class for children with complex needs. Successful candidates will be provided with a full induction and training package that they are expected to complete, examples include Positive Touch, Makaton, Understanding Child Development/the EYFS and Autism Awareness.

As the only Maintained Nursery School in the Dorking area, we are oversubscribed. We work closely with the local authority, receiving referrals from the SEND team and Social Care. Therefore, candidates need to have patience, flexibility, enthusiasm and be willing to learn.

This role encompasses our three core values:-

#### **Building Trust**

- Build warm, consistent relationships with children so they feel safe, secure, and confident to explore.
- Communicate openly and honestly with colleagues, sharing information that supports each child's wellbeing.
- Follow routines and expectations reliably, showing children that the adults around them can always be depended on.

#### **Empowering communities**

- Work collaboratively with staff to create a welcoming, inclusive environment for every child.
- Celebrate diversity by valuing each child's background and encouraging a sense of belonging.

#### **Educating all**

- Under the direction of qualified staff, support the delivery of engaging, play-based experiences that spark curiosity and support children's early development and interaction
- Observe children's learning and help scaffold new skills through gentle guidance and encouragement.
- Model a love of learning by being enthusiastic, reflective, and responsive to each child's individual needs.
- Be willing to participate in own journey of education and continuing professional development.

**Building trust, Empowering communities, Educating all**

We can offer a full training programme, opportunities for further career development for the right candidate, local authority pension schemes and a comprehensive employee assistance programme.

I hope you will be able to take advantage of the opportunity to find out more about us from our website prior to submitting your application. We would welcome the opportunity to show you around if you are keen to see the school. Please telephone the office to arrange a convenient time, note we are closed for the Christmas holidays, returning on Monday 5<sup>th</sup> January 2026. The office email will be checked periodically should you wish to ask any questions during this time.

Please complete the application form fully, addressing the items on the Job Profile in your supporting statement. Please also check that you have given details of your referees, one of whom should be your current or most recent employer, and another should be someone who is able to comment on your performance at work from a position of responsibility, not as a peer. Please be aware that if you are offered an interview, we will take up references at this stage. Note that CVs will not be accepted as applications. Please make it clear in your application your availability Monday to Friday between 8.30am and 4pm. Salary is £23,322 FTE pro rata, £12.42 ph.

The closing date for receipt of completed applications is Friday 16<sup>th</sup> January 2026, 12 noon. Interviews will be held as soon as possible after shortlisting.

Please return completed applications to Nicky Ellis [finance@dorking.surrey.sch.uk](mailto:finance@dorking.surrey.sch.uk). Thank you very much for your interest. I wish you success with your application.

Yours sincerely



Donna Harwood-Duffy  
Executive Headteacher

The nursery school is committed to safeguarding and promoting the welfare of children, young people families and carers and expects all staff and volunteers to share this commitment. Appointment to this post will be subject to an enhanced background checks by the Disclosure and Baring Service and satisfactory references. All shortlisted candidates will be subject to online recruitment checks.