



www.dorkingnurseryschool.co.uk
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January 2025

Dear Applicant

Re: Qualified Early Years Practitioners

Thank you for your interest in one of our vacancies working as an Early Years Practitioner. This role will be working as a key person in our class supporting children with additional needs and disabilities. To do this role, you must hold a full and relevant early years qualification educated to at least Level 3.

Dorking Nursery School is one of four maintained nursery schools in Surrey and rated outstanding. We are passionate about, and value inclusion as a core part of the work we do to support children and families in their journey. We have a comprehensive induction plan and clear professional development pathway for all members of staff.

Roles are for practitioners who are keen to further their career and have a passion and enthusiasm to learn from an outstanding team. Please note, due to the development and needs of the children in the provision, excellent spoken and written English is required.

If you have any questions about the role, please don't hesitate to get in contact, or arrange a time with me for a tour.

Please complete the application form fully. Ensure you address the specific requirements 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 start date is Monday 24th February 2025 or as soon as possible after that.

The closing date for receipt of completed applications is **Friday 31st January 12 noon.** Interviews will be held as soon as possible after shortlisting. Please return completed applications to Nicky Ellis, School Business Manager finance@dorking.surrey.sch.uk . Thank you very much for your interest. I wish you success with your application.

Yours sincerely

Donna Harwood-Duffy
Executive Headteacher

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

