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Issue Dated: 14 December 2018

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Administration/Clerical

Business Services Assistant

JOB/18/01212

Grade 4 £8,415.96 - £8,547.48 per annum • 18 hours and 30 minutes per week • New Mills Adult Community Education Centre

Part Time • Permanent • Adult Care

We are looking for a committed and flexible person who can work as a key member of the Business Services administration team based in our New Mills office. Working in a busy office, the successful candidate will require appropriate information & technology (IT) 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.

Provisional Interview Date: 9 January 2019

Closing Date 23 December 2018

Business Services Assistant

JOB/18/01262

Grade 4 £16,832 - £17,095 per annum • 37 hours per week • Godkin House, Ripley

Full Time • Fixed Term • - Pending restructure 12 months from start date • Childrens Services

A Business Services Assistant is required to join a friendly and busy multi-professional team in Starting Point. You will provide administrative support to the team including monitoring incoming work, checking details on each referral and linking relationships on the service database - Mosaic.

You will support workers with completion of chronologies, complete response to referrer episodes and prepare letters to referrers and agencies. You will be required to track information exchange records with police and health colleagues who are co-located with Starting Point.

The successful candidate will have good communication skills, be able to work as part of a team, be self-motivated and able to respond to the needs of this busy service

Closing Date 23 December 2018

Care/Social Work

Day Service Worker

JOB/18/01512

Grade 7 £19,795 - £21,587 per annum • 37 hours per week • Whitemoor Centre Home for Older People, Belper

Full Time • Fixed Term • - Covering for secondment 12 months from start date • Adult Care

Applicants should be able to demonstrate their experience and skills within this field. An enthusiasm and a real desire to provide the best support possible to people accessing our day opportunities is required as is previous experience of working with people who have a learning disability. Must hold or willing to gain NVQ Health and Social Care Level 3 (Adults) or equivalent. You should be a good facilitator/communicator and be adaptable to the changing needs of the service.

Provisional Interview Date: 11 January 2019

Closing Date 30 December 2018

Social Worker (2 Posts)**JOB/18/01356**

Grade 9-11 Post 1 £12,286.56 - £17,248.56 per annum, Post 2 £24,573 - £34,497 per annum • Post 1- 18 hours and 30 minutes per week, Post 2 - 37 hours per week • Staveley Area Office
Part Time • Permanent • Adult Care

The Enhanced Support Team which is based in Staveley is looking to recruit a qualified Social Worker. Working across Derbyshire and in partnership with colleagues from Health we work with adults with learning disabilities and/or autism offering an enhanced level of social work intervention to people whose complex presentation requires specialist assessment and care planning skills that support individuals to live satisfying lives in the community.

The ability to work with adults with learning disabilities and/or autism will be a key requirement of the post. Working within the national context of 'Transforming Care' and the vision outlined within 'Building the Right Support', the post holder will require skills that enable individuals to move away from in-patient care to a model that is more responsive, timely and with the provision of high quality, person centred care and support in the community. The successful applicant will have extensive experience of assessment and support planning. You will have a good understanding of the range of issues that can affect adults and of the importance of balancing risk with empowerment. You will have experience of working in accordance with the principles of the Mental Capacity Act and Deprivation of Liberty Safeguards, a working knowledge of the interface with Mental Health Act would be an advantage.

In addition the post holder will require the necessary skills and experience to work flexibly within the priorities outlined by the Learning Disability Development Board which will be dependent on the current priority at a given time but with a specific focus related to their work.

This is a unique opportunity to develop a specialism working with people with a learning disability and/or autism who display behaviour that challenges, to include self-injurious or aggressive behaviour and behaviour which can lead to contact with the criminal justice system. If you would like more information about the team please contact Chris Smyth, Martin Hammond-Hallam or Caroline Croll on 01629 537439.

Closing Date 30 December 2018

Care Worker (Community)**JOB/18/01547**

Grade 5 £8.91 - £9.22 per hour • As and when required • Thomas Fields Community Care Centre, Buxton
No Guaranteed Hours • Relief • Adult Care

Could you make a difference to the life of an older or disabled person? We are looking for people to join our valued care teams helping Derbyshire residents lead independent, dignified lives.

As a Care Worker (Community) you will be ensuring people stay healthy, happy and well in their own homes by helping them with a variety of everyday tasks including assisting with medication. You don't need previous experience as we'll give you all the training and support you need to do the job.

If you're looking for a rewarding job that offers flexible working hours, good rates of pay and a good pension, free uniform, high quality training and many other benefits including a minimum of five weeks holiday and eight bank holidays a year (pro-rata) and extra pay for unsocial hours, we would like to hear from you. You'll need to travel around the area to take up this role.

Provisional Interview Date: 9 January 2019

Closing Date 30 December 2018

Care Worker (Community)**JOB/18/01556****Grade 5 £7,432.56 - £7,688.04 per annum • 16 hours per week • Potters Place, Chesterfield**

Part Time • Permanent • Adult Care

The successful candidate will be required to provide assessed care needs to tenants and to promote their independence as well as responding to unplanned care needs. Tenants maybe living with a physical or learning disability, a dementia or general frailty and may have fluctuating needs.

The candidate will be required to provide personal care support which may include moving and handling delivered with a person centered approach. The working pattern will be on a 3 week rota covering 2x8 hour morning shifts, 2x8 hour afternoon shifts and 2x8 hour overnight shifts. Extra hours maybe available to cover absences as is required Training in the Care Certificate will be provided, on appointment, if not already achieved (or equivalent). Uniform, protective wear and equipment will be provided.

Provisional Interview Date: Week commencing 7 January 2019

Closing Date 30 December 2018**Social Worker (2 Posts)****JOB/18/01579****Grade 9-11 £24,573 - £34,497 per annum • 37 hours per week • Brimington Childrens Centre**

Full Time • Permanent • Adult Care

Derbyshire Adult Care Prevention and Personalisation teams are looking to recruit to full-time qualified Social Worker posts based in Chesterfield. Applicants will need to demonstrate their ability to contribute to social care assessments in line with the Care Act, provide person centred support planning for eligible needs including both formal and informal services and networks. The teams provide a generic service to people aged over 18 who may have a range of disabilities. The service covers people who live in the community, residential and nursing establishments and will also include facilitating safe and timely discharges from hospital settings.

