



www.dorkingnurserychildrenscentre.org.uk
Goodwyns Road, Dorking, Surrey RH4 2LR Tel: 01306 740095
Email: familycentre@dorking.surrey.sch.uk

Dear Applicant

September 2019

Re: Family Centre Administrator (maternity cover)

Thank you for your interest in our vacancy working in our admin team within the Mole Valley Family Centre. I enclose an application pack for candidates, which contains information about our Centre, the position of Family Centre Administrator, an Application Form and a variety of other documents.

This role is temporary, starting Monday 4th November, covering for a maternity leave for 6 months, with a possible extension to 11 months. The role will be working at the Goodwyns Road site of our Centre in the office, engaging with the public both face to face and over the telephone. Candidates will also be expected to have competent IT skills.

I hope you will be able to take advantage of the opportunity to visit our website over the next couple of weeks, and if you would like to visit prior to submitting an application or like additional information, then please contact the office.

Please complete the application form and Disqualification 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 will Surrey Pay Scale 5, FTE £21,169, 52 weeks per year. The position is for 18 hours per week (Monday and Tuesday 9am - 4pm and Wednesday 9am - 2pm).

The closing date for receipt of completed applications is 12 noon on 14th October 2019 and interviews will be held on Friday 18th October. We will be contacting candidates as soon as possible after shortlisting.

Please return completed applications to Nicky Eliis, 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/Chair of recruitment panel