

February 2025

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 work on a 1:1 basis or small group work with children aged between 2 -5 years. It will be term time only on a fixed term contract until July 2024. Please specify the number of hours and days that you are able to work between the hours of 8.30am & 3.15pm. We have various roles within the nursery available.

We are really keen to hear from people with a passion for working with young children. We can offer the opportunity to learn in a nurturing school with excellent professional development.

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, 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. The salary is based on Surrey Pay Scale S1/2 FTE £22,599 pro rata..

The closing date for receipt of completed applications is 12 noon on Monday 24th February 2025 and interviews will be held week beginning Monday 24th February 2025 or sooner. We will be contacting candidates as soon as possible after shortlisting. *We reserve the right to close application early and appoint before published closing date, so please do not miss out on this exciting opportunity.*

Please return completed applications to Chezelle Wilson-Williams, HR & Training 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