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Issue Dated: 21 December 2018

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Administration/Clerical

Business Services Assistant

JOB/18/00861

Grade 5 £14,718.96 - £15,225.12 per annum • 37 hours per week, 39 weeks per year • Woodville Teachers & Youth Centre, Swadlincote

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

We are looking to recruit an experienced Business Services Assistant, with excellent IT and communication skills, to support the team of specialist peripatetic teachers working for the Support Service for Special Educational Needs (SSSEN) based at Woodville.

This is a term time contract with the successful candidate being the only Business Services team member on this site, administering the workload to support the operational team and will, on occasions, be lone working within the team base. Candidates should be experienced with Microsoft applications and have good interpersonal skills, gained working in a customer responsive environment.

The post holder will be required to communicate directly with partner agencies and parents and should be skilled in customer care, with the ability to work within defined processes and work to tight deadlines. Candidates will ideally have NVQ2 or equivalent in a relevant discipline. For more information of the skills, experience and personal effectiveness needed for this post please refer to the person profile.

Closing Date 6 January 2019

Business Services Assistant (2 Posts)

JOB/18/01307

Grade 5 £17,189 - £17,780 per annum • 37 hours per week • County Hall, Matlock

Full Time • Permanent • Adult Care

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.

Closing Date 6 January 2019

Care/Social Work

Domestic

JOB/18/00863

Grade 3 £8,063.28 - £8,152.32 per annum • 18 hours per week • Florence Shipley Centre, Heanor

Part Time • Permanent • Adult Care

We are looking for a Domestic to join our team. You would be responsible for contributing to the provision of a comfortable, safe and hygienic environment for residents and staff. Knowledge of health and safety is required. Must hold or be willing to gain NVQ I Cleaning. The duties will include Carpet Shampooing, Steam Cleaning, Floor Cleaning and Maintenance. Previous experience of using a variety of cleaning machines would be an advantage but full training will be provided. Previous experience is preferred but is not essential the successful applicants will be required to undertake training. The job will include unsocial hours working including weekends and Bank Holidays. For informal enquiries please contact Unit Manager Paul Morris on telephone number 01629 531367

Closing Date 6 January 2019

Care Worker**JOB/18/00884****Grade 5 £10,763.76 - £11,133.84 per annum • 23 hours 10 minutes per week • Florence Shipley Centre, 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 6 January 2019**Social Worker****JOB/18/00711****Grade 9 - 11 £24,573.00 - £34,497.00 per annum • 37 hours per week • Shand House, Matlock**

Full Time • Fixed Term • - Covering for maternity leave • Adult Care

We are seeking to recruit a full-time, HCPC registered Social Worker, to join the Adult Care Assessment and Triage Team for maternity cover. However, there may be opportunity for the right candidate for an extension or even a permanent position. This is a fast paced position in a busy team. A key element of the role is responding to enquiries and referrals at the first point of contact from members of the public and multi-agency professionals such as Health, Police, Fire and Rescue, and Housing. One minute you could be dealing with what appears to be a modern slavery case, to one of domestic violence, to an older person faller. The work is interesting and varied, no two days are the same.

We work proactively with colleagues from our Brokerage Team, Local Area Coordinators, and Welfare Benefits Service. Our aim is to help people with their presenting needs through advice, information, joint working with Health colleagues, and the provision of simple equipment if appropriate. The team ensure that the quality of the information gathered to inform professional decision making is robust and proportionate to need; only if a face to face assessment is required, will referrals be passed on to area based colleagues. We work with Derbyshire Health Colleagues, Direct Care colleagues, and Community Therapy services as well as our statutory agencies. The team work closely with Customer Care Assistants in the County Council's Contact Centre, taking calls from the public, to enable a speedy and effective response for people at Adult Care's 'front door'.

Knowledge of the Care Act (2014), its application and its implications, is essential to the role; experience of Social work assessment, and evidence of case working including Safeguarding Vulnerable Adults and Continuing Health Care is desirable, as is experience of multi-agency working to achieve positive outcomes for clients through the use of service and non-service solutions. We aim to help people to be well and remain living independently. An enthusiasm for social work, an inquisitive attitude, and being comfortable with learning by doing, will be key to success in this position.

