

Dear applicant

t: 01483 776 868
admin@yoursanctuary.org.uk
www.yoursanctuary.org.uk
15a Monument Way East
Woking, Surrey GU21 5LY

**Re: Application for two posts -
Children's Outreach Support (20 hours per week)
Children's Outreach Support (20 hours per week term time only)
both with 'on call' shift rota responsibilities**

Thank you very much for your interest in joining Your Sanctuary. The salary for the posts will be circa £24,000 - £26,000 per annum (full time equivalent) depending upon skills and experience. There will be some flexibility in terms of working pattern. The post holder(s) will be required to take part in an on call shift rota for which an additional payment will be made. Full job descriptions/person specifications are available at <https://www.yoursanctuary.org.uk>.

If you would like to apply, please send your CV and a covering letter to admin@yoursanctuary.org.uk by 9am Friday 2nd July 2021, although applications will be considered upon receipt so please note that the post may be offered at an earlier date. In your covering letter please specify which post you are applying for and what your preferred working pattern would be. Please also include a supporting statement on how your skills, experience and/or knowledge enable you to meet the requirements set out in the person specification/job description for this post. We would appreciate you completing and returning our Equality and Diversity Monitoring form which will be kept separate from your application and is for monitoring purposes only.

If you have not been contacted by Friday 9th July 2021 then unfortunately your application will have been unsuccessful on this occasion.

Successful applicants will need to have a full driving licence and access to a reliable car for work purposes. Any offer will be subject to acceptable references. At Your Sanctuary, we welcome applications from all diverse communities and all backgrounds, including those with a criminal record, subject to a risk assessment. Due to the nature of the work involved in this post, this post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and it is therefore a condition of employment that all convictions are disclosed in advance and a Disclosure and Barring Service check will be required. Your Sanctuary has an Employment of Ex-offenders policy of which a full copy can be requested at any time. Please note that we are required by law to ensure that all employees have the right to work in the UK. If offered the position you will be required to prove your right to work by providing one of the following: National Insurance Number Card; P45/P60; Work Permit.

We look forward to receiving your application.

Yours faithfully

Denyse G
Therapeutic Services Lead – Children & Families