



Mole Valley Family Centre JOB VACANCY

Family Centre Administrator and Receptionist
17 hours per week (fixed term contract until March 31st 2024)

Working days:

9am-4pm (with half hour lunch break) on 2 days a week

12pm to 4pm on one afternoon

The working days will need to be Monday to Wednesday or Wednesday to Friday

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 14th April at 4pm
(Interviews will be in the week starting Monday 17th April)

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 background check by the Disclosure and Baring Service and satisfactory references.