



October 2026

Dear Applicant

Fixed term Administrative Assistant

Hours of work:

20-25 hours a week Term Time Only until 31st March 2028

Salary range: PS4 £25,879 - £27,710 pro rata

Actual annual salary:

Salary for 20 hours per week term time only: £12,368

Salary for 25 hours per week term time only: £15,460

Thank you for your interest in our vacancy for Fixed term Administrative 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 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.

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](#)

The closing date for receipt of completed applications is midday on **2 November** 2026, and interviews will be held on **18 November** 2026. We will be contacting shortlisted candidates as soon as possible.

Please note assessments will be scheduled to take place on **5 November**.

Please return completed applications to recruitment@guildfordnscs.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@guildfordnscs.surrey.sch.uk