



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

Dear Applicant

October 2019

Re: Special Needs Support Assistant

Thank you for your interest in our vacancy working in our Special Needs or Nursery provision. I enclose an application pack for candidates, which contains information about our Nursery, the position of Special Needs and Nursery Assistant and an Application Form.

All roles are temporary, with an immediate starts if possible (subject to pre-employment checks). There are 3 roles, working in either the SEND unit, or the Nursery. Please make it clear on your application the role(s) you are applying for). All roles involve supporting children with additional needs. All candidates must be proactive and have excellent verbal communication skills to be able to model language clearly.

I hope you will be able to take advantage of the opportunity to visit our website over the next couple of weeks and please contact us to arrange a visit if you wish.

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 will be dependent on the applicant's experience and qualifications, starting from £16,894 FTE pro rata.

The closing date for receipt of completed applications is 12 noon on Friday 15th November. We will be contacting candidates as soon as possible after shortlisting.

Please return completed applications to Nicky Ellis, Bursar via email - 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