



December 2020

Dear Applicant

Re: Nursery Assistant

Thank you for your interest in our vacancy for Nursery Assistant in our nursery. I enclose an application pack for candidates, which contains information about our School, the position of Nursery Assistant and an Application Form. The role is temporary will be working with children with specific needs aged between 2 - 5 years old, Monday to Friday 8:30am-11.30am, term time only.

I hope you will be able to take advantage of the opportunity to visit 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 email me on head@chertsey.surrey.sch.uk to arrange a time to talk to me over the Christmas period.

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 based on Surrey's payscale, S1/2, £16,894 FTE pro rata, this position is temporary and contracted for 15 hours per week term time only working Monday to Friday 8:30 – 11:30am.

The closing date for receipt of completed applications is 12 noon on Monday 4th January 2021 and interviews will be held the follow week. We will be contacting candidates as soon as possible after shortlisting.

Please return completed applications to Lisa Harding 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

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.