

Dear Applicant,

Re: Day Service Assistant Post

Thank you for applying for the above post.

Please find attached

- Application form
- Job Description and Person Specification
- Equal Opportunities monitoring form

Terms and conditions:

Salary - £12,805.00 per annum
22 days paid holiday (or pro rata if part time) after 5 years this increases
Final salary pension scheme (Greater Manchester Pension Fund)
Training and development opportunities
Opportunity to experience different parts of the service and service delivery
Car Allowance
Up to £2.00 a day lunch allowance
37 hours full time and part time options available
Monday – Friday - No weekend work
Annual Salary review
Work Life balance policies available

We will accept CV's, however you must complete

1. Equal Opportunities Monitoring forms
2. page 4 on the application form, explaining why you have applied for this post
3. The Rehabilitation of Offenders Act on page 5
4. Declaration, on page 5

If you are not submitting a CV please complete all parts of the application form and return in the pre-addressed envelope provided.

Yours sincerely

Lynn Bradley
Human Resource Administrator