



www.dorkingnurserychildrenscentre.org.uk  
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Dear Applicant

November 2016

**Re: Breakfast Club Staff**

Thank you for your interest in our vacancies for Breakfast Club in our Nursery School and Children's Centre. I enclose an application pack for candidates, which contains information about our Centre and an application form. This is a new venture for the Centre; therefore initially all posts are temporary appointments at this stage. The posts require staff to be available Monday - Friday starting at either 7.45am until 8.45am. Please make it clear on your application form the role you are applying for. The Breakfast Club Leader will be paid at S6 £20,628 - £23,669 FTE and the Assistant posts will be at S1/2 - S3 £15,189 - £17,316 FTE depending on experience. All roles are temporary and term time only.

Please complete the application form fully, addressing the items on the person specification 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 offered an interview, we will take up references at this stage. Note that CVs will not be accepted as applications.

The closing date for receipt of completed applications is 12 noon on Friday 2<sup>nd</sup> December and interviews will be held on Wednesday. We will be contacting shortlisted candidates as soon as possible after 2<sup>nd</sup> December.

Please return completed applications to me. Thank you very much for your interest. I wish you success with your application.

Yours sincerely

Donna Harwood-Duffy  
Headteacher

The nursery school and children's centre are 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 Criminal Records Bureau disclosure.