The successful applicants will need to work in a team setting, cover part of a duty rota system and be expected to manage a busy and sometimes complex caseload. They will also be expected to contribute to safeguarding investigations as appropriate. Good communication with other agencies including health colleagues is essential given the current health and social care agenda.

Successful applicants will be supported by an experienced management team who are committed to good support, advice, supervision and a nurturing team ethos. There are opportunities for career progression within the teams, with a strong commitment to training and professional development.

As an employee of Derbyshire County Council you will be:

- Eligible to join the Local Government Pension Scheme where you pay your contributions and we pay too. It's a flexible scheme and an important part of your employment package providing an excellent range of benefits.
- Part of a generous annual leave and flexi-time scheme.
- Supported with flexible working and leave arrangements.
- Enjoy benefits including our occupational health, physiotherapy and counselling services and free childcare vouchers.

Derbyshire is a great place to live and work. It's only a short drive to Manchester, Nottingham, Sheffield and Derby but is also home to miles of beautiful countryside and has the Peak District National Park on its doorstep. The county enjoys house prices below the UK average and has great road and rail links.

Provisional Interview Date: 3 and 4 January 2019

Closing Date 30 December 2018

Care Worker**JOB/18/01584****Grade 5 £8,130.36 - £8,409.96 per annum • 17 hours and 30 minutes per week • Whitestones Home for Older People, Chapel-en-le-Frith**
Part Time • Permanent • Adult Care

We're recruiting Care Workers to help our residents lead dignified lives. Working as part of a valued care team you'll be ensuring our residents stay happy, healthy and well by helping them with everyday tasks such as washing and dressing, eating meals, taking medication and socialising. Understanding the needs of older people, including those with dementia, is an important part of the work. If you think you can make a positive difference to an older or disabled person's life and would like a rewarding job with room for progression, we want to hear from you.

You don't need previous experience as we'll give you all the training and support that you will need to do the job. There'll also be ongoing support and mentoring from experienced staff. Working hours are based on a three-shift pattern and we offer good rates of pay and a good pension, free uniform, high quality training and many other benefits including a minimum of five weeks holiday and eight Bank Holidays a year (pro-rata), and extra pay for unsocial hours.

Closing Date 30 December 2018**Care Worker****JOB/18/01586****Grade 5 £13,161.60 - £13,614.12 per annum • 28 hours and 20 minutes per week • Florence Shipley Centre Home for Older People, Heanor**
Part Time • Permanent • Adult Care

We're recruiting Care Workers to help our residents lead dignified lives. Working as part of a valued care team you'll be ensuring our residents stay happy, healthy and well by helping them with everyday tasks such as washing and dressing, eating meals, taking medication and socialising. Understanding the needs of older people, including those with dementia, is an important part of the work. If you think you can make a positive difference to an older or disabled person's life and would like a rewarding job with room for progression, we want to hear from you.

You don't need previous experience as we'll give you all the training and support that you will need to do the job. There'll also be ongoing support and mentoring from experienced staff. Working hours are flexible based on a three-shift pattern and we offer good rates of pay and a good pension, free uniform, high quality training and many other benefits including a minimum of five weeks holiday and eight Bank Holidays a year (pro-rata), and extra pay for unsocial hours.

For informal enquiries please contact Unit Manager Paul Morris, telephone number 01629 531367.

Closing Date 30 December 2018**Caretaking/Cleaning/Security****Cleaner****JOB/18/00854****Grade 3 £8.59 - £8.69 per hour • As and when required • Lea Green Centre, Matlock**
No Guaranteed Hours • Relief • Childrens Services

Lea Green is a large historic residential centre with great facilities for the Derbyshire public. The centre has a wide range of customers from schools to families and community groups and our programmes and residential stays involve outdoor activities, team training through to weddings as well as faith based retreats.

We are looking to recruit a cleaner who understands the importance of excellent customer service. We have an excellent team here at Lea Green Centre and are looking for someone who has enthusiasm as well as the ability to join our team.

Closing Date 31 March 2019

Caretaker**JOB/18/01439**

Grade 4 £6,823.68 - £6,930.36 per annum • 15 hours per week • Hodthorpe Primary School, Worksop
Part Time • Permanent • Commissioning, Communities and Policy

The successful candidate will be required to undertake a variety of cleaning duties including the supervision of cleaner, security, janitorial and DIY duties. You will also be required to operate electrically powered rotary machines for which training will be provided. You must have a flexible and reliable approach. Previous experience of cleaning and caretaking would be an advantage but training will be provided. Hours of work are 7.00am - 8.00am and 4.00pm - 6.00pm.

Closing Date 30 December 2018

Cleaner**JOB/18/01461**

Grade 3 £3,734.40 - £3,778.68 per annum • 10 hours per week, 38 weeks per year • Mugginton CE (C) Primary School, Ashbourne
Part Time • Term Time • Commissioning, Communities and Policy

Required to undertake a variety of daily cleaning duties including the use of electrically powered cleaning machines.

Provisional Interview Date: 7 January 2018.

Closing Date 30 December 2018

Caretaker**JOB/18/01469**

Grade 4 £11,373.36 - £11,551.08 per annum • 25 hours per week • Lons Infant School, Ripley
Part Time • Permanent • Commissioning, Communities and Policy

Caretaker required to undertake a variety of duties including cleaning, security and basic site maintenance.

Provisional Interview Date: 7 January 2018.

Closing Date 30 December 2018

Caretaker**JOB/18/00852**

Grade 4 £8.72 - £8.86 per hour • As and when required • Lea Green Centre, Matlock
No Guaranteed Hours • Relief • Childrens Services

Lea Green is a large historic residential centre with great facilities for the Derbyshire public. The centre has a wide range of customers from schools to families and community groups and our programmes and residential stays involve outdoor activities, team training through to weddings as well as faith based retreats. We are looking to recruit a caretaker who understands the importance of excellent customer service. We have an excellent team here at Lea Green Centre and are looking for someone who has enthusiasm as well as flexibility to join our team.

