



Mole Valley Family Centre JOB VACANCY

Family Centre Administrator and Receptionist
15 hours per week (temporary contract until March 31st 2024)

Working days:
Wednesday 9am-4pm (with half hour lunch break)
Thursday 1pm-3.30pm
Friday 9am-3.30pm (with half hour lunch break)

Mole Valley Family Centre is looking for a cheerful and enthusiastic individual to join our well-established team based at Goodwyns Road.

The person we seek will be a quick learner, well presented, able to engage with the public both face-to-face and on the phone and be able to multi-task. Ideally, we are looking for someone who can use various IT packages such as MS Publisher, Excel and Word and has experience of using social media to promote services.

Mole Valley Family Centre was established in September 2019 and is led and managed by Dorking Nursery School. The Family Centre supports families with young children who are experiencing challenging circumstances. We place a high value on team work and professionalism and have high expectations for ourselves and the families we work with.

The successful candidate must have the ability to work in a flexible way with their job-share partner to ensure maximum efficiency of the team.

If you would like to hear more about the role, please contact Helen Sutherland, Centre Manager, on 01306 740095 or go to the website to download an application pack:
www.molevalleyfamilycentre.co.uk/job-vacancies

Salary will be based on Surrey Pay Scale S5 (from £23,243 FTE)

Closing date for applications: Friday 17th March 2023 at 12 noon
(Interviews will be in the week starting Monday 20th March)

Application forms and job details can be downloaded from our website:
<https://www.molevalleyfamilycentre.co.uk/job-vacancies>

Please send completed application forms to familycentre@dorking.surrey.sch.uk
or post to Jo Long at MVFC, Goodwyns Road, Dorking RH4 2LR

Please ensure you are able to meet the requirements of the Job Profile and refer to this in your application.

Mole Valley Family Centre 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 Disclosure and Baring Service check.