



Mole Valley Family Centre JOB VACANCY

Centre Administrator and Receptionist. **14 hours per week (temporary)**

Role initially for 4 months starting as soon as possible until the end of August 2021 due to variations in services in the Centre following Covid. Mondays 9am-4.30pm, Wednesdays 9am-12pm, Thursdays 9am-1pm

Mole Valley Family Centre is looking for an enthusiastic and organised individual to fill a temporary post for 4 months.

The person we seek will be a quick learner, well presented, able to engage with the public face to face and on the phone and be able to use various IT packages such as publisher, excel and word.

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

Ideally the successful candidate will have some 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 web site to download an application pack: www.molevalleyfamilycentre.co.uk/job-vacancies

Salary will be based on Surrey Pay Scale S5 (from £21,943 FTE)

Closing date for applications 12 noon Wednesday 12th May

(Interviews will be on Monday 17th May)

Application forms and job details can be downloaded from our website:

<https://www.molevalleyfamilycentre.co.uk/job-vacancies>

Please send completed application forms to finance@dorking.surrey.sch.uk or post to Nicky Ellis, Bursar, Dorking Nursery School, West Street, Dorking, RH4 1BY

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