



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

Dear Applicant

April 2018

Re: SEN Assistant

Thank you for your interest in our vacancy for SEN Assistant in our 3-5s Nursery. I enclose an application pack for candidates, which contains information about our Centre, the position of SEN Assistant and an Application Form. Please note, this role is for 6 $\frac{1}{2}$ hours per week for the summer term only.

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 email me during the Easter holidays to do so, head@dorking.surrey.sch.uk.

Please complete the application form fully, addressing the items on the person specification 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 £15,189 FTE pro rata.

The closing date for receipt of completed applications is 12 noon on Friday 20th April 2018 and informal interviews will be held the week beginning 23rd April. 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

The nursery school and children's centre are 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.

