Application packs for all vacancies are available online at www.derbyshire.gov.uk/jobs or Call Derbyshire on 01629 533190 quoting the reference number
Choose something better, choose Derbyshire.

Derbyshire County Council is the largest employer in the county offering a large variety of career opportunities throughout Derbyshire. The Council offers excellent terms and conditions of employment, as well as competitive salaries. The weekly Jobs Bulletin contains all the vacancies currently available within Derbyshire County Council as well as those of our partner organisations. All post details including the job and person profile along with any other supporting information can be found on our website www.derbyshire.gov.uk/jobs.

From 1 April 2017 to 31 March 2018, eligible Council employees and those in participating schools will be paid the Living Wage allowance. If the hourly rate for a job is lower than £8.45 per hour an allowance will be paid to bring it up to this amount.

On the website you can also:
- Search for vacancies
- Register to receive e-mail alerts for any posts that you would be interested in applying for
- Apply for a post on-line.

Alternatively you can contact **Call Derbyshire on 01629 533190** quoting the appropriate job reference number, and ask for an applicant’s pack to be posted out to you. To make your job hunting easier you can find this week’s vacancies listed under the following categories.

<table>
<thead>
<tr>
<th></th>
<th>Number of vacancies</th>
<th>Displayed on page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Services/Administration</td>
<td>10</td>
<td>1</td>
</tr>
<tr>
<td>Care/Social Work</td>
<td>19</td>
<td>4</td>
</tr>
<tr>
<td>Caretaking/Cleaning</td>
<td>14</td>
<td>8</td>
</tr>
<tr>
<td>Catering</td>
<td>3</td>
<td>11</td>
</tr>
<tr>
<td>Childrens Services</td>
<td>1</td>
<td>12</td>
</tr>
<tr>
<td>Education – Non Teaching</td>
<td>1</td>
<td>12</td>
</tr>
<tr>
<td>Education – Youth &amp; Adult Services</td>
<td>3</td>
<td>13</td>
</tr>
<tr>
<td>Engineering/Technical/Surveying</td>
<td>1</td>
<td>14</td>
</tr>
<tr>
<td>Finance &amp; ICT</td>
<td>1</td>
<td>14</td>
</tr>
<tr>
<td>Personnel/Human Resources</td>
<td>1</td>
<td>14</td>
</tr>
<tr>
<td>Policy</td>
<td>1</td>
<td>15</td>
</tr>
<tr>
<td>Teaching – Other</td>
<td>1</td>
<td>15</td>
</tr>
<tr>
<td>Teaching – Primary</td>
<td>1</td>
<td>16</td>
</tr>
<tr>
<td>Partner Organisations</td>
<td>7</td>
<td>17</td>
</tr>
</tbody>
</table>

Some posts advertised will require the successful candidate to undergo a DBS check (previously CRB check). Posts subject to this check will mainly fall into one of the following categories:
- Unsupervised work with children and/or
- Work with children in a specified establishment (eg children’s centre or school) with opportunity for contact with children and/or
- Work with adults providing healthcare, personal care, social work, assistance with cash, bills and/or shopping or assistance in the conduct of a person’s own affairs.

If a post is subject to a check, this will be clearly indicated in the full advert text on our website or in the applicant’s pack. The possession of a criminal record will not necessarily prevent an applicant taking up a post as all cases are judged individually according to the nature of the job and information provided.
Business Services/Administration

Business Services Assistant  Ref: DCC/17/6166
Grade 4 £15,707 - £16,145 per annum, pro rata, enhanced to £8.45 per hour with the Living Wage allowance (subject to annual review) ● 22 hours and 12 minutes per week ● Amber Valley Area Office, Ripley
Part Time ● Fixed Term contract – Due to funding, 12 months from start date ● Children’s Services ● Business Support

The post will provide administrative support to the Children’s social work teams. Working in a busy environment, the successful candidate will be required to work with minimal supervision, observing confidentiality and demonstrating excellent administration skills. You will be required to undertake a wide range of duties including inputting onto Framework i, answering the phone and message taking, word processing, taking records of meetings and general administration related tasks. Excellent communication skills, a sound knowledge of ICT and the ability to work to deadlines are essential to this post.

A flexible approach to working is essential as the successful candidate will be required to provide support to several teams. The hours are to be worked across three full days, preferably on a Monday, Tuesday and Friday.

Closing Date 27 August 2017

Business Services Assistant  Ref: DCC/17/6201
Grade 4 £15,707 - £16,145 per annum, pro rata, enhanced to £8.45 per hour with the Living Wage allowance (subject to annual review) ● 17 hours per week ● Briar Close Home for Older People, Borrowash
Part Time ● Permanent ● Adult Care ● Business Services

We are looking for a committed and flexible person who can work as a key member of the Business Services administration team based in Erewash. Working in a busy office, the successful candidate will require suitable information and technology skills, which includes using a variety of IT systems.

You will be required to work as part of a team undertaking a wide-range of duties from note taking, supporting social care functions, processing financial information to general administrative tasks. Communication skills, ability to work to deadlines and an understanding of confidentiality is essential to this post. Candidates should be qualified to vocational/NVQ or equivalent with significant experience.

The hours are to be worked Monday to Friday afternoons.

Closing Date 27 August 2017
Business Services Assistant (2 Posts) Ref: DCC/17/6255
Grade 4 £15,707 - £16,145 per annum, enhanced to £8.45 per hour with the Living Wage allowance (subject to annual review) ● 37 hours per week ● Derbyshire Business Centre, Matlock
Full Time ● Permanent ● Corporate Resources ● Business Support

The successful candidate will carry out a range of duties including opening and distributing post, scanning, printing and van deliveries. You will have sound administrative skills including the use of Microsoft Word and Excel, and the ability to work to deadlines.

The post holder will be able to work with minimal supervision in a busy office area and adopt a flexible approach to tasks undertaken. Working as part of a team is essential as is the ability to prioritise workload and an understanding of confidentiality. The post holder must have a full driving licence.

