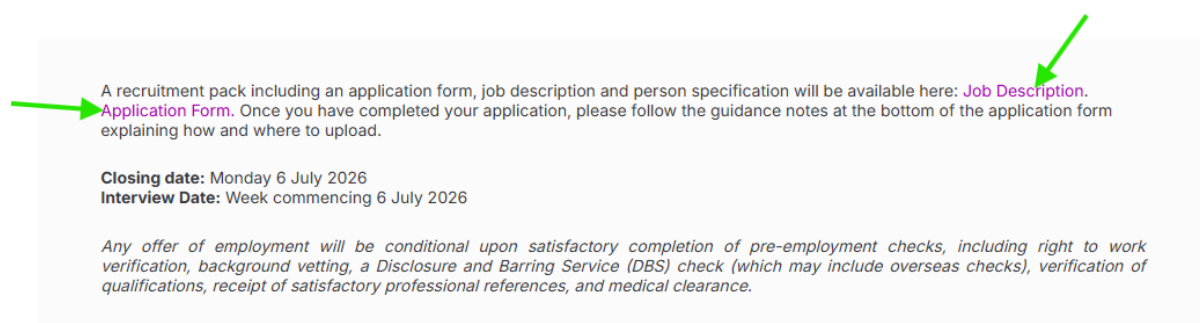


Application Guidelines

1. Open the job advert – Click on the job link provided on the website. This will take you to the advert for the role.

2. View the Job Description and Application Form – Within the advert, you will find links to both the Job Description and the Application Form. These will appear as purple hyperlinks.

Click the relevant links to open and download the documents.



A recruitment pack including an application form, job description and person specification will be available here: [Job Description](#), [Application Form](#). Once you have completed your application, please follow the guidance notes at the bottom of the application form explaining how and where to upload.

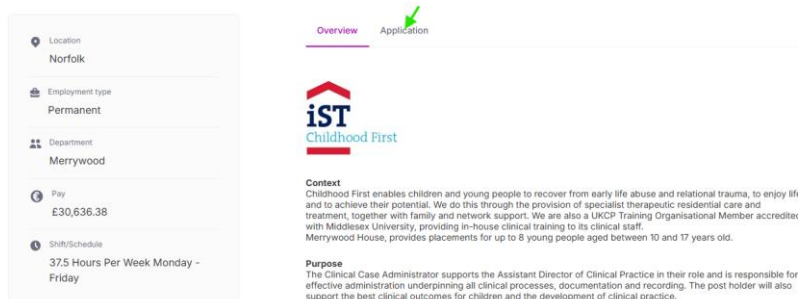
Closing date: Monday 6 July 2026
Interview Date: Week commencing 6 July 2026

Any offer of employment will be conditional upon satisfactory completion of pre-employment checks, including right to work verification, background vetting, a Disclosure and Barring Service (DBS) check (which may include overseas checks), verification of qualifications, receipt of satisfactory professional references, and medical clearance.

3. Complete the Application Form– Please complete the Application Form in full and save a copy of your completed version.

A separate CV or Cover Letter is not required for this role.

4. Upload your completed Application Form- Click from “**Overview**” to the “**Application**” page.



The screenshot shows a job details page with the following information:

- Location:** Norfolk
- Employment type:** Permanent
- Department:** Merrywood
- Pay:** £30,636.38
- Shift/Schedule:** 37.5 Hours Per Week Monday - Friday

At the top, there are two navigation tabs: "Overview" and "Application", with a green arrow pointing to "Application". Below the tabs is the iST Childhood First logo and the following text:

Context
Childhood First enables children and young people to recover from early life abuse and relational trauma, to enjoy life and to achieve their potential. We do this through the provision of specialist therapeutic residential care and treatment, together with family and network support. We are also a UKCP Training Organisational Member accredited with Middlesex University, providing in-house clinical training to its clinical staff. Merrywood House, provides placements for up to 8 young people aged between 10 and 17 years old.

Purpose
The Clinical Case Administrator supports the Assistant Director of Clinical Practice in their role and is responsible for effective administration underpinning all clinical processes, documentation and recording. The post holder will also support the best clinical outcomes for children and the development of clinical practice.

On the application page, please upload your completed Internal Application Form in the “**Upload cover letter**” section.

Overview Application

Application form

Upload CV
Drag files here or [click to upload](#).
Supports PDF, DOC, DOCX and image files.

Upload cover letter
Drag files here or [click to upload](#).
Supports PDF, DOC, DOCX and image files.

Full name Required

Phone number
UK +44

Email address Required
you@childhoodfirst.com

Although this section is labelled “**Upload cover letter**”, it should be used to upload your completed Application Form.

5. Submit your application

Once your completed Application Form has been uploaded, please follow the on-screen instructions to submit your application.

Current location

Submit Application

Your application will then be sent to the hiring manager.

Need help?

If you experience any issues with the application process or have any questions, please contact HR at hr@childhoodfirst.org.uk or on 0207 928 7388.