

Home-Start Spelthorne

The Resource Centre
Staines Park, Commercial Road
Staines-upon-Thames
Middlesex, TW18 2QW
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December 2021

Dear Applicant

Thank you for requesting a candidate information pack for the post of Family Support Manager.

In the pack you will find:-

- Application form with guidance notes
- Job Description and Person specification
- Equal opportunity 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 Tuesday **25th January 2022** – any applications received after this date cannot be considered. Interviews will be held on Friday **4th February 2022**, if you are shortlisted for interview, you will be notified by telephone, at this time you will be informed of the theme for an exercise/presentation which will be part of the interview, this will be confirmed by email/letter.

Please return your completed application form by email to hazel@home-startspelthorne.org or by post to: Hazel Want, Home-Start Spelthorne, The Resource Centre, Staines Park, Commercial Road, Staines-upon-Thames, Middlesex. TW18 2QW.
You can find additional information about Home-Start Spelthorne on our website www.home-startspelthorne.org

Home-Start Spelthorne is committed to safer recruitment practice as an important part of safeguarding and protecting children and vulnerable adults. Disclosure of criminal records will be requested from Disclosure and Barring Services to assist with decision making for this role.

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

If you have any further queries about this post please contact mandy@home-startspelthorne.org

Yours sincerely,

Vivian Williams
Chair

Charity No. 1160026

