

Stepping Out: A Guide to Setting Up an Out Of School Childcare Club

Step 11: Staff Policies, Procedures and Forms

Letter Offering Position to Successful Candidate

[Logo]

[Chairperson's name]
[Name of Club]
[Correspondence Address]
[Town]
[County]
[Postcode]
[Tel:]
[Date]

Dear [name of applicant]

Re: Application: Senior Playworker / Assistant Playworker [Permanent, Temporary, Fixed Term Until dd/mm/yy]

Thank you for attending the interview on [dd/mm/yy] for the above position for [number of hours/per week during term time/school holidays]. I am pleased to confirm the verbal offer made to you for the position, with effect from [dd/mm/yy] (fixed term until [dd/mm/yy]) at [name and address of club].

This offer is subject to satisfactory references, both of which will need to be in place before you start. The position is also subject to:

- you being able to demonstrate your eligibility to work in the UK;
- a satisfactory Criminal Records Bureau check (and Independent Safeguarding Authority checks where relevant);
- other checks required by Care Standards and Social Services Inspectorate Wales and;
- a six-month probationary review.

[Name and title] will be in touch with you to make arrangements for you to come in and complete the form and relevant identity checks in order to progress your CRB check.

Your salary will be [£ amount] per annum, paid by monthly credit transfer. Annual leave entitlement will be [x weeks per year to be taken during school holidays]. The club operates a pension scheme with [name of pension provider]. (Also specify if there are any eligibility criteria for this e.g. on successful completion of a probationary period)

I would be grateful if you could confirm your acceptance of this offer in writing within 7 days of receipt of this letter. Your contract of employment will be issued [on receipt of your acceptance or at induction].

Best wishes,

Yours sincerely,

[Print name]

Chair of the Management Committee

A company limited by guarantee [number] and registered charity [number]
[Acknowledge funder and funder's logos as specified in their terms and conditions if relevant]