



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

Dear Applicant

September 2023

Re: Nursery Assistant

Thank you for your interest in our vacancy working as a Nursery Assistant 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 either in our mainstream or special needs class. We are keen to hear from those with experience and those considering a career working with children.

Due to an increase of children with additional needs to our school, we have a number of opportunities available. Please make it clear on your application form the days and hours you are interested, or your availability throughout the week.

	Monday	Tuesday	Wednesday	Thursday	Friday
2-3s Nursery	9-12.00pm				9-12.00pm
3-5s Nursery	Variety of roles working across the week, both full and half days from 8.45pm - 3pm				
SEND class	9-12.30pm	9-3pm	9-3pm 12.30pm - 3pm	12.30pm - 4pm	

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 fixed term until July 2024.

The closing date for receipt of completed applications is Friday 22nd September 2023, 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. 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. All shortlisted candidates will be subject to online recruitment checks.