Closing Date 27 August 2017

Business Services Assistant Ref: DCC/17/6186
Grade 6 £17,523 - £18,822 per annum, pro rata ● 18 hours and 30 minutes per week ● Chatsworth Hall, Matlock
Part Time ● Permanent ● Corporate Resources ● Business Support

We are seeking to appoint an individual known within engineering section as a Technical Assistant. The working pattern will be Monday, Tuesday and every other Wednesday provisionally.

The successful applicant will need to have good IT and written skills, be very well organised and a good telephone manner.

Duties will include providing administrative assistance to the Engineering Manager to support in the general management of the Section. In addition, they will provide general administrative support to the Engineering Section in the preparation of health and safety contractual documentation.

NVQ II in Business Administration or equivalent is desirable and can be achieved whilst in post if necessary, engineering/contract experience would be advantageous but not essential.

Closing Date 27 August 2017

Business Services Assistant Ref: DCC/17/6184
Grade 5 £16,264 - £17,080 per annum ● 37 hours per week ● County Hall, Matlock
Full Time ● Permanent ● Adult Care ● Commissioning and Performance

Candidates must be numerate as you will be required to bring various financial and administrative skills to the post. You should be able to demonstrate effective communication skills as liaison with clients or their representatives, and both internal and external agencies is required. The successful post holder must be skilled in the use of new technology and recognise its potential to improve efficiency. You should be able to work effectively as part of a team; however, more importantly is the willingness to adopt a flexible approach to the work undertaken.

Due to this post being connected to a finite project it will be temporarily a grade 5, from the date of appointment until 30 June 2018, when the post will revert to a substantive grade 4, £15,707 - £16,145 per annum, enhanced to the Living Wage £8.45 per hour (subject to annual review).

Closing Date 20 August 2017

Call Derbyshire 01629 533190
Business Services Assistant

Ref: DCC/17/6239
Grade 6 £17,523 - £18,822 per annum ● 37 hours per week ● County Hall, Matlock or Chesterfield area
Full Time ● Permanent ● Children's Services ● Business Support

The Derbyshire Adult Community Education Service is seeking to recruit an individual to provide efficient and effective administrative, clerical and financial support within its employer levy funded apprenticeship programme. The appointee will need to have a good working knowledge of information technology. Candidates should be qualified to vocational/NVQ or equivalent.

Closing Date 27 August 2017

Business Services Assistant (2 Posts)

Ref: DCC/17/6255
Grade 4 £15,707 - £16,145 per annum, enhanced to £8.45 per hour with the Living Wage allowance (subject to annual review) ● 37 hours per week ● Derbyshire Business Centre, Matlock
Full Time ● Permanent ● Corporate Resources ● Business Support

The successful candidate will be required to carry out a range of duties including opening and distributing post, scanning, printing and van deliveries. You will have sound administrative skills including the use of Microsoft Word and Excel, and the ability to work to deadlines.

The post holder will be able to work with minimal supervision in a busy office area and adopt a flexible approach to tasks undertaken. Working as part of a team is essential as is the ability to prioritise workload and an understanding of confidentiality. The post holder must have a full driving licence.

Closing Date 27 August 2017

Business Services Officer

Ref: DCC/17/6174
Grade 8 £21,749 - £23,505 per annum ● 37 hours per week ● High Peak and North Dales
Full Time ● Permanent ● Adult Care ● Business Services

We are looking for a committed, dynamic and flexible person to be part of the Business Services Management team based in High Peak and Derbyshire Dales. The successful candidate will be expected to supervise and manage staff, be effective in the delivery of an agenda for change and manage workloads within a performance management framework. Whilst working in collaboration with a range of internal and external partners the appointee will need to be forward thinking with a good working knowledge of information technology and financial management.

They will be responsible for a wide-range of Business Services functions which includes estates management, health and safety, managing information systems and the provision of quality administrative support. Candidates should be qualified to vocational/NVQ or equivalent with significant experience at the required level.

Closing Date 20 August 2017

Apply on line at www.derbyshire.gov.uk/jobs
Care Worker
4 Posts
Grade 5 £8.43 - £8.85 per hour • Part Time • Permanent • Adult Care • Older People

Castle Court Home for Older People, Castle Gresley • Ref: DCC/17/6181
19 hours per week

The Leys Home for Older People, Ashbourne • Ref: DCC/17/6205
17 hours per week

Whitestones Home for Older People, Chapel-en-le-Frith • Ref: DCC/17/6169
17 hours per week

Whitestones, Chapel en le Frith • Ref: DCC/17/6204
29 hours and 30 minutes per week

We need individuals who can take responsibility for care provision and able to focus it in a person-centred way. Experience and training in care is important as is the willingness to lead and conduct activities for service users.

We are looking to recruit individuals to work three shifts covering a mixture of early, late and night shifts. The job will include unsocial hours working including weekends and Bank Holidays.

Closing Date 27 August 2017

Care Worker (Community)
4 Posts
Grade 5 £8.43 - £8.85 per hour
Part Time • Permanent • Adult Care • Direct Care

Chesterfield Area • Ref: DCC/17/6230
16 hours per week

Chesterfield Home Care • Ref: DCC/17/6182
16 hours per week

Walton and Hasland Area • Ref: DCC/17/6214
16 hours per week

Whitworth Hospital, Darley Dale • Ref: DCC/17/6179
various hours available

The service enables adults to continue living in the community in their own home. You will be required to work on a rota basis in order to deliver a 7 day service. This will involve providing personal care, meal preparation and domestic tasks according the support plans and risk assessments of each individual. The job will involve reading and completing logs, working as part of a team and relies upon good communication.

The job will include unsocial hours working including weekends and Bank Holidays.

