



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

Dear Applicant

June 2022

Re: Qualified Early Years Practitioner

Thank you for your interest in our vacancy working as a Qualified Early Years Practitioner at Dorking Nursery School. We are keen to employ an experienced practitioner who can work within our team as a key person for approximately 10 children. Depending on the skills and experience of the candidate, this role will be based in either our mainstream or SEND classroom. Candidates will need to be able to demonstrate experience of leading, planning and delivering group times as well as an understanding of the role of key person within the EYFS, including the associated administration involved. Due to the nature of the role, excellent spoken and written English is required. I enclose an application pack for candidates, which contains information about our Nursery, the position of Nursery Practitioner and an Application Form.

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 also welcome the opportunity to show you around if you are keen to see the nursery, please contact 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 will be based on qualifications, starting from £24,780 FTE. Please note, this role is term time, Monday to Friday, 36 hours per week. As stated on the advert, we would welcome applications from those who hold a full and relevant early years qualification and also early years teachers.

The closing date for receipt of completed applications is Thursday 30th June 2022, 12 noon. Interviews will be held the week beginning 4th July 2022. Start date is 1st September 2022.

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.

