



January 2025

Dear Applicant

**Early Years Assistant**

**31.25 hours per week, 39 weeks per year** (other hours of work are available)

**Salary range:** PS3 £23,576 FTE pro rata

**Actual annual salary example:** £17,606 pa pro rata based on 8.45am-3.30pm every day, term time only

**Hours of work available:**

- 8.45am - 3.30pm Monday – Friday.
- We will also consider 8.45am-1.30pm Monday - Friday,
- We can also consider 36 hours per week within the hours of 7.45am-4.30pm Monday - Friday.

Thank you for your interest in our vacancy for Early Years Assistant.

Serious candidates are strongly advised to visit Guildford Nursery School informally in the next few days. Please telephone 01483 566 589 to make an appointment with Sally Cave, Headteacher.

You may also like to visit the centre website to obtain more information about our governing body and general ethos of our centre.

Please complete the application form fully, addressing the items on the person specification in your supporting statement. Please also check that you have the correct qualifications for the post, give 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 state if you are looking for permanent or temporary position and the hours or work you are interested in. Please note that CVs will not be accepted as applications.

The closing date for receipt of completed applications is midday on Wednesday 22 January 2025 and interviews will be held week commencing 3 February 2025. We will be contacting shortlisted candidates as soon as possible after we meet on Thursday 23 January 2025.

Please return completed applications to [recruitment@guildfordnsc.surrey.sch.uk](mailto:recruitment@guildfordnsc.surrey.sch.uk). Thank you very much for your interest. I wish you success with your application.

Yours sincerely,

Chair of Selection Panel

Hazel Avenue, Guildford, Surrey, GU1 1NR  
Tel: 01483 566589  
[recruitment@guildfordnsc.surrey.sch.uk](mailto:recruitment@guildfordnsc.surrey.sch.uk)