Closing Date 31 March 2019

Catering

Catering Assistant

JOB/18/00848

Grade 2 £8.50 - £8.55 per hour • As and when required • Lea Green Centre, Matlock

No Guaranteed Hours • Relief • Childrens Services

Lea Green is a large historic residential centre with great facilities for the Derbyshire public. The centre has a wide range of customers from schools to families and community groups and our programmes and residential stays involve outdoor activities, team training through to weddings, as well as faith based retreats.

We are looking to recruit a Catering Assistant who understands the importance of good food and excellent customer service. We have an excellent team here at Lea Green Centre and are looking for someone who has enthusiasm as well as the ability to assist in the production of our varied menus.

Closing Date 31 March 2019

Catering Supervisor

JOB/18/00851

Grade 5 £8.91 - £9.22 per hour • As and when required • Lea Green Centre, Matlock

No Guaranteed Hours • Relief • Childrens Services

Lea Green is a large historic residential centre with great facilities for the Derbyshire public. The centre has a wide range of customers from schools to families and community groups and our programmes and residential stays involve outdoor activities, team training through to weddings as well as faith based retreats.

We are looking to recruit a catering supervisor who understands the importance of good food and excellent customer service. We have an excellent team here at Lea Green Centre and are looking for someone who has enthusiasm as well as the ability to prepare, supervise the production of our varied menus.

Closing Date 31 March 2019

Catering Assistant

JOB/18/01542

Grade 2 £6,128.40 - £6,162.12 per annum • 16 hours 25 minutes per week, 39 weeks per year • Hilton

Primary School, Derby

Part Time • Fixed Term • - Due to finite funding 31/07/19 • Childrens Services

You will be working in a busy production kitchen assisting with the preparation, cooking and service of the lunch time meals to a large number of pupils. You will be required to maintain all hygiene standards in the unit and have a good customer service approach. You will be working in a large team and expected to be able to help erect and dismantle the dining room furniture on a daily basis.

Closing Date 30 December 2018

Childrens Social Care/Social Work

Practice Supervisor

JOB/18/01530

Grade 12 £35,555 - £38,728 per annum • 37 hours per week • Polygon Centre, Alfreton

Full Time • Fixed Term • for 12 months from start date • Childrens Services

We're investing in our children's social work service and expanding our teams across Derbyshire.

We're currently remodelling our children's social work service to create smaller teams with reduced caseloads supported by new practice supervisors.

Our children's services are currently rated 'good' by Ofsted and we have excellent partnership working arrangements that help our social workers deliver good outcomes for children and their families. In this role you will provide practice supervision on all case work (group and one to one) and provide personal supervision to other Social Workers in the team. You will also be assisting the Team Manager in the efficient and effective delivery of Children's Services Social Work Service.

You will be required to demonstrate and champion systemic practice and embed Derbyshire's operating model into all Social Worker practice in order to improve outcomes for children, young people and families.

It is essential that you have experience of creating rapport and building effective relationships with families, to enable flexible and thoughtful social work practice and affect positive change in the lives of children and families. We're proud of our social work practice and commitment to children and their families in Derbyshire, our excellent supervision, systemic practice, manageable caseloads, innovative working, training opportunities and high aspirations for the children we work with.

The Disabled Children's Service is a countywide service based at The Polygon Centre in Alfreton and we see our posts as both challenging and exciting, enabling you as a social worker to be based within the Safe Guarding and Specialist Disabled Children's Services alongside other experienced Social workers, Community Care Workers and Children's Occupational Therapists.

The team work in a person centred way that compliments systemic therapy and the stronger family's safer children agenda. They cover and support duty, undertake child protection work, children in care work and high level child in need.

This position needs you to liaise closely with Health and Education colleagues and will enable you to develop many other worthwhile skills to add to your CV. You will be supported by an experienced management team who are committed to good support, advice, supervision and a nurturing team ethos. We are committed to capturing the child's voice and journey through our work with a 'children first' approach which incorporates the social model of disability, social inclusion principles, anti-oppressive practice and person centred ways. If you would like to talk to someone informally about this post please ring and ask for one of our Team service managers on 01629 537600.

Provisional Interview Date: 9 January 2018.

Closing Date 30 December 2018

Foundation Years Practitioner**JOB/18/01218****Grade 8 £10,493.04 - £11,340.24 per annum • 17 hours and 30 minutes per week • Creswell Children's Centre, Worksop**

Part Time • Fixed Term • - Covering for maternity leave • Childrens Services

An exciting opportunity has arisen to appoint an individual to work within the Creswell Children's Centres Team as a Foundation Years Practitioner. The successful candidate will be required to work with children and families both in the home and in group settings. The key focus of the work will be centred on providing activities to support children's development and tracking their progress.

The successful candidate will undertake the delivery of ECAT and support the Ready for School agenda. The successful candidate must be able to communicate well and work closely with other partners across a wide range of settings. A clear knowledge and understanding of safeguarding is an essential part of the role.

Closing Date 23 December 2018

Emergency Planning

Senior Emergency Planning Officer**JOB/18/01131****Grade 11 £15,702.00 - £17,248.56 per annum • 18 hours 30 minutes per week • County Hall, Matlock**

Part Time • Permanent • Economy, Transport and Environment

We are seeking an enthusiastic, self-motivated individual who is able to work effectively under pressure with minimal supervision and meet agreed targets. You will need to have excellent interpersonal skills, be able to communicate with people at senior level and present views positively.

The successful person will be responsible for preparing emergency and business continuity plans, preparing and delivering training and responding to emergencies. A good knowledge and experience of the use of Information Technology including geographic information systems is a requirement of this post.

Closing Date 30 December 2018

Legal Services

Assistant Coroner

JOB/18/01599

£454 per day plus access to the Local Government Pension Scheme • Various hours available • Coroners Service, St Katherine's House, Derby and Royal Court, Chesterfield

Various hours available • Permanent • Commissioning, Communities and Policy

Derbyshire County Council is seeking to appoint a number of new Assistant Coroners to support the Senior and Area Coroner across the full range of coroner duties in order to deliver a high quality coroner service to the people of Derby and Derbyshire.

