

**Advice, Information and
Clerical Receptionist**

24 hrs per week.

£11,457



Surrey Care Trust is looking to appoint an enthusiastic individual who will be the front line for our Centre, offering excellent customer service and a positive experience for all of our visitors. The role involves administrative duties that support the day-to-day operation of the Centre. If you can thrive as part of a friendly and dedicated team, enjoy interacting with children and families, can be creative and supportive of children and their families then apply now.

We can offer you a stimulating working environment, which values everyone and offers you a chance to develop your skills and fulfil your potential.

Our aim is that Stanwell Family Centre will play a pivotal role in improving outcomes for young children and their families by reducing inequalities between the most disadvantaged and the rest.

Successful completion of an enhanced DBS check is an essential requirement for this post.



For an application form, please visit our website:

<http://www.surreycaretrust.co.uk/vacancies/jobs/>

Closing Date for applications: 2 October 2019

Interview Date: 11 October 2019