



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

Dear Applicant

March 2023

Re: Family Centre Administrator and Receptionist (17 hours, fixed term role until end March 2024)

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. If you would like to speak to me about the role, please call the office (01306 740095) and ask them to arrange a time when we can talk.

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 £23,243 FTE. This position is a part time, 17 hour a week contract and hours need to be worked on 3 consecutive days. Either Monday to Wednesday or Wednesday to Friday. 2 days will be 9am to 4pm and one day will be 12pm to 4pm. Please indicate in your application which days you would be available to work.

The closing date for receipt of completed applications is Friday April 14th at 4pm. Interviews will be held in the week commencing Monday 17th April.

Please return completed applications to Jo Long familycentre@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

The 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 checks by the Disclosure and Baring Service and satisfactory references.