

July 2025

Dear Applicant

Re: Servery and Catering Assistant

Thank you for your interest in our vacancy for Nursery Nurse in our nursery. I enclose an application pack for candidates, which contains information about our School, the position of Servery and Catering Assistant and an Application Form. The role is part time (11.25 hours) and you will be working with children aged between 2 -5 years within our nursery school.

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 opportunities.

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 dependent on your teaching status qualifications.

The closing date for receipt of completed applications is **12 noon on Tuesday 15th July 2025** and interviews will be held from **Wednesday 16th July 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