Once a Coroner is appointed they are then a Judicial Office holder until they reach the age of 70 years (compulsory retirement age) unless they choose to resign or are removed by the Lord Chief Justice and Lord Chancellor prior their 70th birthday. The number of reported deaths in 2017 was 4732.

The Assistant Coroners will be based in the dedicated court and coroner's offices in Chesterfield and Derby. The court and office is Chesterfield where it is co-located with the Registration Service.

Office opening hours are 9.00am - 5.00pm.

Derbyshire County Council is looking for exceptional candidates with excellent proven organisational, management and efficiency skills, as well as experience of managing and embracing change. You will work closely with the Senior Coroner and Area Coroner to ensure value for money, performance and financial efficiencies.

You will be required to demonstrate knowledge and experience of coroner law and of basic medicine, have proven skills in conducting investigations and an understanding of court procedure. You will also need to demonstrate the excellent communication and interpersonal skills necessary to deal with sensitive situations.

You will be required to carry out the duties and responsibilities of a coroner as defined in the Coroners and Justice Act 2009 and associated rules and regulations and as further described in various guidance issued by the Chief Coroner.

This is a fee paid position although it is likely to involve a regular commitment, which is to be agreed between you, the senior coroner and the local authority.

It is a Coroner's personal responsibility (and not that of his/her clerk/secretary) to ensure that they sit when possible. The Chief Coroner and the Lord Chancellor would expect an assistant coroner to offer a minimum of 15 sitting days each financial year.

Applicants should indicate their availability for sitting days in their application.

The successful candidate will be a Barrister or a Solicitor or Fellow of the Institute of Legal Executives and satisfy the judicial-appointment eligibility condition on a 5 year basis. They will be under the age of 70 and be subject to the appointment and eligibility conditions within the [Coroners and Justice Act 2009 \(s.23 and Schedule 3\)](#).

If you wish to have an informal discussion or arrange a visit, please contact Dr Robert Hunter, Senior Coroner on 01246 201391.

Suitably qualified applicants are requested to email their CV and supporting statement to:

kay.riley@derbyshire.gov.uk

Interview Date: 11 February 2019

Closing Date 6 January 2019

Public Health

Health Improvement Advisors (8 Posts)

JOB/18/00600

Grade 7 £19,795 - £21,587 per annum, pro rata • Various hours available • Various location available

Various hours available • Permanent • Adult Care

Health Improvement Advisors (Weight Management and Physical Activity). We are recruiting a number of Health Improvement Advisors to join our Live Life Better Derbyshire Service, which supports people to identify and address their holistic wellbeing needs and provides weight management, physical activity and stop smoking services across Derbyshire.

Hours and locations for posts are shown below. You will be primarily based in one the locations shown below, with an expectation to cover in other areas as and when required, and to work evenings and weekends. Please express your preference for hours and locations on the application form.

Working hours:

Post 1 - Derbyshire Dales - 22 hours and 30 minutes per week. £12,213.48 - £13,319.16 per annum.

Post 2 - High Peak - 14 hours and 10 minutes per week, £ 7,581.48 - £8,267.88 per annum.

Post 3 - High Peak - 37 hours per week, £19,795 - £21,587 per annum.

Post 4 - South Derbyshire - 15 hours and 20 minutes per week, £8,201.04 - £8,943.49 per annum.

Post 5 - South Derbyshire - 37 hours per week, £19,795 - £21,587 per annum.

Post 6 - Erewash/Amber Valley - 14 hours per week, £7,490.40 - £8,168.52 per annum.

Posts 7 & 8 - Erewash - 37 hours per week, £19,795 - £21,587 per annum.

You will require excellent communication and listening skills, with a knowledge of motivational interviewing and a good understanding of factors affecting health, experience of developing and delivering lifestyle interventions, working with a range of population groups and facilitating group work. A good level of IT literacy will also be required to maintain accurate client records and activities. You will be responsible for:

- Providing physical activity and weight management sessions to support overweight and obese individuals, helping them to set personalised goals and use behaviour change theories to ensure achievable and sustainable weight loss.
- Providing physical activity sessions and support with the provision of physical activity and active recreation opportunities in community settings.
- Planning, organising, delivering and managing of physical activity and active recreation opportunities across Derbyshire.
- Planning, organising, delivering and managing weight management groups to adults and families
- Identifying key issues and barriers that prevent members of the local community accessing sport, physical activity, and recreation opportunities; then develop actions to reduce or remove such barriers.
- Increasing awareness within local communities of the benefits of sport, physical activity, active recreation and wellbeing and promote other local initiatives that support increase in physical activity.
- Developing effective working relationship with key partners.
-

It would be preferred if you are qualified to offer both weight management and physical activity support, however training can be provided if certain pre-requisites are met.

If you have a passion to make a difference please contact Caroline Mackie on 07964 248988 or Richard Keeton on 07768 858780 for a confidential and informal discussion about the role(s)

Provisional Interview Date: 24 and 25 January 2019. Interviews will take place in Matlock, Buxton and Swadlincote.

Closing Date 30 December 2018

Planning/Development Control Related

Quality Assurance Manager

JOB/18/01548

Grade 13 £39,867 - £43,282 per annum • 37 hours per week • County Hall, Matlock

Full Time • Permanent • Childrens Services

As a Quality Assurance Manager you will need to be:

- Able to effectively embed support and challenge through a range of quality assurance activities for both Practitioners and Managers.
- Continuously drive improvement and ensure both practice and values across a range of children's services deliver positive outcomes for children, young people and their families.
- Reflective, persistent and have excellent analytical, planning and influencing skills with a proven ability to manage and motivate a team of professionals.
- A Qualified Social Worker registered with the Health and Care Professions Council and have considerable experience of working at a managerial level within a statutory children's services context.

Provisional Interview Date: 18 January 2019

Closing Date 30 December 2018

Teaching - Headship

Headteacher (L9 - L15)

JOB/18/01570

L9 - L15 • Full-time • Milford Primary School • ISR: L9 – L15 • NoR: 100

Full Time • Permanent • for Easter 2019

Milford Primary School is a village primary school at the heart of the community with excellent transport links. Are you the inspirational leader and excellent classroom practitioner we are looking for to enable our children to be 'the best that they can be'?

