



## **Service Assistant (part-time)**

### **Details for applicants**

#### **1. Application process**

Please carefully read the job description which is available attached here.

If you would like to apply, please complete the attached application form and send it to: [sarah.wahby@sanctuaryhosting.org](mailto:sarah.wahby@sanctuaryhosting.org)

**PLEASE DO NOT SEND CVs. APPLICATIONS MUST BE MADE USING A SANCTUARY HOSTING APPLICATION FORM.**

**The deadline for applications is Monday January 27th at 9am**

You may also, if you wish, complete and send the Equality and Diversity Monitoring Form to us. This is anonymous, entirely voluntary and does not form part of the assessment process.

Short-listed candidates will be informed as soon as possible and will be invited to an interview.

Sanctuary Hosting follows an equal opportunities policy.

#### **2. DBS [Disclosure and Barring Service] formally CRB checks**

If you are offered the post it will be subject to a basic DBS check. It is a requirement of the position that you consent to this check and that the results are acceptable to us. Previous convictions will not necessarily exclude you from being accepted for the position. If you already hold a current certificate we will ask you to allow us to check your status.

#### **3. Basic terms and conditions**

Full terms and conditions of employment will be discussed and agreed with the successful applicant at the point they are offered the job. What follows are some key features that applicants need to be aware of.

The salary offered is £19,000 gross pro rata. Hours will be agreed with the successful candidate up to 15 per week, and there will be opportunity for flexible working around your own availability and the needs of the organisation (eg attendance at events, team meetings etc).

The post holder will receive 33 days holiday a year including bank holidays pro rata.

#### **4. Place of work and travel**

Sanctuary Hosting has a small office base in Oxford but staff are encouraged to work from home to ease pressure on office space. Travel expenses other than to and from the office will be reimbursed (mileage or bus/train fares)

#### **5 Dates**

Deadline for applications: 9am on Monday 27<sup>th</sup> Jan 2020

Interviews are likely to take place on Wednesday 5th Feb 2020