



www.dorkingnurseryschool.co.uk
West Street, Dorking, Surrey RH4 1BY tel: 01306 882397
email: admin@dorking.surrey.sch.uk

Thursday 3rd July 2025

Dear Applicant

Re: Lunchtime Assistant

Thank you for your interest in our vacancy working as a Lunchtime Assistant at Dorking Nursery School. I enclose an application pack for candidates, which contains information about the position of School Administrator and an Application Form. This role is supporting the current Servery and Classroom staff to provide a range of tasks to enable the smooth running of the school, which will impact directly on the children. This role has specific tasks and duties and candidates need to be able to work within specific deadlines but also take initiative.

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 would welcome the opportunity to show you around if you are keen to see the school. Please telephone the office to arrange a convenient time.

Please complete the application form fully, 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 role is working Monday to Friday, 11.30am – 1.30pm term time, Salary is £22,919 FTE pro rata, £12.21 ph.

The closing date for receipt of completed applications is Friday 11th July, 12 noon. Interviews will be held as soon as possible after shortlisting.

Please return completed applications to Sarah Clachan assistantfinance@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.