We are looking for:

- Someone with vision to lead the school from good to outstanding
- Strong leadership and management skills
- An excellent class teacher who can engage and inspire our enthusiastic children
- High expectations for children's achievement and behaviour
- An excellent communicator within the school and its wider community.

We can offer:

- Outstanding pastoral care
- Hard working and happy children who are keen to learn
- Enthusiastic and highly motivated staff and governors
- Strong and effective links with parents and community.

Visits to the school are welcome by arrangement with the school office on 01332 841316

(For further information please see overleaf)

Vision Statement: Milford Primary School is a community orientated school, centred around the children as individuals. We are committed to helping children work towards their potential as life-long learners who care, share, respect and learn in a stimulating environment.

Visits to the school by arrangement are warmly welcomed – please contact us on 01332 841316.

Please also visit our website for further details of the school –

<http://www.milfordprimaryschool.co.uk/> Committed to safeguarding the welfare of our children.

Provisional Interview Date: 16 – 17 January 2019

Closing Date 3 January 2019

Headteacher (L11 - L17)

JOB/18/01608

Leadership (L11 - L17) • Full-time • Holmesdale Infant School, Dronfield • ISR: L11 – L17 • NoR: 150

Full Time • Permanent • For April 2019

‘The best me I can be’. The pupils, staff and governors of this friendly and successful school are looking to appoint an outstanding and inspirational leader with the vision and determination to build on the successes of the school and work with a team of staff that are innovative, creative and committed to success for all.

We are seeking a Headteacher who:

- Has pupils at the heart of decision making, helping children enjoy their learning whilst realising their full potential
- Can demonstrate a flexible approach to leadership and management with the resilience and determination to sustain school improvement and lead change
- Has a highly motivational style to enable effective team working and collaboration both within school and between Holmesdale and other schools
- Is an outstanding classroom practitioner with the ability to lead from the front and demonstrate innovative approaches to teaching
- Has the desire and motivation to build and strengthen links with parents, governors and the wider community.

We can offer:

- The opportunity to make a difference to confident, enthusiastic pupils who show determination and resilience in ‘learning and achieving together’
- The opportunity to work alongside a hardworking, dedicated and friendly team of staff, parents and governors
- The chance to be part of an exciting, innovative and forward thinking school
- A commitment to CPD and professional development.

If you have the enthusiasm and vision to make our school even better we would welcome your application. We hope you will choose to come and visit our school prior to application, where you will be able to see for yourself what a wonderful school Holmesdale is. Please contact us on 01246 413284 to arrange your visit.

Please also visit our website for further details of the school: <https://www.holmesdale.derbyshire.sch.uk/index.php>

Committed to safeguarding the welfare of our children.

Provisional Interview Date: Monday and Tuesday 21 and 22 January 2019

Closing Date 3 January 2019

Schools and Academies

Administration/Clerical

School Business Assistant

JOB/18/01559

Grade 4 £14,413.32 - £14,638.44 per annum • 37 hours per week, 39 weeks per year • Swanwick School and Sports College

Full Time • Permanent

Swanwick School and Sports College is an 'Outstanding' school providing an exciting and relevant education for young people with additional needs including Moderate and Severe Learning needs, Challenging Behaviour and ASD.

The Governors are looking for an excellent candidate to provide efficient and effective administrative, clerical and secretarial support to the school. Duties and Responsibilities will include: -

- To provide clerical and secretarial support for the Headteacher and staff including general typing and text processing.
- Photocopying and collating.
- Maintaining diaries, arranging appointments, meetings and interviews.
- Acknowledging receipt of correspondence and composing routine letters and replies where appropriate.
- Monitoring and responding to telephone calls and enquiries.
- Maintaining filing systems.
- To open and prioritise mail, distribute internal and external mail and administer effective communications within the school.
- To receive visitors and handle enquires.
- To oversee the security of the main entrance door

To operate the school's computer-based and manual administrative and clerical systems in a secure manner, provide appropriate support for new systems to meet the delegated responsibility of the school under the Education Reform Act and to undertake training to keep up to date with the latest technology and implement new facilities as requested. 5. To undertake all administrative tasks in accordance with agreed policies, appropriate legislation and financial regulations and standing orders.

Visits to the school welcomed. Please contact the school office on: - 01773 602198 to arrange an appointment.

Closing Date 19 December 2018

Student Support Manager (Literacy Resource Centre Co-ordinator)

JOB/18/01578

Grade 8 £18,996.24 - £20,529.84 per annum • 37 hours per week, 39 weeks per year • Tibshelf Community School

Full Time • Permanent

The purpose of this role is to lead and develop learning and literacy resources across the school and wider learning community, working closely with the English department. You will be responsible for the management of all resources within the Literacy Resource Centre.

If you would like to visit before you apply please ring or email our HR Manager Mrs B Wright, b.wright@tibshelf.derbyshire.sch.uk who will make the necessary arrangements.

Closing Date 6 January 2019

School Business Assistant (Exam Invigilator)**JOB/18/01581****Grade 4 £8.72 - £8.86 per hour • As and when required • Tibshelf Community****School No Guaranteed Hours • Relief**

We are looking to increase the size of our pool of Exam Invigilators/readers/scribes to work on a casual basis, throughout the year, as and when needed.

There will be an opportunity for induction and basic training.

If you want to work as part of an enthusiastic team of support staff we invite you to apply.

If you would like to visit the school please contact Angela Stephenson; Information Manager, for an informal chat and tour of the school.

Closing Date 6 January 2019**School Business Assistant****JOB/18/01583****Grade 6 £9,202.08 - £9,786.96 per annum • 22 hours per week, 39 weeks per year • Mickley Infant and Nursery School, Stretton****Part Time • Permanent**

The Governing Body of our small, friendly school are looking to appoint one or two suitably qualified individuals to provide excellent financial and administrative support to our school. The working pattern for the post is as follows:

Monday 8.30am - 2.30pm

Tuesday 8.30am - 2.30pm

Wednesday 8.30am - 12.00 noon

Thursday 8.30am - 2.30pm

Friday 8.30am – 12.00 noon

Closing Date 6 January 2019**School Business Assistant (Exam Invigilator)****JOB/18/01636****Grade 4 £8.72 - £8.86 per hour • As and when required • Tupton Hall School, Tupton****No Guaranteed Hours • Relief**

The school are recruiting Exam Invigilators to increase our pool of staff available to cover the internal and external examinations offered by the school. These may be conducted on or off-site, depending on the school's requirements and must be run in accordance with the Joint Council for Qualifications (JCQ) regulations and the school's own policies and procedures.

