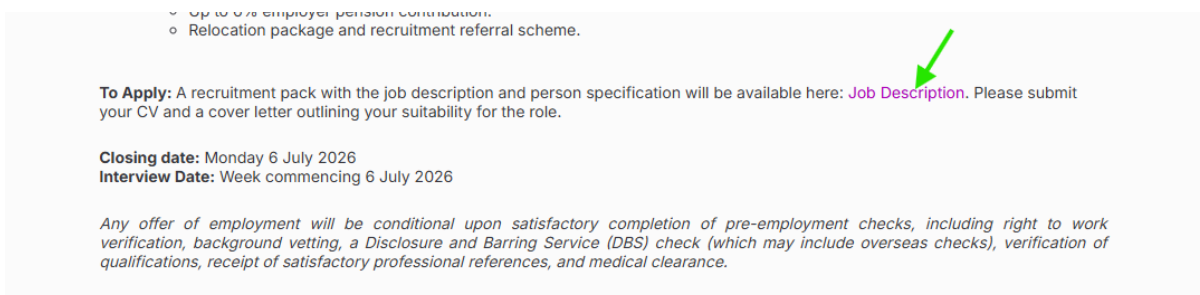


Application Guidelines

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 – Within the advert, you will find a link to the Job Description These will appear as a purple hyperlink.

Click the relevant link to open and download the document.



Up to 6% employer pension contribution.
 o Relocation package and recruitment referral scheme.

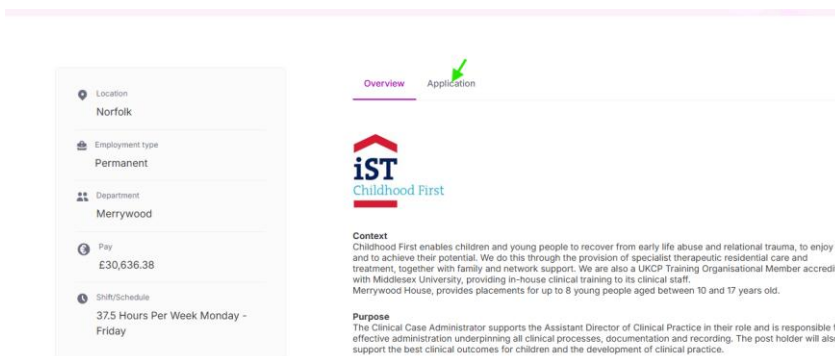
To Apply: A recruitment pack with the job description and person specification will be available here: [Job Description](#). Please submit your CV and a cover letter outlining your suitability for the role.

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 your Cover Letter– Please complete a Cover Letter outlining your suitability for the role and save a copy of your completed version.

4. Upload your CV and Cover Letter- Click from **“Overview”** to the **“Application”** page.



Location
Norfolk

Employment type
Permanent

Department
Merrywood

Pay
£30,636.38

Shift/Schedule
37.5 Hours Per Week Monday - Friday

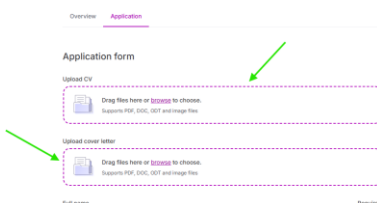
Overview Application

iST
Childhood First

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 CV to the **“Upload CV”** section and your Cover Letter in **“Upload cover letter”** section.



Overview Application

Application form

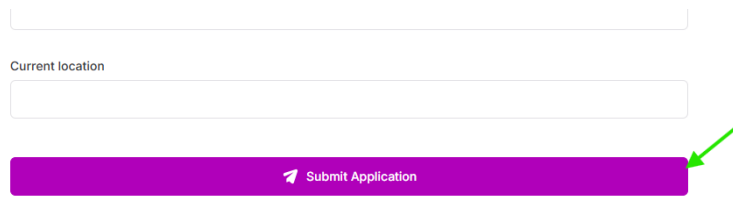
Upload CV
 Drag files here or [click to choose](#).
Requires PDF, DOC, DOCX, ODT and image files.

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

Full name Required

5. Submit your application

Once your documents have been uploaded, please follow the on-screen instructions to submit your application.



The screenshot shows a form with two input fields. The first field is empty. The second field is labeled 'Current location' and is also empty. Below the fields is a purple button with a white arrow icon and the text 'Submit Application'. A green arrow points to the right side of the button.

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.