October 2026

Dear Applicant

Early Years Assistant

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

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.

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.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is exempt from the Rehabilitation of Offenders Act (ROA) 1974 and is subject to an Enhanced DBS check and references.

Guildford Nursery School and Family Centre is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

You can find our safeguarding and child protection policy on our website: Safeguarding-and-Child-Protection-Policy-2026-27.pdf

Hours of work available:
8:00am – 4:00pm Monday – Friday.
10:00am – 2:00pm Monday – Thursday.

Salary range: PS3 £25, 133 FTE pro rata

Actual annual salary:
£20,270 pa pro rata based on 33.75 hours per week, term time only 8:45am-4:00pm Monday – Friday
£9,609 pa pro rata based on 16 hours per week, term time only 10:00am – 2:00pm Monday – Thursday

This is a rolling recruitment process. Applications will be reviewed as they are received, and interviews may be scheduled at any stage. We therefore encourage early submission to avoid disappointment, as the advert may close once suitable candidates are appointed.

Please return completed applications to **recruitment@guildfordnscc.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@guildfordnscc.surrey.sch.uk