We offer a comprehensive induction relative to the role: the opportunity to work in a supportive, friendly team with a 'can do' approach. You will be able to access regular professional supervision and group learning sessions, often with partners such as the Police Vulnerable Persons Unit. You will be based in pleasant offices located in the beautiful Derbyshire Dales but within easy reach of urban centres such as Chesterfield and Sheffield.

Provisional Interview Date: 18 January 2019

Closing Date 6 January 2019

Care Worker**JOB/18/01233****Grade 5 £8,886.72 - £9,192.24 per annum • 19 hours and 8 minutes per week • Florence Shipley Centre, Heanor Part Time • Permanent • Adult Care**

We're recruiting a Care Worker 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 6 January 2019**Care Worker (5 Posts)****JOB/18/01321****Grade 5 £17,189 - £17,780 per annum, pro rata • various hours • Castle Court Home for Older People, Castle Gresley****Part Time • Permanent • Adult Care**

We are 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.

The hours of work are:

12 hours and 20 minutes per week, £5,727.36 - £5,924.28 per annum
15 hours and 15 minutes per week, £7,085.28 - £7,328.88 per annum
17 hours and 40 minutes per week, £8,209.44 - £8,491.68 per annum
17 hours and 45 minutes per week, £8,245.56 - £8,529.12 per annum
27 hours and 10 minutes per week, £12,621.84 - £13,055.88 per annum

Closing Date 6 January 2019

Care Worker**JOB/18/01331****Grade 5 £8,673.60 - £8,971.80 per annum • 18 hours and 40 minutes per week • The Leys Home for Older People, Ashbourne**

Part Time • Fixed Term • - Covering for maternity leave • Adult Care

We're recruiting Care Worker 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 socializing. 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.

Closing Date 6 January 2019**Caretaker/Driver****JOB/18/01397****Grade 5 £6,968.40 - £7,208.04 per annum • 15 hours per week • Bolsover Day Services, Chesterfield**

Part Time • Fixed Term • Adult Care

We are looking for a flexible individual who will form part of our driving team. Drivers will be required to collect and drop off our service users who attend the day centres. This will involve working with adults who have learning disabilities. Therefore the successful person will need to be able to adapt to each individual's needs and an understanding of behaviour that challenges would be advantageous. The post is for 15 hours per week. Hours of work for a morning run are 7.00am - 10.00am and the evening run is 3.00pm - 6.00pm. Drivers alternate between undertaking the morning and evening run on a weekly basis. When not driving there is also a requirement to undertake basic caretaking duties around the site such as cutting grass, sweeping paths and safety checks. Applicants will also require D1 driving capabilities upon their licence. For more information on this position contact Brain Kinrade on 01629537061

Provisional Interview Date: 9 January 2019

Closing Date 6 January 2019**Care Worker****JOB/18/01549****Grade 5 £8.91 - £9.22 per hour • As and when required • Holmlea Home for Older People, Alfreton**

No Guaranteed Hours • Relief • 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 (prorata), and extra pay for unsocial hours.

Provisional Interview Date: 22 January 2019.

Closing Date 6 January 2019

Laundry Assistant**JOB/18/01550****Grade 3 £11,199.00 - £11,322.72 per annum • 25 hours per week • Holmlea Home for Older People, Alfreton Part Time • Fixed Term • Adult Care**

The successful applicant will be committed to the continuing drive towards improving the quality of life in our residential care homes by contributing towards meeting the social and emotional needs of the residents. Responsible for providing a laundry service. Ability to use laundry equipment and knowledge of safe working practices including fire safety and infection control.

Provisional Interview Date: 23 January 2019.

Closing Date 6 January 2019

Social Worker (2 Posts)**JOB/18/01564****Grade 9 - 11 £24,573 - £34,497 per annum • 37 hours per week • Post 1 - Amber Valley Area Office, Ripley and Post 2 - North East Derbyshire Area office, Clay Cross Full Time • Permanent • Adult Care**

The opportunity has arisen to appoint a Social Worker within the local authority's mental health services. The successful applicants will require good IT, recording and processing skills and demonstrate the necessary skills, knowledge and experience to safely manage a busy caseload.

You will complete assessments under the care act to identify care needs and help devise person centred support plans. You should be familiar with fair access to care services criteria and self-directed support which will include facilitating the use of personal budgets to meet identified need. You will provide social work support and advice to service users 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 duty rota which includes decision making and liaison with regard to new referrals. You will also be expected to participate on the Approved Mental Health Practitioner duty rota if qualified. You should have the capacity to adapt to ongoing service development and change and contribute to the success of new service models and ways of working.

