



Dear Applicant

March 2020

Re: Lead SEND Assistant

Thank you for your interest in our vacancy for Lead SEND Assistant in our Nursery. I enclose an application pack for candidates, which contains information about our Nursery, the position of Lead SEND Assistant and an Application Form.

I hope you will be able to take advantage of the opportunity to visit us informally in the next few weeks. Please telephone Lisa Harding in the office to make arrangements for this. You may also like to visit the website to obtain more information about our most recent Ofsted inspection, the Governing Body and general ethos.

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 offered an interview, we will take up references at this stage. Note that CVs will not be accepted as applications.

The closing date for receipt of completed applications is 12 noon on Thursday 26th March and interviews will be held on Monday 30th March. Ideally we would like the successful candidate to start on Monday 20th April. We will be contacting shortlisted candidates as soon as possible after shortlisting.

Please return completed applications to Lisa Harding, Admin and HR Assistant, office@chertsey.surrey.sch.uk. Thank you very much for your interest. I wish you success with your application.

Yours sincerely

Anita Cheeseman
Head of School