

JOB VACANCY

Supporting information

Working at Burton Street

Our clients have always been at the heart of the Burton Street Foundation. We work with people of all ages with learning and physical disabilities, creating sessions that are full of creativity and fun. We love the work we do here, and that is reflected in day to day life at Burton Street.

We also aim to provide a brilliant range of accessible services which are open to the public. On site we have a two cafes, a gym and sports hall, recording studio, restaurant, training facilities, meeting and conference facilities, and a bar.

Working for us, you can expect a rewarding career with a range of attractive benefits, a friendly, supportive work environment and the chance to be part of a dedicated team.

Completing your form

Please read the application form, job description, person and health risks specifications carefully, so that you understand what the position involves. This information is designed to help you complete the application form as thoroughly as possible.

When completing your application, give as much information as you can that is relevant to the job for which you are applying. Please check that the information you provide is accurate. If you conceal or misrepresent relevant information at any stage during the recruitment process you will be disqualified.

You will only be shortlisted if you meet the essential requirements of the job specification. The decision to shortlist you for interview will be based solely on the information you provide in the application form.

Please return your form by email or by hard copy to Katherine Torr at the Burton Street Foundation, using the contact details overleaf.

If you have not been contacted within four weeks of the closing date, please assume your application has been unsuccessful. Please do not let this deter you from applying for future positions.

Equality Act

People are recruited and promoted on the basis of their merits and abilities, and no job applicant or employee receives less favourable treatment on the grounds of racial group, origin or nationality, sex, disability, marital status, age, sexual orientation, political or religious beliefs or trade union activity. Included in the pack is an equality monitoring form. By completing this form, you can help us to improve and encourage applications from under-represented groups in our city. This is optional.

Disabled Candidates

We welcome applications from people with disabilities. If you are selected to attend for interview, you will be asked if you require any special arrangements. Following the questions at interview there will also be time to discuss any reasonable adjustment that may be required to enable you to carry out the job.

Asylum and Immigration Act

If shortlisted you will be asked to bring relevant documentation to interview.

Criminal Records Declaration

The Burton Street Foundation recognises the contribution that ex-offenders can make as employees and volunteers, and welcomes applications from them. A criminal record will not debar that person from being appointed to the post, where those offences are not relevant to the role.

However the nature of some posts requires us to know about all unspent and unprotected spent criminal convictions and cautions to make informed decisions. The recruiting manager will only have access to this confidential information after shortlisting is completed, and may ask questions about criminal records at interview.

Complaints Procedure

If you have a complaint regarding the recruitment process please contact the HR manager, giving full details. We will investigate and respond within 28 working days.

Recruitment Contact

Address

Katherine Torr
HR Manager
The Burton Street Foundation
57 Burton Street
Sheffield S6 2HH

Email

katherine.torr@burtonstreet.org.uk