



www.dorkingnurserychildrenscentre.org.uk
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email: head@dorking.surrey.sch.uk

Dear Applicant

June 2018

Re: Nursery Assistant

Thank you for your interest in our vacancy for Nursery Assistants supporting children with 1:1 funding and working in our creche. I enclose an application pack for candidates, which contains information about our Centre, the position of Nursery Assistant and an Application Form. Please note there are a variety of roles available, therefore in your application state the dates and sessions you are interested in.

- Monday - Friday 1.15pm - 3.30pm (1:1)
- Monday - Friday 8.45am - 3pm (1:1)
- Monday - Friday 8.45am - 1.45pm (1:1)
- Monday - Weds + Fri 8.45am - 11.45am (1:1)
- Monday - 12.30pm - 2.45pm (creche)

I hope you will be able to take advantage of the opportunity to visit our website over the next couple of weeks, and if you would like to visit prior to submitting an application or like additional information, then please contact the office.

Please complete the application form fully, addressing the items on the Job Profile in your supporting statement as well as make it clear the days and roles you are interested in. 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 £15,189 FTE pro rata.

The closing date for receipt of completed applications is 12 noon on Wednesday 12th July and interviews will be held the week beginning 16th July. We will be contacting 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