



November 2023

Dear Applicant

Re: HR & Training Administrator

Thank you for your interest in our vacancy for HR & Training Administrator in our School. I enclose an application pack for candidates, which contains information about our School, the position of HR & Training Administrator and an Application Form. The role is part time, term time to be worked 20 hours per week. The working pattern and hours to be negotiated over a minimum of 3 days per week.

I hope you will be able to take advantage of the opportunity to visit our website over the next couple of weeks. If you would like to visit prior to submitting an application or like additional information, then please email me on head@chertsey.surrey.sch.uk or call the office on 01932 562225 to arrange a time to talk or an appointment.

Please complete the application form fully, 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 and complete online checks at this stage. Note that CVs will not be accepted as applications.

Salary is based on Surrey's pay scale, S5, £24,977 FTE pro rata.

The closing date for receipt of completed applications is 12 noon on **Friday 24th November 2023** and interviews will be held week beginning 27th November. We will be contacting candidates as soon as possible after shortlisting.

Please return completed applications to Lisa Harding, HR Administrator, 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

Chertsey 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 online checks are completed at shortlisting.