Closing Date 27 August 2017

Call Derbyshire 01629 533190
<table>
<thead>
<tr>
<th>Position</th>
<th>Ref:</th>
<th>Grade &amp; Pay</th>
<th>Hours &amp; Type</th>
<th>Location</th>
<th>Main Area</th>
<th>Additional Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Community Support Worker</strong></td>
<td>DCC/17/6235</td>
<td>Grade 5 £8.43 - £8.85 per hour</td>
<td>12 hours per week</td>
<td>Blackwell Resource Centre</td>
<td>Part Time • Permanent • Adult Care • Older People</td>
<td>There is an opportunity to join our small working team. This is a Day Opportunity centre working Monday to Friday delivering services to local Older People. We work from 2 bases, one in Blackwell and one in Pinxton. Working time is usually between 9.00am -3.00pm Monday to Friday. We would expect your hours to be worked over a 2-3 day period and some flexibility would be required. Three of our groups are specifically for people with a diagnosed dementia. We plan and deliver a stimulating programme of activities that are based on our clients preferences and abilities. We are holders of Level 2 Dignity and Respect Award and require someone who would uphold these high standards. The applicant must be willing to attend training to ensure we meet the needs of our clients. <strong>Closing Date 27 August 2017</strong></td>
</tr>
</tbody>
</table>

| **Enablement Worker (3 Posts)** | DCC/17/6236  | Grade 5 £16,264 - £17,080 per annum, pro rata | Various hours available | Mercian Close, Ilkeston | Part Time and Full Time hours available • Permanent • Adult Care • Mental Health | We are looking to recruit motivated individuals to work as part of our Direct Care Mental Health Enablement Service within Adult Care. Successful candidates will be required to provide short-term support for up to six weeks to people with a range of mental health needs. This will involve assisting clients to develop confidence in daily living tasks such as shopping, travelling, cooking, cleaning and managing their finances. Enablement workers offer a person-centred service which will vary according to the needs of the people accessing it. The service aims to promote independence and to reduce social isolation and in order to achieve these objectives the workers appointed will support clients to join education or training classes, to find suitable paid or voluntary employment and to join community-based social and recreational groups. Whilst the main focus of the Enablement Team is on short-term work, we also provide services to a number of people with more complex mental health needs who require on-going longer-term support. As a member of the team you may be asked to work with this group of clients, but the principal objective of this work remains that of assisting recovery and promoting independence. Training in the aims, objectives and methods of mental health enablement work will be offered to all successful candidates. You will receive on-going guidance and support from your line-manager which will include regular monthly supervision. As part of a committed and mutually supportive team, you will work closely alongside colleagues and will attend regular team meetings. **Closing Date 27 August 2017** |

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Apply on line at www.derbyshire.gov.uk/jobs
Family Support Worker

Ref: DCC/17/6165

Grade 8 £21,749 - £23,505 per annum, pro rata ● 22 hours and 15 minutes per week ● Godkin House, Ripley
Part Time ● Fixed Term Contract - Covering for maternity leave ● Children's Services ● Children & Families

An exciting opportunity to work in a Multi Agency Team - Heanor Amber Valley. The post holder will be working closely with schools and partner agencies to improve outcomes for children and their families. The duties of this position will include undertaking Early Help Assessment, 1:1 work with children, parenting support to ensure children are safeguarded achieve their full potential.

Closing Date 27 August 2017

Night Care Assistant

Ref: DCC/17/6198

Grade 5 £8.43 - £8.85 per hour ● As and when required ● The Getaway, Kirk Hallam
Guaranteed Hours Available ● Relief or Part Time ● Children's Services ● Children & Families

The Getaway is a purpose built home located in Kirk Hallam, Ilkeston delivering short breaks or shared care to disabled children and young people aged from 10 to 17 years old. This is an exciting opportunity to make a difference in the lives of young people with severe learning difficulties, autism, challenging behaviour and profound physical disabilities. The successful candidate will work with a supportive management team, receive regular supervision, and be involved in helping to develop this service. Minimum age requirement is 21 years old, due to the ages of the young people.

The job will include unsocial hours working including weekends and Bank Holidays.

We would welcome any applicant to visit pre interview or appointment to discuss this role and to visit The Getaway. The Managers are available to discuss the role and the responsibilities of the advertised post.

Closing Date 27 August 2017

Senior Care Worker

Ref: DCC/17/6203

Grade 7 £10.06 - £10.97 per hour ● As and when required ● Whitestones Home for Older People, Chapel en le Frith
Guaranteed Hours Available ● Relief or Part Time ● Adult Care ● Older People

The successful applicants will work alongside care staff and provide leadership and mentoring support to them whilst delivering all aspects of personal care. You will be responsible for allocating day to day tasks within the care team, administering medication and personal service planning with an emphasis on person centred care, under the direction of the Unit and Deputy Unit Managers. You will be required to promote good practice and deliver high quality care and support to residents with a range of care and support needs.

Excellent communication skills both written and oral are required to promote teamwork and deliver quality handovers for each shift. You will be the senior person on duty for intervals during the working day and will be required to offer support and guidance appropriate to the grade. Full training will be provided appropriate to the level of the post.

We are looking to recruit an individual to work three shifts covering a mixture of early, late and night shifts. The job will include unsocial hours working including weekends and Bank Holidays.

Closing Date 27 August 2017

Call Derbyshire 01629 533190
High Peak Mid Prevention and Personalisation Team have a vacancy for qualified social work post working within a generic Adult Care team offering support for the mid area of High Peak. This team offers services for older adults, learning disabled service users, physically disabled service users and other individuals with need for care and support. We are a busy generic but well established team looking to appoint an enthusiastic and committed Adult Social Worker.

Closing Date 27 August 2017

Prevention & Personalisation for Erewash (North) fieldwork team is seeking to recruit a suitably qualified and experienced Social Worker to join our very busy team. The successful candidate will be experienced in adult social work and able to demonstrate that they can work in a person centred way in accordance with current legislation and policies. Core tasks will include assessment, support planning and creative signposting.

You will complete assessments under the Care Act to identify care needs and help devise person centred support plans. You will provide social work support and advice to clients and carers and apply the universal offer, and whenever possible draw on community resources. Fundamental to this post is the ability to assess and manage risk and work effectively under the Safeguarding Vulnerable Adults policy and procedures. You will contribute regularly to the team duty rota.

