



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

November 2022

**Re: Nursery Assistant**

Thank you for your interest in our vacancy working as a Nursery Assistant with 2, 3 and 4 year olds at Dorking Nursery School. I enclose an application pack for candidates, which contains information about 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. We 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 £19,233 FTE. This position is temporary. We are looking for candidates who might be interested and available on a Tuesday and Wednesday morning from 9am - midday, as well as people keen to join our Bank Staff team.

The closing date for receipt of completed applications is Friday 11<sup>th</sup> November, 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

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.

