



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

Dear Applicant

May 2020

Re: Early Years Teacher

Thank you for your interest in our vacancy for Early Years Teacher in our Nursery. I enclose an application pack for candidates, which contains information about our Nursery, the position of Early Years Teacher and an Application Form.

Due to the school closures for Covid-19, we are unable to arrange a visit, however, I hope you will be able to take advantage to arrange a telephone call in the next few weeks to find out more about the role. Please telephone Sarah Barton-Wood in the office to make arrangements for this. You may also like to visit the website to obtain more information about our most recent Ofsted inspection, the Governing Body and general ethos.

Please complete the application form fully, addressing the items on the person specification 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 offered an interview, we will take up references at this stage. Note that CVs will not be accepted as applications.

The closing date for receipt of completed applications is 12 noon on Monday 1st June and interviews will be held the week beginning Monday 8th June, please note these may be held using an online platform due to the Covid-19 school closures. Ideally we would like the successful candidate to start as soon as possible during June/July. We will be contacting shortlisted candidates as soon as possible after shortlisting.

Please return completed applications to Nicky Ellis, Bursar, 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.

