



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

Dear Applicant

January 2022

**Re: Nursery Assistant, Temporary**

Thank you for your interest in our temporary vacancy working as Nursery Assistant working in our Nursery with three and four year olds at Dorking Nursery School. I enclose an application pack for candidates, which contains information about our Nursery, the position of Nursery Assistant and an Application Form. Please note, due to the age and needs of the children in the provision, excellent spoken and written English is required. The role will be a combination of supporting children in need of additional support on a one-to-one and small group basis.

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 show you around if you are keen to see the Nursery. Please telephone the office to arrange a convenient 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. The salary is £17,457 FTE. This position is temporary for this stage, however, there is scope for additional working hours and bank contract. Working times are negotiable for the right candidate. The role is Monday to Friday, 12.30pm - 3.30pm, 15 hours per week..

The closing date for receipt of completed applications is Monday 24th January, 12 noon. Interviews will be held as soon as possible after shortlisting.

Please return completed applications to Nicky Ellis, Bursar [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