Due to this post having access to children and/or vulnerable adults, the successful candidate will be required to undertake a Disclosure and Barring Service check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

Closing Date 27 August 2017

A vacancy has arisen due in our busy South Derbyshire Generic Team South. The applicant will require a great deal of knowledge around adults with a range of disabilities. You will be expected to carry out assessments according to The Care Act, in the community and to facilitate safe discharges from hospitals. Developing care packages to clients in their own home according to their eligible needs. You will be working as part of a team, and be expected to partake in the duty system on a rota basis. As we work in close partnership with our Health and Social Care colleagues, good communication skills are essential.

You must be fully qualified and registered with HPC. The ability to travel is essential to this post.

Closing Date 27 August 2017
### Social Worker

| Grade 9-11 £24,091 - £33,821 per annum, pro rata | 18 hours and 30 minutes per week | Swadlincote Area Office |
| Part Time | Permanent | Adult Care | Generic Adults |

We are seeking to recruit a qualified individual to work in a busy Generic Fieldwork Team covering the rural area of South Derbyshire. The successful applicant will need to have experience of carrying out assessments in line with the Care Act, working with the Mental Capacity Act and implementing safeguarding procedures.

The team provides support to a wide range of people who have care and support needs, including those who have complex health and care needs needing support to manage risk.

**Closing Date 27 August 2017**

### Caretaking/Cleaning

<table>
<thead>
<tr>
<th>Caretaker</th>
<th>5 Posts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade 4 £8.14 - £8.37 per hour, enhanced to £8.45 per hour with the Living Wage allowance (subject to annual review)</td>
<td>Part Time</td>
</tr>
</tbody>
</table>

All Saints Primary School, Youlgreave • Ref: DCC/17/6172
15 hours per week • Monday to Friday 7.00am to 8.00am - 4.00pm to 6.00pm.

Bakewell Library • Ref: DCC/17/6231
7 hours and 30 minutes per week

Long Lane Primary School, Ashbourne • Ref: DCC/17/6170
15 hours per week • AM and PM hours to be agreed

St Michaels Primary School, Hathersage • Ref: DCC/17/6167
30 per week hours per week • AM and PM hours to be agreed

Taddington Primary School • Ref: DCC/17/6175
15 hours per week • AM and PM hours to be agreed

To provide an efficient and effective caretaking, cleaning and DIY duties, ensuring that the security and general appearance are maintained according to the required standards. Experience is an advantage but not essential. You will also be required to operate electrically powered rotary machines for which training will be provided.

**Closing Date 27 August 2017**

### Caretaker

<table>
<thead>
<tr>
<th>Caretaker</th>
<th>Ref: DCC/17/6220</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade 4 £8.14 - £8.37 per hour, enhanced to £8.45 per hour with the Living Wage allowance (subject to annual review)</td>
<td>15 hours per week</td>
</tr>
<tr>
<td>Part Time</td>
<td>Permanent</td>
</tr>
</tbody>
</table>

The successful candidate will be required to undertake a variety of cleaning, security, janitorial and DIY duties. The working pattern will be.

**Closing Date 27 August 2017**

Call Derbyshire 01629 533190
Caretaker

Ref: DCC/17/6168

Grade 4 £8.14 - £8.37 per hour, enhanced to £8.45 per hour with the Living Wage allowance
(subject to annual review) ● 20 hours per week ● Holy Trinity Primary School, Matlock Bath
Part Time ● Permanent ● Corporate Resources ● Corporate Property

Caretaker required to work on a split shift basis Monday to Friday to undertake a full range of
caretaking duties to include security general cleaning and basic maintenance.

Closing Date 27 August 2017

Caretaker

Ref: DCC/17/6218

Grade 4 £8.14 - £8.37 per hour, enhanced to £8.45 per hour with the Living Wage allowance
(subject to annual review) ● 7 hours and 30 minutes per week ● Somercotes Infant School
Part Time ● Permanent ● Corporate Resources ● Corporate Property

The successful candidate is required to undertake a variety of duties including cleaning, security
and basic maintenance. The working pattern will be Monday to Friday, 7.30am - 08.00am and
4.00pm - 5.00pm, although some flexibility is required to meet the needs of the service.

Closing Date 27 August 2017

Caretaker

Ref: DCC/17/6215

Grade 4 £8.14 - £8.37 per hour, enhanced to £8.45 per hour with the Living Wage allowance
(subject to annual review) ● 13 hours per week ● Turnditch Primary School
Part Time ● Permanent ● Corporate Resources ● Corporate Property

The successful candidate will be required to undertake a variety of cleaning, security, janitorial and
DIY duties. You will also be required to operate electrically powered rotary machines for
which training will be provided.

Closing Date 27 August 2017

Cleaner

Ref: DCC/17/6199

Grade 3 £8.00 - £8.10 per hour, enhanced to £8.45 per hour with the Living Wage allowance
(subject to annual review) ● 15 hours per week ● Aldern House, Bakewell
Part Time ● Permanent ● Corporate Resources ● Corporate Property

The successful candidate will work as part of a team to undertake a variety of cleaning duties. The
hours of work are 4.45pm - 7.45pm Monday to Friday.

Closing Date 27 August 2017

Apply on line at www.derbyshire.gov.uk/jobs
Cleaner
Ref: DCC/17/6164
Grade 3 £8.00 - £8.10 per hour, enhanced to £8.45 per hour with the Living Wage allowance (subject to annual review) ● 8 hours per week ● Street Lighting Efficiency Works, Chesterfield
Part Time ● Fixed Term contract – Due to funding, 12 months from start date ● Corporate Resources ● Corporate Property

Cleaner required to provide a variety of cleaning duties, to include cleaning of offices, reception areas and toilets. Previous experience is preferred but not essential and any successful applicants will be required to undertake training. Will be required to set alarm and lock building on leaving

Working times 05:00 - 06:36

Closing Date 27 August 2017

Cleaner (2 Posts)  Ref: DCC/17/6200A
Grade 3 Post 1: £3,478.08 - £3,525.00, Post 2: £5,563.92 - £5,638.92 per annum, enhanced to £8.45 per hour with the Living Wage allowance (subject to annual review) (payment to include annual leave and bank holiday entitlements) ● Post 1 - 10 hours per week, Post 2 - 16 hours per week, both posts 38 weeks per year ● Holbrook School for Autism
Part Time ● Permanent ● Children's Services ● School Support

The Holbrook School for Autism is a specialist school for children and young people aged 4-19 with autism and associated difficulties.

