



www.molevalleyfamilycentre.co.uk
Goodwyns Road, Dorking, Surrey RH4 2LR Tel: 01306 740095
email: familycentre@dorking.surrey.sch.uk

Dear Applicant

April 2021

Re: Family Centre Administrator and Receptionist (14 hours, temporary role until end August 2021)

Thank you for your interest in our vacancy working as Family Centre Admin and Receptionist. This role is part of a job share. I enclose an application pack for candidates, which contains information about the position and an application form.

I hope you will be able to take advantage of the opportunity to find out more about us from our website prior to submitting your application, www.molevalleyfamilycentre.co.uk. Due to the Covid-19 pandemic, we are limiting visitors on site at present, however, would welcome the opportunity to tell you more about the role if you are interested. Please telephone the office to arrange a time to talk to me.

Please complete the application form fully, addressing the items on the Job Profile in your supporting statement. Please also check that you have given 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 be aware that if you are offered an interview, we will take up references at this stage. Note that CVs will not be accepted as applications. The salary is set by Surrey County Council, Pay Scale S5, starting at £21,943 FTE. This position is a 14 hour a week contract and hours need to be worked on Monday (9am-4.30pm), Wednesday (9am - midday) and Thursday (9am - 1pm).

The closing date for receipt of completed applications is Wednesday 12th May at 12 noon. Interviews will be held on Monday 17th May in the morning. We will be contacting candidates as soon as possible after shortlisting.

Please return completed applications to Nicky Ellis, finance@dorking.surrey.sch.uk. Thank you very much for your interest. I wish you success with your application.

Yours sincerely

Helen Sutherland
Family Centre Manager