



January 2026

Dear Applicant

Re: Nursery Assistant

Thank you for your interest in our vacancy for a Nursery Assistant in our nursery.

Please find enclosed an application pack, which includes information about our school, details of the Nursery Assistant role, and an application form.

The position involves working on a 1:1 basis or with small groups of children aged between 2 and 5 years. It is a term-time only role on a fixed-term contract until July 2026.

When completing your application, please indicate the number of days and hours you are available to work between 8:30 am and 3:15 pm, as we have a range of roles within the nursery.

We are keen to hear from individuals who have a passion for working with young children. In return, we offer the opportunity to work in a nurturing school environment with excellent professional development.

We encourage you to visit our website over the next week. If you would like to arrange a visit prior to submitting your application or require additional information, please email me at head@chertsey.surrey.sch.uk or call the office on **01932 562225** to arrange a time to talk or book an appointment.

Please complete the application form fully and address the items on the Job Profile in your supporting statement. Ensure you have provided details of your referees: one should be your current or most recent employer, and the other should be someone who can comment on your performance at work from a position of responsibility (not a peer). Please note that if you are offered an interview, we will take up references and complete online checks at that stage. CVs will not be accepted as applications.

Salary is based on Surrey Pay PS1/2 – FTE £23,322 pro rata.

The closing date for completed applications is **12 noon on Monday 9th February 2026**, and interviews will be held during the week beginning **Monday 9th February 2026**. We will contact shortlisted candidates as soon as possible after shortlisting.

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 every success with your application.

Anita Cheeseman

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 satisfactory references. All shortlisted candidates will be subject to online recruitment checks.