Provisional Interview Date: 7 January 2019.

Closing Date 30 December 2018

Social Worker**JOB/18/01591****Grade 9-11 £24,573 - £34,497 per annum • 37 hours per week • Offices at Mercian Close, Ilkeston Full Time • Fixed Term • - Covering for sick leave Adult Care**

Prevention & Personalisation for Erewash (North) fieldwork team is seeking to recruit a suitably qualified and experienced Social Worker to join our very busy team. This is a temporary post for six months covering long term sick.

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.

Provisional Interview Date: 8 January 2019

Closing Date 6 January 2019

Care Worker (Community)**JOB/18/01600****Grade 5 £7,432.56 - £7688.04 per annum • 16 hours per week • Potters Place, Chesterfield**

Part Time • Permanent • Adult Care

This position is based in an Extra care scheme called potters place at chesterfield where people live in their own apartment as independently as possible there is a team of care workers (community) based there 24 hours per day to meet assessed need of some tenants and to meet unexpected/unplanned needs of any of the tenants who live there the care worker will be required to meet personal care needs to tenants who, due to their disability or general frailty ,need assistance with personal care , moving and handling and meal preparation the care worker would work on a rota basis working 8 hour shifts either morning afternoon or overnight which will be done on a 3 week rota basis

Training for the care certificate will be provided as well as uniform, protective clothing and equipment

Candidates are also invited to apply who are already qualified in the care certificate or equivalent Provisional

Provisional Interview Date: 14 January 2019.

Closing Date 6 January 2019**Care Worker****JOB/18/01619****Grade 5 £8,515.44 - £8,808.24 per annum • 18 hours 20 minutes per week • Florence Shipley Centre, 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 6 January 2019**Care Worker****JOB/18/01623****Grade 5 £12,915.84 - £13,359.84 per annum • 27 hours and 48 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 (prorata), and extra pay for unsocial hours.

Closing Date 6 January 2019

Care Worker (Community) (7 Posts)**JOB/18/01650**

Grade 5, 5 Posts - £7,432.56 - £7,688.04 per annum, 2 Posts - £9,290.64 - £9,610.08 per annum • 5 Posts - 16 hours per week, 2 Posts - 20 hours per week • Glossop Municipal Buildings Part Time • Permanent • 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.

Closing Date 20 January 2019

Care Worker (Community)**JOB/18/01653**

**Grade 5 £8.91 - £9.22 per hour • As and when required • Glossop Municipal Buildings
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.

Closing Date 20 January 2019

Social Worker**JOB/18/01657**

**Grade 9 - 11 £19,923.84 - £27,970.20 per annum • 30 hours per week • The Arc, Clowne
Part Time • Permanent • Adult Care**

A permanent post is now available for a part time (30 hours) social worker within the Adult Care Prevention and Personalisation North East Derbyshire North team, which covers the Dronfield, Eckington and Killamarsh area of Derbyshire. The successful candidate will have the opportunity to become part of a busy and dynamic generic fieldwork social work team working with people with a wide range of support needs within the area. In return for hard work and commitment the team can offer a friendly and supportive atmosphere and opportunities for professional development.

The role entails assessing care and support needs under the Care Act 2014, providing information and advice, person centred support planning and providing professional social work support. The successful candidate will be expected to hold of caseload of active cases, link work with care homes and fulfil a duty role on a rota. You will also work in partnership with colleagues from other agencies, including close working with the NHS, and will be integral to the investigation of safeguarding concerns.

Provisional Interview Date: Week commencing 28 January 2019.

Closing Date 6 January 2019

Caretaking/Cleaning/Security

Cleaner

JOB/18/01506

Grade 3 £3,362.64 - £3,399.84 per annum • 9 hours per week, 38 weeks per year • Langley Mill Junior School

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: 14 January 2019.

Closing Date 6 January 2019

Domestic (2 Posts)

JOB/18/01527

Grade 3 £8,958.24 - £9,057.12 per annum • 20 hours per week • Thomas Fields Community Care Centre, Buxton

Part Time • Permanent • Adult Care

We are looking for a Domestic to join our team. You would be responsible for contributing to the provision of a comfortable, safe and hygienic environment for residents and staff. Knowledge of health and safety is required. Must hold or be willing to gain NVQ I Cleaning. The duties will include Carpet Shampooing, Steam Cleaning, Floor Cleaning and Maintenance. Previous experience of using a variety of cleaning machines would be an advantage but full training will be provided. Previous experience is preferred but is not essential the successful applicants will be required to undertake training.

