

What Happens Next

Upon receipt of your CV and covering letter, your application will be reviewed by the registered Manager. Should your skills and experience align with the requirements of the role, you will be invited to attend a first-stage interview at Point House with the Registered Manager of the Home.

The purpose of this initial interview is to:

- Provide you with an introduction to the Home and the opportunity to view the working environment.
- Enable you to meet the Registered Manager in person.
- Allow you to ask any questions in an open and transparent manner.

We place importance on ensuring that the role is the right fit both for the applicant and for the organisation. For this reason, the interview process is designed not only to assess suitability for the position but also to give you a clear understanding of the culture and values of Point House, which have been established and upheld for over 45 years.

During the interview, full details of the role and responsibilities will be discussed. This will enable you to make an informed decision as to whether the position and environment are right for you.

The interview process

Subject: Invitation to First Interview – Point House

first interview Invitation to Meet Regarding Registered Manager Vacancy

We will warmly invite you to attend a first interview meeting at **Point House**.

This initial meeting will give you the chance to look around our home, experience the environment for yourself, and meet with me in person.

We believe first impressions are important — not only in considering whether you are the right fit for the role, but also in ensuring that our values and supportive culture, built and nurtured over the past 45 years, feel like the right fit for you.

First meeting interview

During the first interview, we will talk through all the details of the position, including the responsibilities, expectations, working hours, and days.

This way, you will leave with a clear and complete understanding of what the role involves, helping you to decide if this feels like the right place for you.

Most importantly, I am genuinely excited to meet you face-to-face. I look forward to learning more about your skills, ideas, and experiences, and to exploring how you could contribute to our team.

As this is a brand-new role, it marks an exciting new chapter for us.

second meeting interview

If everything feels right so far, we'll invite you back for a second meeting. This will give you the chance to meet some of our staff and clients, learn more about the role in detail, and get a clearer sense of how we work day-to-day.

third stage and final meeting

Following that stage, we'll review all applications carefully and create a shortlist.

Those selected will be invited for a third and final meeting, where we'll look at moving forward with offering employment to the best candidate for the role.