The role is vital in helping with the organisation and running the examinations and applicants should be available to work flexible hours between 8.00am and 6.00pm, as requested. Exam Invigilators are responsible for ensuring they are totally familiar with the JCQ rules and regulations for the conducting of examinations, checking that the examination room is set up correctly; preparing and clearing the room and completion of any relevant paperwork. It is expected that an Exam Invigilator remains vigilant at all times and is able to routinely patrol the exam room to minimise the risk of exam malpractice.

In addition, duties may include reading and scribing for students who have access arrangements. Candidates are expected to have GCSE Grade C in English Language and Mathematics or an equivalent, as a minimum to perform this role. It would be expected that any successful candidates attend training and update sessions relevant to their role on at least an annual basis.

Closing Date 25 January 2019

Education - Non Teaching/Support Services

Play Leader

JOB/18/00589

Grade 6 £5,093.16 - £5,416.92 per annum • 12 hours 30 minutes per week, 38 weeks per year • Hollingwood Primary School, Chesterfield

Part Time • Fixed Term • - Due to pupil numbers until the end of July 2019

The governors are ideally looking for an experienced and self-motivated individual to lead on our new after school club facility, ensuring a high quality provision Monday to Friday from 3.15pm until 5.45pm. Ideally, you will be level 3 qualified or equivalent in childcare with some experience of working with children. You will be expected to take responsibility for the safe and efficient running of the club with stimulating activities available for the participants. In return we can offer a thriving school with a supportive staff team, excellent facilities within our school building, well behaved children who are keen to learn and excellent professional development opportunities. Visits to our school are encouraged. Please contact the School Office or email info@hollingwood.derbyshire.sch.uk for further information or to make an appointment to visit the school.

Closing Date 6 January 2019

Teaching and Learning Assistant

JOB/18/01602

Grade 7 £6,871.68 - £7,493.76 per annum • 15 hours per week, 39 weeks per year • Kensington Junior School, Ilkeston

Part Time • Fixed Term • - Due to short term peak in demand until the end of August 2019

The Governors wish to appoint a committed and experienced teaching assistant to join our school staff to support a Key Stage 2 pupil with complex needs. We are looking for a member of staff who is well organised, enjoys working with children, who is able to challenge, motivate and care for each pupil as an individual, and foster independence. The candidate must be prepared to work well as part of a team, but also to show initiative to plan individual programmes of work. Experience of working with challenging behaviour and/or a Social Care background would be advantageous. The working pattern will be Monday to Friday 12.30pm – 3.30pm, during term time.

Visits to the school are welcome – please telephone 01159 322920 to arrange a mutually convenient time.

Closing Date 6 January 2019

Science Technician

JOB/18/01627

Grade 6 £9,635.28 - £10,247.88 per annum • 22 hours and 30 minutes per week, 40 weeks per year • Highfields School, Matlock

Part Time • Permanent

For January 2019 we are looking to appoint a confident, enthusiastic and resourceful science technician to join our high achieving department. You will need to provide efficient and effective support in the preparation of materials, equipment and resources to support teaching and learning. Ideally you should have experience of working in a school/college and be able to work flexibly and alone, as well as part of a team. You should be willing to contribute fully to the life of the school and be committed to safeguarding and promoting the welfare of children and young people.

Highfields is a vibrant, popular school and has a strong partnership with the community and local schools. It is a coeducational comprehensive school of almost 1200 students, including 250 at post 16. Our students are well-motivated and achieve good results. We were judged as a good school by Ofsted in May 2017. Highfields is situated in Matlock, the county town of Derbyshire, on the south eastern edge of the Peak District. It is within easy reach of Sheffield, Derby and Nottingham.

Provisional Interview Date: 11 January 2019.

Closing Date 6 January 2019

Specialist Teaching and Learning Assistant**JOB/18/01605****Grade 8 £17,968.44 - £19,419.12 per annum • 35 hours per week, 39 weeks per year • Spire Junior School, Chesterfield**

Part Time • Fixed Term • - Due to pupil numbers until the end of January 2020

Do you want to work in a supportive team?

Do you want to work in a school with a focus on your own wellbeing?

Do you want to work in a school where 'pupils really enjoy school and know they are making good progress' (Ofsted 2017).

Do you want to work in a school *where* members of staff are extremely supportive of each other and are very committed to doing the very best they can for the pupils at the school'.

The Governors are looking to recruit an excellent individual to work with pupils with special educational needs.

The post holder will demonstrate essential professional characteristics, and in particular will:

- Engage and motivate pupils
- Improve the quality of pupils' learning
- Work as part of a team to support all children
- Demonstrate empathy with and an appreciation of the needs of pupils
- Be committed to making a real difference to the lives of young people with special educational needs and their families/carers.

The role will involve:

- Moving and handling (for which full training will be given)
- Assisting with the general care, mobility and personal hygiene needs of pupils.
- Supporting with curriculum subjects.
- The TA may take responsibility for planning for a few regular groups/sessions, agreed between the TA and teacher, and authorised by the headteacher.

Provisional Interview Date: 16 January 2019

Closing Date 6 January 2019**Midday Supervisor****JOB/18/01625****Band 1, Scale Point 6, Actual Starting Salary: £2,808 per annum • 1 hour and 30 minutes (11.45am - 1.15pm), Monday to Friday • St Joseph's Catholic Primary School, Langwith Junction**

Part Time • Permanent

St. Joseph's Primary School, would like to appoint an enthusiastic and motivated midday supervisor to join the lunchtime team at our friendly welcoming school. The hours of work will be 1 hour 30 minutes (11.45am - 1.15pm) Monday to Friday.

