



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

Dear Applicant

June 2021

Re: School and Admissions Administrator

Thank you for your interest in our vacancy working as in our office team as School & Admissions Administrator. I enclose an application pack for candidates, which contains information about our Nursery and Family Centre, the position of School & Admissions Administrator 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. 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 Nicky Ellis, Bursar about this.

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 £21,943 - £24,184 FTE. This position is contracted for 25 hours per week, term time only (39 weeks per year), working 8.30am - 3.30pm Monday to Thursday.

The start date for the role is 1st September 2021. We are really keen for a smooth transition and handover from our current administrator, therefore, would offer the opportunity for this to take place in July 2021. This role comes with significant training in Surrey County Council data base management systems and offers excellent Surrey staff benefits.

The closing date for receipt of completed applications is Thursday 24th June, 12 noon and interviews will be held on Tuesday 29th June. We will be contacting candidates as soon as possible after shortlisting.

Please return completed applications to Sarah Clachan, Assistant Bursar, assistantfinance@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.