The successful candidates will be required to ensure effective and efficient cleaning in an assigned area at either Holbrook or Belper site as required. Applicants should be able to work as part of a team. Working hours to be agreed however will include either early morning or late afternoon times.

Please do not apply using the Derbyshire County Council website. Please ensure that your completed application is returned directly to the school by 9:00am on the closing date.

Closing Date 17 August 2017

Site Supervisor  Ref: DCC/17/6195A
Grade 5 £16,263.96 - £17,079.96 per annum ● 37 hours per week, 52 weeks per year ● Holbrook School for Autism
Full Time ● Permanent ● Children's Services ● School Support

The Holbrook School for Autism is a specialist school for children and young people aged 4-19 with autism and associated difficulties.

The successful candidate will be required to provide effective and efficient buildings and grounds maintenance to the sites at Holbrook and Belper as required. Duties will include building security and maintenance; management of the cleaning team, periodic and planned maintenance and monitoring of health and safety, legionella, fire alarm, asbestos checks and policies and have a willingness to develop in the role. Applicants should enjoy working with children and young people and be able to work as part of a team. Knowledge of working with children and young people with autism, learning difficulties and/or challenging behaviour is desirable but not a necessity.

Please do not apply using the Derbyshire County Council website. Please ensure that your completed application is returned directly to the school by 9:00am on the closing date.

Closing Date 17 August 2017

Call Derbyshire 01629 533190
Catering

Catering Assistant  Ref: DCC/17/6161
Grade 2 £7.85 - £7.95 per hour, enhanced to £8.45 per hour with the Living Wage allowance (subject to annual review) ● 20 hours per week ● Chinley Day Services
Part Time ● Permanent ● Adult Care ● Older People

We are seeking to recruit an enthusiastic individual to join our friendly and efficient team providing lunches to a Day Service in Chinley. For further information, or to arrange a visit please contact Anna Butler on 01629 531000.

Closing Date 27 August 2017

Catering Assistant  Ref: DCC/17/6219
Grade 2 £7.85 - £7.95 per hour, enhanced to £8.45 per hour with the Living Wage allowance (subject to annual review) ● 11 hours and 15 minutes ● Rowsley Primary School
Part Time ● Permanent ● Children's Services ● Catering Service

A vacancy has arisen for a Catering Assistant to set up the dining hall, serve lunch and clear away. The post also involves furniture duties and clerical duties.

Closing Date 27 August 2017

Catering Supervisor  Ref: DCC/17/6178
Grade 5 £16,264 - £17,080 per annum, pro rata ● 20 hours and 30 minutes per week ● Whitestones Home for Older People, Chapel en le Frith
Part Time ● Permanent ● Adult Care ● Older People

Working as part of the catering team to include general kitchen duties, food preparation and service and bookwork for a number of meals per day. The post holder will have the responsibility for managing all aspects of this busy kitchen.

You will need to demonstrate good all-round catering experience and have good communication skills. Working to pre-planned menus it is essential that potential candidates possess an awareness of portion and food cost control, as well as giving priority to presentation and being customer focused.

To apply you will be ideally qualified to City & Guilds 706/1 level or NVQ Level II or have relevant experience, with a sound knowledge of Health & Safety requirements and possess a Basic Hygiene Certificate.

The job will include unsocial hours working including weekends and Bank Holidays.

Closing Date 27 August 2017

Apply on line at www.derbyshire.gov.uk/jobs
Children's Services

**Assistant Personal Adviser (Talent Match)**  
Ref: DCC/17/6158  
Grade 7 £19,407 - £21,164 per annum  
● 37 hours per week  
● Shirebrook Children's Centre  
Full Time  
Fixed Term Contract - Due to finite funding, until 31 January 2019  
Children's Services  
Children & Family Services - Youth Support

We are seeking to employ a Talent Match Coach to deliver and develop the Derbyshire County Council Talent Match programme for the area of Bassetlaw. This post is initially funded to January 2019 and will support the delivery of Sheffield City Region Talent Match Programme. The successful applicant will be part of the Information Advice and Guidance (IAG) Service and will offer information, advice and support to individuals and groups of clients in DCC premises and partner outlets.

They will be part of the team that provide direct support to make appropriate transitions, including the use of appropriate referral methods. It will be necessary to work with the new technology and associated systems and where appropriate existing new technology arrangements and consultative procedures will be applied in accordance with company policies. You will be required to record accurately, the outcomes of contacts and activities including details of time spent with the individual and their progress against management Information system. The successful candidate must have the ability to travel where there is a requirement to undertake travel as part of this post.

**Closing Date 27 August 2017**

**Education - Non Teaching**

**Pastoral Manager**  
Ref: DCC/17/6216A  
Grade 8 £21,749 - £23,505 per annum (Full time)  
Actual Salary £20,096.16 - £21,718.68 per annum (payment to include annual leave and bank holiday entitlements).  
● 37 hours per week, 42 weeks per year  
● Hasland Hall Community School  
Part Time  
Permanent  
Children's Services  
School Support

The successful applicant will be responsible for monitoring the progress in learning and welfare of all students in the Year Group.

We are offering the opportunity to join this successful 11-16 school. Hasland Hall is a genuinely comprehensive community school on a pleasant and well-maintained site. It has a committed, unified staff and friendly and enthusiastic students.

**Closing Date 20 August 2017**
Education - Youth & Adult Services

**Adult Community Education Tutor**

Ref: DCC/17/6191

FE JNC 3-5 £23.29 - £25.56 per teaching hour  ●  As and when required  ●  Various locations across East Derbyshire

No Guaranteed Hours  ●  Relief  ●  Children’s Services  ●  Adult Community Education Service

The Derbyshire Adult Community Education service is seeking to appoint suitably qualified and experienced tutors to work within the East Area (Chesterfield, Bolsover District and North East Derbyshire) to teach the following subjects: English and Maths, Functional Skills and GCSE; ESOL; Family Learning.

