

December 2022

Dear Applicant

Re: Servery Assistant

Thank you for your interest in our vacancy for Servery Assistant in our nursery. I enclose an application pack for candidates, which contains information about our School, the position of Servery Assistant and an Application Form. The role is temporary will be working with children aged between 2 -5 years old, Monday to Friday 11.30am-1pm, term time only

I hope you will be able to take advantage of the opportunity to visit our website 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@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, 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.

The salary is based on Surrey's paycales, S1/2, £17,833 FTE pro rata, this position is temporary and contracted for 30 hours per week term time only working Monday to Friday 11.30am – 1pm.

The closing date for receipt of completed applications is **12 noon on Thursday 12th 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@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.