



www.dorkingnurserychildrenscentre.org.uk
West Street, Dorking, Surrey RH4 1BY Tel: 01306 882397
email: head@dorking.surrey.sch.uk

Dear Applicant

June 2020

Re: Caretaker

Thank you for your interest in our vacancy working as Caretaker across our two sites. I enclose an application pack for candidates, which contains information about our Nursery and Family Centre, the position of Caretaker and an Application Form.

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. Due to the Covid-19 Pandemic, we are limiting visitors on site at present, however, would welcome the opportunity to tell you more about the role if you are interested. Please telephone the office to arrange a time to talk to Nicky Ellis, Bursar about this.

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 is £18,698 FTE. This position is contracted for 14 hours per week, for 42 weeks per year (39 term time plus 3 weeks during school holidays). Additional overtime hours will be available.

The closing date for receipt of completed applications is Friday 10th July, 12 noon and interviews will be held the week beginning 13th July. We will be contacting candidates as soon as possible after shortlisting.

Please return completed applications to Sarah Clachan, Assistant Bursar, assistantfinance@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