

Home-Start Spelthorne

The Resource Centre
Staines Park
Commercial Road
Staines-upon-Thames
Middlesex
TW18 2QW

Tel no: 01784 463200

Email: info@home-startspelthorne.org

Web: www.home-startspelthorne.org



Dear

Thank you for requesting a candidate information pack for the post of Family Support Co-ordinator. A Good standard of education (GCSE, NVQ level 3 or equivalent), together with sensitivity and excellent communication skills are essential. Parenting experience is desirable. Use of your own car (expenses paid) is required. Applicants will be required to undergo an enhanced disclosure check.

In the pack you will find

Application form with guidance notes

Job Description and Person specification

Monitoring Form

Safeguarding and Equality, Fairness and Diversity Policy Statements

Please read the Guidance Notes before completing the application form, because we can only determine your suitability for the position from the information you give. The closing date for this post is **17th January 2020** – any applications received after this date cannot be considered. Interview Date is **28th January 2020**. Please return your completed application form by email to: info@home-startspelthorne.org or by post to: Home-Start Spelthorne, The Resource Centre, Staines Park, Commercial Road, Staines-upon-Thames, Middlesex. TW18 2QW

Home-Start Spelthorne is committed to safer recruitment practice as an important part of safeguarding and protecting children and vulnerable adults.

Home-Start Spelthorne is committed to equality of opportunity and diversity.

Yours sincerely,

Beth Scott
Chair

Charity no. 1160026