The successful candidate will be committed to ensuring that our children have a positive dining and playtime experience. They will lead playtime games and encourage children to adopt a healthy lifestyle. Our school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Candidates will be required to undertake a DBS 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.

To apply for this post please visit our website at www.ololcatholicmat.co.uk/vacancies
Applications should be returned directly to the school by 9.00am on 11 January 2019.

Closing Date 11 January 2019

Science Technician**JOB/18/01621****NJC 11-13 £14,325 - £14,648 per annum • 37 hours per week (Monday to Friday), 39 weeks per year •****Heanor Gate Science College - A Member of Spencer Academies Trust**

Full Time • Permanent

We are looking to appoint an enthusiastic and adaptable technician to provide curriculum support within our very successful science faculty team. Duties will include preparation of equipment and resources for lessons, as well as some in class support. Ideally you will have previous experience of providing technical support in an educational environment, but this is not essential. You must be able to work confidently and competently under pressure. Most importantly, you should enjoy helping young people to learn and be successful. We are a 'good' school (Ofsted March 2017) with a strong commitment to ongoing professional development.

Applicants would be expected to share the Trust's high aspirations for students and staff.

Spencer Academies Trust is an educational charity and academy sponsor, which is committed to ensuring that every child, regardless of background, has access to an outstanding education and real choices in life. We have a successful track record of providing high quality teaching and learning which ensures improved outcomes for children and young people. The Trust mission statement reflects our vision and aim for all Trust schools. Our highly successful network of 17 schools (8 secondary and 9 primary) educates students across Nottinghamshire, Derbyshire, Nottingham City, Derby City and Leicestershire.

If you would like to discuss this role, or have any queries, please email Dr G Heald on gheald@heanorgate.derbyshire.sch.uk or telephone 01773 716396.

Applications for this post must be submitted using our online application form which can be found at <http://www.satrust.com/vacancies>

In line with safer recruitment policies, references will be called for prior to interview. Closing date for applications is 12 midday, Monday 7 January 2019. Please return your completed application direct to the College.

Interviews will take place on either Thursday 10 or Friday 10 January 2019.

Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and all posts are subject to enhanced DBS with children's barred list checks and completion of Level 2 safeguarding training.

Closing Date 7 January 2019

Cleaner**JOB/18/01630****Grade 3 £5,605.44 - £5,667.36 per annum • 15 hours per week, 38 weeks per year • Duffield Meadows****Primary School, Duffield**

Part Time • Permanent

Do you fancy a change for 2019? Then come and join our team! We are a popular school in the heart of Duffield and are looking for an enthusiastic and hard-working person to join our cleaning team, undertaking general cleaning duties across the school.

In addition, this post will require some deputising duties in the event of the Site Supervisor's absence. These hours will be paid at a higher rate: Grade 4 points 8–11, £8.72 - £8.86 per hour.

Please see the attached Job Specifications for both roles.

Provisional Interview Date: 22 January 2019.

Closing Date 13 January 2019

Midday Supervisor (3 Posts)**JOB/18/01634**

Grade 3 £3,299.16 - £3,335.52 per annum (£8.59 - £8.69 per hour) • 2 Posts - 8 hours and 50 minutes per week, 1 Post - As and when required, 38 weeks per year • Duffield Meadows Primary School, Duffield Part Time • Permanent • and Relief

Do you fancy a change for 2019? Then come and join our team! We are looking to extend our team of midday supervisors and have three posts available: 2 permanent and 1 relief.

The relief post will be on a 'no guaranteed hours' basis and will be paid an hourly rate of £8.59-£8.69.

Applicants should be able to work as part of a team and ideally have some experience of working with children. We are proud of our school and we are looking for someone with a calm and efficient manner who can work under pressure and who has the ability to communicate effectively with both adults and young children. Lunch time is an important part of the day and we are looking for staff to promote good behaviour, manners and help the children feel happy and safe at lunchtimes.

Visits to school are welcomed by arrangement, please contact the school, telephone: 01332 840305.

Provisional Interview Date: 22 January 2019.

Closing Date 13 January 2019

Admin Support Officer**JOB/18/01637**

Scale 3 £13,509.41 - £14,341.83 per annum • 37 hours per week, 39 weeks per year • Merrill Academy, Derby Part Time • Permanent

The Northworthy Trust are inviting applications for the above post based at Merrill Academy in Derby. This is an exciting opportunity to join a supportive and ambitious team of staff.

The successful applicant will be professional, adaptable and will have the ability to:

- Work without supervision or as part of a team
- Use their own initiative
- Demonstrate excellent administration skills
- Plan and prioritise their own work load
- Demonstrate effective communication skills, both verbally and in writing
-

In addition, the applicant will be able to demonstrate their experience of working in a similar role and their suitability to working within a busy secondary school environment. GCSE (or equivalent) Grade C or above in Maths, English and Science are essential.

To apply for this post please complete the attached application form and return directly to the Academy to HR@northworthytrust.org.uk by the closing date.

Further information is available on the website: www.northworthytrust.org.uk

Relevant professional qualifications and/or a First Aid qualification are desirable.

Provisional Interview Date: Week commencing 28 January 2019.

Closing Date 13 January 2019

Specialist Teaching and Learning Assistant**JOB/18/01638****Grade 8 £12,835.68 - £13,872.00 per annum • 25 hours, 39 weeks per year • The Brigg Infant School, South Normanton**

Part Time • Fixed Term • - Due to pupil numbers until the end of August 2019

We are looking to appoint an experienced and dedicated individual to support a child with special educational needs/disability (SEND).

This SEND role is to support a specific child who has an EHCP, as part of our team of Learning Support Assistants. We are seeking a strong and energetic Teaching and Learning Assistant with experience of supporting children with SEND. The school is keen to find a professional individual who will fit into the hard working, friendly ethos of the school. You will need to be committed and have a calm and patient manner with a passion for supporting children to realise and achieve their potential. The successful candidate will have primary SEND experience, but the applicant will be selected for this role based on attitude as well as proven ability.

