



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

Sept 2020

**Re: SEND Assistant, Temporary**

Thank you for your interest in our temporary vacancy working as SEND Assistant working in our Special Needs Provision at Dorking Nursery School. I enclose an application pack for candidates, which contains information about our Nursery, the position of SEND Assistant and an Application Form. Please note, due to the complex nature of the children in the special needs provision, excellent spoken and written English is required.

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. Due to the Covid-19 Pandemic, we are limiting visitors on site at present, however, would welcome the opportunity to tell you more about the role if you are interested. Please telephone the office to arrange a time to talk to myself, or SENCo, El Davis.

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 £17,457 FTE. This position is temporary and is contracted for 27.5 hours per week, term time only, working Monday to Friday 9am to 2.15pm.

The closing date for receipt of completed applications is Friday 25<sup>th</sup> September, 12 noon. Interviews will be held. We will be contacting candidates as soon as possible after shortlisting.

Please return completed applications to Nicky Ellis, Bursar [finance@dorking.surrey.sch.uk](mailto: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 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.

