



www.dorkingnurserychildrenscentre.org.uk  
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email: [ccmanager@dorking.surrey.sch.uk](mailto:ccmanager@dorking.surrey.sch.uk)

November 2016

Dear Applicant

**Re: S6 Development Post/ Trainee Outreach Worker.**

Thank you for your interest in our vacancy for a Trainee Outreach Worker to join our team. I enclose an application pack for candidates, which contains information about our Centre, the development post and an application form. If you would like to discuss the post further please contact me on the telephone number above.

Please complete the application form fully, addressing the items on the job description and person specification 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.

Please note, this position is graded as Surrey Pay Scale 6 (£20,424 - £23,435 FTE). The role is for 14 hours per week 52 weeks a year for a fixed term of 12 months.

The closing date for receipt of completed applications is 9am on Friday 2<sup>nd</sup> December. Shortlisted candidates will be contacted as soon as possible after this date. Interviews will be held on Tuesday 13<sup>th</sup> December.

Please return completed applications to me at the address above or via e mail. I wish you success with your application.

Yours sincerely

*Helen Sutherland*

Helen Sutherland  
Children's Centre Manager

The nursery school and children's 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 Criminal Records Bureau disclosure.