About the role: This position will involve supporting a young person within class, 1:1, groups and within the school environment. You will be required to be flexible with your approach, adapting activities to suit the varied needs and abilities of individuals. You will be working closely with the class teacher, offering feedback on pupil progress and must work well as part of a team. Can you see yourself in this role? Are you flexible, caring and enthusiastic? Do you have passion for inclusive working and supporting children to reach for the stars?

Provisional Interview Date: 11 January 2019

Closing Date 19 December 2018

Teaching - Primary

Key Stage 1 Teacher**JOB/18/01434****MPS • 1.0FTE • Whaley Thorns Community Primary and Nursery School, Langwith**

Full Time • Permanent

The Governors are seeking to appoint an outstanding Key Stage 1 classroom practitioner to join their hardworking, dedicated and friendly team. The post is to commence on 29 April 2019 or ideally sooner if possible. The successful candidate will teach in a mixed Year 1/2 class. The successful candidate must:

- have an excellent knowledge and understanding of the key stage 1 curriculum,
- have an excellent knowledge of phonics and phonic teaching
- be organised, enthusiastic and determined to succeed
- be committed to raising the quality of learning and teaching for all children and provide challenge at all levels
- be a good communicator and confident when speaking with parents and carers,
- enjoy working collaboratively.
- be required to co-ordinate at least one subject area across the school – it is likely that this will be Science and/or Computing

We have amazing children who thrive on exciting and engaging learning opportunities. The school is currently judged 'requires improvement' by Ofsted. However, we have absolutely committed staff, a proactive and supportive senior leadership team and an amazing building and grounds. Staff and the governing body have a collective determination to convert this to a 'good' judgment within the next year.

Visits to the school are strongly encouraged in order to realise the full potential Whaley Thorns Primary School can offer. This post is not suitable for NQTs, but RQTs would be welcome to apply. Please telephone the main school office on 01623 742604 to arrange an appointment.

Closing Date 6 January 2019

Teaching - Special

Teacher

JOB/18/01620

MPS plus SEN (£2,149) • 1.0FTE • Ashgate Croft School, Chesterfield

Full Time • Fixed Term • - Covering for maternity leave

Ashgate Croft is a large and complex area special school. We provide education and care for pupils who hold an EHCP with Autism, moderate, severe and profound learning difficulties including those with associated communication, behavioural and physical needs.

The post is full time (maternity cover), to teach a class of 10, key stage 2 pupils with moderate and severe learning difficulties.

You should:-

- Have successful teaching experience in either a mainstream or special school setting;
- Have excellent interpersonal skills;
- Have sound knowledge and experience of working with pupils with SEN; -
- Have a positive approach to challenge and change.

This is an opportunity to pursue a career in a forward looking special school. You will be well supported in your work and you will be encouraged to develop professionally. NQT applicants are welcome.

Visits to the school are available: please telephone Ann Kennan on 01246 275111 to arrange.

Ashgate Croft is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Provisional Interview Date: 15 January 2018.

Closing Date 6 January 2019

Classroom Teacher (0.6FTE)

JOB/18/01641

MPS/UPS plus SEN 1 or 2 (discretionary) • 0.6FTE • Peak School, Chinley

Part Time • Permanent

We are looking for a suitably qualified, dedicated and committed individual to join our established team of teachers and support staff.

Pupils at Peak work mainly outside the National Curriculum and for all the learning experience is individualised and targeted by our specialist staff team. This approach means that all pupils are treated as individuals and the school focuses on promoting positive attitude, celebrating all achievements and endeavouring to provide the best possible preparation for the future, academically, socially and vocationally.

Experience of working with children with special needs is essential. The successful candidate will ideally also have experience of working with pupils with PMLD.

There may be the opportunity to work extra hours up to a full time commitment.

We encourage interested applicants to arrange to visit the school prior to making an application.

To arrange to visit please contact school directly, telephone: 01663 750324, e-mail a.lee@peak.derbyshire.sch.uk

Peak School is an academy and is part of Esteem Multi-Academy Trust.

Closing Date 6 January 2019

Partner Organisations

Erewash Borough Council

Leisure Services Contract Manager

JOB/18/01612

Grade H £35,229 - £39,002 per annum • 37 hours per week • Merlin Way, Ilkeston

Full Time • Permanent

Due to the transfer of Sport and Leisure Services to an external contractor an exciting opportunity has arisen within the council to manage the Leisure Services contract and Sport and Health Development Team.

Following the transfer of services the successful candidate will be required to regularly oversee and monitor the Sport and Leisure Services contract on behalf of the council: ensuring that the agreed terms are carried out in accordance with the contract and to the standard required. The successful candidate will also be expected to collate, analyse and present reports to a high standard to a variety of audiences, including presenting to the Corporate Management Team.

You must have considerable management experience from within Leisure Services, experience of contract management, excellent communication and interpersonal skills, be able to work well under pressure, use your own initiative and have experience of working in partnership with contractors or other agencies. A pragmatic approach is required to identify areas of concern and offer possible solutions.

You will also be required to manage the Sport and Health Development Team and knowledge of developing and delivering sport, health and physical activity related projects in line with local, regional and national priorities is desirable. Candidates must be able to demonstrate a proven track record of managing and developing a team together with effective financial management.

Applications to work on a part time basis will be considered. Please state on the application form if you wish to be considered for part time working.

Alternatively an application form and job description is available from Personnel, Erewash Borough Council, Town Hall, Wharnccliffe Road, Ilkeston, Derbyshire DE7 5RP, telephone: 0115 931 6049 (24 hour voicemail), e-mail: jobs@erewash.gov.uk

For further information on our recruitment process please visit the [Erewash website](#).

Erewash Borough Council is striving towards being an equal opportunities employer. We would particularly welcome applications from black and minority ethnic groups who are currently under represented within the organisation.

The Council is positive about disabled people and those who meet the essential shortlisting requirements will be guaranteed an interview.

Provisional Interview Date: Week commencing 14 January 2019.

Erewash Borough Council is striving towards being an equal opportunities employer. We would particularly welcome applications from black and minority ethnic groups who are currently under represented within the organisation.

The Council is positive about disabled people and those who meet the essential shortlisting requirements will be guaranteed an interview.

Closing Date 1 January 2019