

Date as postmark/email

Dear Applicant,

Thank you for your interest in working for our organisation.

Please find enclosed an application pack for the position you have expressed an interest in.

This includes:

- Job Description
- Person Specification
- Equal Opportunities Monitoring Form
- Application Form
- What our staff say about working with us – summary of staff feedback

Once completed please post your application to the address below. If you would like an informal discussion about the post you are applying for please do not hesitate to contact me.

Please note: This is not a full time position and would typically suit those wanting to work flexibly around studies and/or term time work.

If you are successful, you will be required to have a clear enhanced DBS check and sign up to the DBS Update Service with automatic renewal. It will be a condition of your employment that you have subscribed and continue to subscribe to the DBS Update Service. New employees to the Charity are required to pay the annual subscription (£13) to the DBS Update Service.

We promote a culture of excellence at our clubs. Due to the nature of support required by many of our children we ask that staff have a minimum of 1 year experience of working with young people with special needs and disabilities, including autism and challenging behaviour.

We are an equal opportunities employer. Safeguarding children is paramount and all posts are subject to an enhanced DBS check and 2 satisfactory references.

Good luck with your application; we look forward to hearing from you.

Yours faithfully



Caroline Conein
Service Manager

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Malvern Special Families is a company limited by guarantee and a registered charity in England and Wales.
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