



December 2022

Dear Applicant

**Re: Nursery Assistant**

Thank you for your interest in our vacancy for Nursery Assistant in our school. I enclose an application pack for candidates, which contains information about our School, the positions available for Nursery Assistant posts, as well as an Application Form. There are two different roles available, please make it clear on your application form, the role(s) you are applying for.

**Role 1** – 13.75 hours a week. Mon to Fri 12.30pm – 3.15pm

**Role 2** – 20 hours a week. Mon 9.00am – 3.15pm, Tue 12.30pm – 3.15pm,  
Thu & Fri 9.00am – 3.15pm

I hope you will be able to take advantage of the opportunity to visit our website [www.chertsev.surrey.sch.uk/job-vacancies](http://www.chertsev.surrey.sch.uk/job-vacancies) over the next couple of weeks, and if you would like to visit prior to submitting an application or like additional information, then please email me on [head@chertsev.surrey.sch.uk](mailto:head@chertsev.surrey.sch.uk).

Please complete the application form fully, ensuring you specify which role you are applying for, as well as 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.

Salary is based on Surrey's payscale, S1/2, £19,233 FTE pro rata,

The closing date for receipt of completed applications is **12 noon on Thursday 12<sup>th</sup> January 2023** and interviews will be held week beginning Monday 16th January 2023. We will be contacting candidates as soon as possible after shortlisting.

Please return completed applications to Lisa Harding [office@chertsev.surrey.sch.uk](mailto:office@chertsev.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.