



www.dorkingnurserychildrenscentre.org.uk
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Dear Applicant

May 2018

Re: Assistant Bursar

Thank you for your interest in our vacancy for this new and exciting opportunity to work in our Nursery and Children's Centre. I enclose an application pack for candidates, which contains information about our Centre, Job Profile for the role, Privacy Notice and an Application Form.

I hope you will be able to take advantage of the opportunity to visit us informally prior to submitting your application. Please telephone the office to make arrangements for this. You may also like to visit our website to obtain more information about our most recent Ofsted inspection and general ethos.

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. The salary will be dependent on the applicant's experience and qualifications. This position is for 31.25 hours per week (9am - 4pm with 45 minute break daily) term time, starting September 4th 2018.

The closing date for receipt of completed applications is Friday 8th June, 12 noon and interviews will be held on Tuesday 19th June. We will be contacting candidates as soon as possible after shortlisting.

Please return completed applications to me. Thank you very much for your interest. I wish you success with your application.

Yours sincerely

A handwritten signature in black ink, appearing to read 'D Duffy'.

Donna Harwood-Duffy
Headteacher

The nursery school and children's centre are 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.