Applicants should hold a recognised subject qualification and should already hold an adult teaching qualification. Experience of teaching young adults would be an advantage. There is a requirement to undertake travel as part of this post.

**Closing Date 27 August 2017**

**Business Services Officer**

Ref: DCC/17/6234

Grade 8 £21,749 - £23,505 per annum  ●  37 hours per week  ●  County Hall, Matlock or Chesterfield area

Full Time  ●  Permanent  ●  Children's Services  ●  Business Support

We are looking for a committed and flexible person to be part of the Business Services Management Team supporting DACES with a particular focus on employer levy funded apprenticeships.

The successful candidate will be expected to supervise and manage staff, be effective within a performance management framework. Whilst working in collaboration with a range of internal and external partners the appointee will need to be forward thinking with a good working knowledge of information technology and financial management. They will be responsible for a wide-range of Business Services functions which includes managing information systems and the provision of quality administrative support. Candidates should be qualified to vocational/NVQ or equivalent.

The base location will be confirmed at interview.

**Closing Date 27 August 2017**

**Programme Development Worker**

Ref: DCC/17/6183

Grade 9 £24,091 - £25,846 per annum  ●  37 hours per week  ●  Various locations in Derbyshire

Full Time  ●  Permanent  ●  Children's Services  ●  Children & Family Services - Youth Support

The Derbyshire Adult Community Education Service has a vacancy for a Programme Development Worker (PDW) working across the county. The post will be working across Council departments, with external partners and Sub-contractors; to specifically develop and manage an increased volume of Apprenticeship programmes across the county with a focus on utilising the employer levy. There is a requirement to undertake travel as part of this post.

**Closing Date 27 August 2017**

Apply on line at www.derbyshire.gov.uk/jobs
Engineering/Technical/Surveying

Valuer

Ref: DCC/17/6237
Grade 12 £34,858 - £37,969 per annum ● 37 hours per week ● Chatsworth Hall, Matlock
Full Time ● Permanent ● Corporate Resources ● Corporate Property

The Estates team is seeking to appoint an experienced and qualified Valuer to work in the Estates consultancy team. The team provides a full estates management and valuation service for all council departments. The post holder will support the managing Valuer taking the lead in development projects and carrying out work of a more complex, high value and sensitive nature. The successful candidate will be enthusiastic, motivated, innovative and committed to helping the group deliver a quality service. The successful candidate will be expected to travel throughout the County.

Closing Date 27 August 2017

Finance & ICT

Finance Assistant (2 Posts)

Ref: DCC/17/6185
Grade 6 £17,523 - £18,822 per annum ● 37 hours per week ● County Hall, Matlock
Full Time ● Permanent ● Adult Care ● Commissioning and Performance

Adult Care Finance covers a wide range of functions including the financial assessment of clients in receipt of both residential and non-residential services. Responsibilities include the calculation, collection and recovery of assessed contributions, managing the financial affairs of clients and associated financial and administrative tasks ensuring payments are made to both care providers and direct payment recipients. You will have excellent numerical skills, the ability to communicate effectively, work as part of a team and be able to organise and prioritise your own workload. You will be skilled in the use of IT as you will be required to use various computer packages to maintain personal and financial client information. You will have experience of working in a changing environment, be flexible in your approach and be willing to take an active role in ensuring the delivery of quality services to our clients.

Closing Date 20 August 2017

Personnel/Human Resources

Senior Consultant (Occupational Health)

Ref: DCC/17/6254
Grade 13 £39,085 - £42,433 per annum ● 37 hours per week ● County Hall, Matlock
Full Time ● Permanent ● Corporate Resources ● HR Division

This is an exciting opportunity for a Occupational Health Adviser to lead our in-house team providing a comprehensive occupational health and counselling function for Derbyshire County Council and our external clients. Responsibility for the procurement and monitoring of contracts for associated activities such as physician services and physiotherapy is also part of the role. You must be a Registered Nurse with a diploma/degree in Occupational Health or equivalent and have substantial experience of working in a medium/large organisation. For any informal enquiries, please contact Maxine Cooper 01629 536943.

Closing Date 3 September 2017

Call Derbyshire 01629 533190
Policy

Programme Officer  Ref: DCC/17/6180
Grade 10 £26,830 - £29,777 per annum ● 37 hours per week ● County Hall, Matlock
Full Time ● Permanent ● Corporate Resources ● Traded Services

This post is part of the Traded Services team within the Corporate Resources Department. A key objective of this team is to support and develop traded activity within the Council.

The successful candidate will be required to contribute to the project management of initiatives within the Traded Services function including the Services for Schools programme.

The post holder will be expected to support in business development, promote and market services to customers, review processes and systems to ensure trading is maximised and cost effective and help deliver improved performance/quality of provision identified within the Traded Services Strategy.

The post holder will be responsible for the maintenance of constructive relationships with a broad range of internal and external stakeholders, in order to achieve the effective implementation of Traded Services programmes.

If you would like an informal chat about this post please contact Angela Beighton, Assistant Director for Traded Services on 01629 538191 or email angela.beighton@derbyshire.gov.uk

Closing Date 27 August 2017

Teaching - Other

Adult Community Education Assessors  Ref: DCC/17/6193
Grade 7 £10.06 - £10.97 per hour ● As and when required ● Various locations in Derbyshire
Part Time ● Relief ● Children's Services ● Adult Community Education Service

The Derbyshire Adult Community Education service seeking to appoint suitably qualified assessors with significant workplace experience in their sector area to carry out: assessing portfolio evidence, direct observation and attending standardisation meetings supporting a range of apprenticeships across the county: Children and Young Peoples Workforce, Specialist Support Work in Schools, Adult Care Worker, Business Administration; Customer Service; IT Specialist; catering; horticulture, Construction skill; Outdoor programme; sport leadership. Applicants should hold D32/22, A1,V1 IQA or TAQA assessor qualifications. There is a requirement to undertake travel as part of this post.

