



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

July 2019

**Re: Special Needs Support Assistant**

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

This role is temporary, with an immediate start (subject to pre-employment checks) until December 2019, with a possible extension until February 2020. The role will be working in our Special Needs Support Centre, with children with a range of complex and additional needs under the direction of a skilled practitioner. 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, however, due to the school holiday closure, we are unable to offer visits at this 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 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 4<sup>th</sup> September 2019 and interviews will be held the week beginning 9<sup>th</sup> September. We will be contacting candidates as soon as possible after shortlisting.

Please return completed applications to me via email - [head@dorking.surrey.sch.uk](mailto:head@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