



www.dorkingnurseryschool.co.uk  
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November 2024

Dear Applicant

**Re: Qualified Early Years Practitioner**

Thank you for your interest in our vacancy working as a Qualified Early Years Teacher at Dorking Nursery School. We are keen to employ an outstanding and experienced teacher who can work within our open plan nursery and key work a group of identified children. As a maintained nursery school, we prioritise vulnerable children and those with significant needs, therefore, we are keen to recruit a practitioner who has excellent knowledge, understanding and experience of working with children with SEND, parents of children with SEND and have a sound understanding of the level of administration this involves.

Candidates will need to be able to demonstrate experience of leading, planning and delivering group sessions as well as an understanding of the role of key person within the EYFS. Due to the nature of the role, excellent spoken and written English is required. I enclose an application pack for candidates, which contains information about our Nursery, the position of Qualified Early Years Practitioner and an Application Form.

I hope you will be able to take advantage of the opportunity to find out more about us from our website prior to submitting your application. We also welcome the opportunity to show you around if you are keen to see the nursery, please contact the office to arrange a convenient time.

Please complete the application form fully, addressing the items on the relevant 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 will be based on your teaching qualifications. Please note, this role is full time.

The closing date for receipt of completed applications is Friday 19<sup>th</sup> November, 12 noon. Interviews will be held as soon as possible after shortlisting. Start date is 1<sup>st</sup> January 2025.

Please return completed applications to Nicky Ellis, School Business Manager [finance@dorking.surrey.sch.uk](mailto: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 enhanced background checks by the Disclosure and Baring Service and satisfactory references. All shortlisted candidates will be subject to online recruitment checks.