Closing Date 27 August 2017

Apply on line at www.derbyshire.gov.uk/jobs
This is an exciting time to join our growing ‘outstanding’ church school (church inspection May 2017). We are looking for a creative and innovative teacher to teach a class of 23 (11 Reception and 12 Year 1) delightful children, in a gorgeous learning environment. This post will commence on October 2017 or January 2018.

We welcome applications from both experienced and Newly Qualified teachers. We are looking for a teacher who:

- Is an excellent Early Years Foundation Stage practitioner.
- Has the ability to create a stimulating, challenging learning environment.
- Has high expectations and is creative, innovative and passionate about how children learn.
- Is prepared to contribute to the life of the school and is supportive of our Christian ethos.

In return we can offer you the opportunity to work in a beautiful location, with children whose behaviour was rated as ‘outstanding’ (Ofsted 2015 and Church Inspection 2017) and be part of our whole school community. Our enthusiastic and supportive headteacher will help you to develop as a teacher and there will be leadership opportunities for the right candidate.

In our school everyone is valued and has the support of a dedicated team of staff, parents and governors. If you are interested in becoming a key-member of our friendly team then we would love to hear from you; either a phone call for an informal chat on 01629 636 289 or an email to headteacher@youlgrave-allsaints.derbyshire.sch.uk

We appreciate all candidates coming to visit the school so please contact either the Headteacher or Fran in the office (enquiries@youlgrave-allsaints.derbyshire.sch.uk) to arrange a suitable time.

Closing Date 17 September 2017
Partner Organisations

Chesterfield Borough Council

<table>
<thead>
<tr>
<th>Role</th>
<th>Ref: CBC/17/6217</th>
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<tbody>
<tr>
<td>Careline Response Officer</td>
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£18,070 - £20,138 per annum pro rata  
24 hours to 30 hours per week  
Stonegravels Depot  
Part Time  
Fixed Term Contract, for 18 Months  
Chesterfield Borough Council  
Housing - Careline

We deliver a 24/7 Careline and Response Service to 3000 customers to help people maintain independent living in their own home, and opportunities have become available to join our Team, which is a leading provider of these services in the North Derbyshire area.

You must have excellent communication skills, including the ability to communicate sensitively and effectively with vulnerable people of all ages and cognitive ability, and an understanding of the needs of older and vulnerable people. You must have a current Drivers Licence which allows you to drive vehicles with a manual gearbox (a vehicle will be supplied to use during working time), and be able to work on your own initiative, with minimal supervision.

You should ideally have experience of using computer systems and must have the ability to accurately input and extract information from IT systems, completing accurate, clear and concise reports. All posts within Careline & Support Services are subject to an Enhanced Level Disclosure with the Disclosure and Barring Service.

You will provide an immediate and effective response service to all customers connected to the system, ensuring that all calls are responded to immediately and that appropriate action, advice, and assistance is given or obtained as quickly as possible, and that all relevant persons are kept informed as appropriate. You will attend to calls for assistance from customers and where appropriate summon medical or such other services as required, give emergency help and general assistance in the case of accident or illness, and assist service users who have had a fall to be picked up.

You will also be responsible for handling and managing alarm equipment, including the installation of alarm units, and carry out health and safety checks as required at the Council’s sheltered housing schemes.

You will work a rota system covering shifts 24/7 over 365 days per annum.

When applying for this post, you should take note of the information contained in following documents: the Job Description, Person Specification, and ‘Information on the Role of a Careline Response Officer’.

Internal applicants can apply for this opportunity as a secondment, subject to management approval.

Working in Local Government is a highly satisfying and rewarding experience in so many ways.

In return for the contribution you'll make to our local community, you'll enjoy an excellent range of benefits and the possibility of flexible working options, plus learning and development opportunities which will offer the chance to progress your career further.

**Closing Date 20 August 2017**
This is an exciting opportunity for you to join the Environmental Services of Chesterfield Borough Council.

We are looking for an experienced and positive professional that has a ‘can do’ approach to the way that they perform.

It goes without saying that the environmental services are the most widely recognised services that are provided by the Council, and your role will be to ensure that they are fit for the future and operate with a commercial focus.

The focus of the post will be to improve the efficiency of the Council’s Cleaning Service in particular, to ensure cleaning duties are delivered as specified, that service priorities are managed to agreed timescales, ongoing and proactive communication with the staff and customers and to increase the customer base.

You will ensure that you are customer focused, effective and efficient in delivering building cleaning services to both the commercial and public sector.

The post holder must have a nationally recognised management qualification (or a commitment to obtain one within 12 months of appointment).

It is also essential requirement of the role that you have a CIEH Level 3 Award in Health and Safety in the Workplace or equivalent.

The successful applicant will hold a full and current drivers licence and will have use of a company vehicle.

Working in local government is a highly satisfying and rewarding experience in so many ways.

In return for the contribution you’ll make to your local community, whatever your role, you’ll enjoy an excellent range of benefits and the possibility of flexible working options, please refer to the attached document for further information.

Closing Date 21 August 2017

To apply online please visit http://jobs.derbyshire.gov.uk/chesterfield or alternatively request an application pack by contacting the telephone number below quoting the reference number of the vacancy. 01246 345282 or alternatively email jobs@chesterfield.gov.uk
Crossroads Derbyshire

Night Concierge Workers
High Peak Derbyshire • Hours of work from 6.30pm until 9.00am (sleeping from 11.30pm-7.30am at same rate of pay) and the rate of pay is set at National Minimum Wage (currently £7.50 per hour)

Crossroads Derbyshire are seeking to recruit Concierge Night Staff Workers to work as part of a team to provide a confidential and safe accommodation and support service to young women 16 to 24 years who are or have been affected by domestic abuse. You must have a proven ability to engage with young women and provide an accommodation focused support package. Previous experience of working in a supported housing or care setting is essential.

