



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

Dear Applicant

March 2017

**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 Centre, the position of Early Years Teacher and an Application Form.

I hope you will be able to take advantage of the opportunity to visit the Centre informally in the next few weeks (please note we are closed for the Easter holidays between Monday 3<sup>rd</sup> and Tuesday 18<sup>th</sup> April). Please telephone Sarah Barton-Wood in the office to make arrangements for this. You may also like to visit the Centre website to obtain more information about our most recent Ofsted inspection, the Governing Body and general ethos of our Centre.

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 Tuesday 2<sup>nd</sup> May and interviews will be held the week beginning Monday 8<sup>th</sup> May. We will be contacting shortlisted 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

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.

