



July 2022

Dear Applicant

**Re: Nursery Assistant**

Thank you for your interest in our vacancy for Nursery Assistant in our school. I enclose an application pack for candidates, which contains information about our School, the positions available for Nursery Assistant posts, as well as an Application Form. There are three different roles available, please make it clear on your application form, the role(s) you are applying for.

**Role 1** - 10 hours a week. Mon to Fri 9.30am – 11.30am

**Role 2** – 12 hours a week. Mon to Thurs 9am – 11.30am & Fri 9.30am – 11.30am

**Role 3** – 7 hours a week. Mon and Tues 9am – 12.30pm

**Role 4** – 15 hours a week. Mon - Fri 12.30pm – 3.30pm

**Role 5** – 16.5 hours a week. Mon 12pm – 3pm/ Tues - Thurs 12pm – 3.30pm/ Fri 12pm – 3pm

**Role 6** – 10 hours a week. Tues - Fri 12.30pm – 3pm

Our provision for children with additional needs is growing, therefore we are in need of additional staff with a passion for working with young children to join our team. Roles can be combined to provide additional hours for candidates and we are keen to be flexible for the right candidates.

I hope you will be able to take advantage of the opportunity to visit our website [www.chertsey.surrey.sch.uk/job-vacancies](http://www.chertsey.surrey.sch.uk/job-vacancies) over the next couple of weeks, and if you would like to know more before submitting an application or like additional information, then please email me on [head@chertsey.surrey.sch.uk](mailto:head@chertsey.surrey.sch.uk).

Please complete the application form fully, ensuring you specify which role(s) you are applying for, or make it clear the availability you have. Please also address the items on the Job Profile in your supporting statement. 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.

Salary is based on Surrey's pay scales, S1/2, £19,233 FTE pro rata,

The closing date for receipt of completed applications is **12 noon on Friday 2<sup>nd</sup> September 2022** and interviews will be held week beginning Monday 5<sup>th</sup> September. We will be contacting candidates as soon as possible after shortlisting.

Please return completed applications to Lisa Harding [office@chertsey.surrey.sch.uk](mailto: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 Barring Service and satisfactory references.