Concierge Night Staff worker • To work 1 night in 4 on a rota basis

Relief Concierge Night Staff workers (Two posts available) • To work as required to provide cover for annual leave or sickness

The posts are open to women only (Exempt under the Equality Act 2010, pursuant to schedule 9 part 1). For an information pack email admin@crossroadsderbyshire.org If you require a hard copy, please send a large SAE to: P O Box 22, Glossop, Derbyshire, SK13 8AE

Crossroads Derbyshire strives to be an Equal Opportunities employer and we welcome applications from minority groups.

Closing Date 4 September 2017 Interviews will be held the following week

Erewash Borough Council

Refuse Driver/Loader Ref: ERE/17/6188
GRADE D - £18,746 - £21,268 • 37 hours per week • Merlin House, Merlin Way, Quarry Hill Industrial Estate, Ilkeston, Derbyshire, DE7 4RA
Full Time • Permanent • Erewash Borough Council • Operational Services

An opportunity has arisen for a Refuse Driver/Loader within Erewash Borough Council's Waste & Fleet team within the Operational Services Directorate.

The main duties will involve:
• Driving the freighter – for which you will need a Full HGV Class 2 driving licence.
• Collect waste contained in wheeled bins or waste contained in the Councils green recycling bags which contain dry recyclable materials.
• Delivering or collecting wheeled bins.
• Collecting and disposing of clinical waste

You will hold a Full HGV Class 2 driving license. You will have experience of refuse and recycling collection systems. The ability to work well as part of a team and you may be required to work alone at times. You will be required to work competently and be able to provide a high quality service and display a caring attitude towards members of the public at all times.

Continued overleaf
This is a physically demanding role in which you will be required to walk long distances in all weather conditions. You should therefore possess a reasonable level of fitness.

Closing Date 18 August 2017

Request an application pack by contacting the telephone number below quoting the reference number of the vacancy. 0115 931 6049 or alternatively e-mail jobs@erewash.gov.uk To apply online please visit http://jobs.derbyshire.gov.uk/erewash

North East Derbyshire District Council

Transport Clerk

Ref: NED/17/6163

£16,491 - £17,419 ● 37 hours per week ● Eckington Depot or as determined by the Council
Full Time ● Permanent ● North East Derbyshire District Council ● Streetscene

The primary function of the post is to assist in the provision of a financial and administrative service for Transport activities, processing creditor and debtor transactions though manual and ICT systems. The ordering of stationery, vehicle parts and sundries as required together with arranging public MOT’s and taxi test appointments.

The ideal applicant will be able to work without direct supervisory control and have experience and knowledge in all Microsoft office applications, cash handling and customer care. Previous experience of administering transport related services would be an advantage.

For an informal discussion please contact - Pam Burrows on 01246 217271 or 593043 If you are interested in this post please go to the Jobs page on the NEDDC websitehttps://jobs.derbyshire.gov.uk/northeastderbyshire/ Alternatively, if you would like an application pack, please: Telephone the Contact Centre on 01246 217640 Or email connectne@ne-derbyshire.gov.uk

Please return completed application form to:· HR & Payroll, NEDDC, 2013 Mill Lane, Wingerworth, Chesterfield, S45 6NGClosing Date: 20 August 2017

Closing Date 20 August 2017

Transport Supervisor

Ref: NED/17/6156

£24,964 to £27,668 ● 37 hours per week ● Doe Lea or as determined by the Council
Full Time ● Permanent ● North East Derbyshire District Council ● Streetscene

The Authority is seeking to internally recruit a Transport Supervisor primarily based at the Doe Lea depot facility. The recruitment of Transport Supervisor offers an existing member of staff a career progression opportunity to role. The role duties include:

Deputising for the Transport Workshop Manager as necessary. Control of the vehicle maintenance workshop, allocation of work to vehicle maintenance staff, supervision of work carried out and assisting in the undertaking of planned and reactive maintenance/repair of fleet vehicles. Preparation of job cards and vehicle maintenance sheets, recording job cards in vehicle records and ensuring the availability of vehicle replacement parts. Organisation and control of vehicle breakdown and recovery service, meeting the specific needs of clients.

Continued overleaf
Liaison with operating Departments ensuring they are made aware of the planned maintenance schedules, that appropriate vehicles are submitted and that Departments are made aware of any delays beyond the anticipated time for service/repair. The welfare and discipline of personnel, paying attention to Council policies and procedures.

For an informal discussion please contact - Pam Burrows on 01246 217271 or 593043
If you are interested in this post please go to the Jobs page on the NEDDC website https://jobs.derbyshire.gov.uk/northeastderbyshire/ Alternatively, if you would like an application pack, please: Telephone the Contact Centre on 01246 217640 Or email connectne@ne-derbyshire.gov.uk

Please return completed application form to: HR & Payroll, NEDDC, 2013 Mill Lane, Wingerworth, Chesterfield, S45 6NG Closing Date: 20 August 2017

Closing Date 20 August 2017

Peak District National Park Authority

Brownfield Land Officer

Ref: PDC/17/6190

From £22,658 - £24,964 per annum ● 37 hours per week ● Aldern House, Bakewell
Full Time ● Fixed Term Contract, to 31 March 2020 ● Peak District National Park Authority ● Policy & Communities

The Peak District is an exceptional place to live and work in. You can join our team and help keep it that way.

This is an excellent career opportunity in an outstanding environment where planning and development management has a very high profile, with a strong customer focus at the heart of this.

The post-holder will be responsible for ensuring that the Authority meets its requirement to create a brownfield land register and exploring the potential for identified sites to contribution to the stock of new homes in the National Park. The post-holder will assist the Head of Policy and Communities in this, liaising with key stakeholders, particularly applicants, agents, Parish Councils and the public, to undertake site surveys and build up an accurate record of possible sites through a variety of methods, including the use of surveys, and desk top research into planning history and constraints.

The post-holder will also play a key role in contributing to national objectives for housing by exploring the opportunities in the national park for new housing products such as starter homes and custom-build and self-build homes. A better understanding of these forms of development will help the Authority in its future review of planning policies.

We are seeking someone with a positive and engaged approach. Planning experience is essential but could suit someone at an early stage in their career.

Conditions of employment for this post includes flexible working options and a childcare voucher schemes.

Closing Date 28 August 2017