

Home-Start Spelthorne

The Resource Centre
Staines Park, Commercial Road
Staines-upon-Thames
Middlesex, TW18 2QJ
Tel no: 01784 463200
Email: info@home-startspelthorne.org
Web: www.home-startspelthorne.org
Facebook: www.facebook.com/homestartspelthorne



Dear Applicant

Thank you for requesting a candidate information pack for the post of Group Co-ordinator.

In the pack you will find:-

Application form with guidance notes
Job Description and Person specification
Equalities Monitoring Form

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 **Thursday 12th March 2026** – any applications received after this date cannot be considered. If you are shortlisted for interview, you will be notified by telephone.

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 2QJ.

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 essential part of safeguarding and protecting children and vulnerable adults. A Disclosure and Barring Service check will be requested at the point of job offer to support decision-making for this role. We will also verify your right to work in the UK.

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

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

Yours sincerely,

Mandy Groves

Mandy Groves
Scheme Manager