Provisional Interview Date: 7 January 2019.

Closing Date 6 January 2019

Cleaner

JOB/18/01551

Grade 3 £4,670.76 - £4,722.24 per annum • 12 hours 30 minutes per week, 38 weeks per year • Repton Primary School

Part Time • Permanent • Commissioning, Communities and Policy

Cleaner required to work as part of a team, providing a variety of cleaning duties, to include cleaning of classrooms, toilets and offices. Previous experience is preferred but not essential and any successful applicants will be required to undertake training. The working pattern will be working Monday to Friday 3.30pm - 6.00pm.

Closing Date 6 January 2019

Catering

Catering Supervisor

JOB/18/00501

Grade 5 £11,614.56 - £12,013.92 per annum • 25 hours per week, 39 weeks per year • Clifton CE Controlled Primary School, Ashbourne

Part Time • Permanent • Childrens Services

This post is to cover for any absences in the Ashbourne and Wirksworth area, and on occasion help out in other areas. Working as part of the catering team, the post-holder will have the responsibility for managing all aspects in our busy kitchens. This will include general kitchen duties, food preparation, service and bookwork for a number of meals per day, this may include exports and furniture duties. You will need to demonstrate 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 cost control, and working well with others or on your own. You will be cooking for anywhere between 30 and 300 meals in various units and supervising 2 or up to 5 members of a team.

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

Closing Date 6 January 2019

Catering Supervisor

JOB/18/00627

Grade 5 £10,463.76 - £10,823.52 per annum • 27 hours per week, 38 weeks per year • Model Village Primary School, Shirebrook

Part Time • Permanent • Childrens Services

Working as part of the catering team, the post-holder will have the responsibility for managing all aspects in our busy kitchens. This will include general kitchen duties, food preparation, service and bookwork for a number of meals per day, this may include exports.

You will need to demonstrate 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 cost control.

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

Closing Date 6 January 2019

Catering Supervisor

JOB/18/01369

Grade 5 £12,774.84 - £13,214.16 per annum • 27 hours and 30 minutes per week, 38 weeks per year • St Michaels CE (Aided) Primary School, Hathersage

Part Time • Permanent • Childrens Services

An Opportunity has arisen for a highly motivated individual to work in a school kitchen. The successful candidate will enjoy cooking food to a high standard producing around 100 meals for pupils and staff. The post holder will have the responsibility for managing all aspects of this busy kitchen including health and safety, food hygiene. The hours will be worked during term time only.

You will need to demonstrate good all-round catering experience and have good communication skills. Previous experience of working in a food production kitchen is essential. You will be working to pre-planned menus and 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.

Closing Date 6 January 2019

Childrens Social Care/Social Work

Management Information Officer

JOB/18/00724

Grade 10 £27,367.00 - £30,373.00 per annum • 37 hours per week • County Hall, Matlock

Full Time • Fixed Term • - Due to finite project- for 18 months from start date • Childrens Services

The purpose of the Information and ICT service is to support operational services to deliver the best possible outcomes for children and young people in Derbyshire; through the provision of integrated and focused information and ICT services.

Key results areas of the service are:

- Providing a strategic ICT Lead for Children's Services
- Support/Management of operational software contracts for Children's Services
- ICT Training and Support (including for Derbyshire Schools)
- Statutory Returns
- Data and Reporting (60+ Statutory reports, 3000+ operational reports)
- System Support and Configuration
- Information Governance, Support and Guidance for Children's Services
- Information Services (Families Information Service, Local Offer, SchoolsNet, social media guidance)

All roles within the service operate under a broad Job Description and Person Profile.

The Council has recently undertaken a project to implement a new Social Care Case Management System and other aligned systems.

The project team will shortly be implementing the next phases of the project; this will include developing:

- Group recording on case records.
- Mobile and offline case recording.
- Development of an online portal for clients and professionals.
- Sharing of core data between systems.
- Continued benefit realisation of the new case management system.

The post will be involve in data handling and management, system configuration and problem resolution, workflow design, and training associated for the project work. It will also involve direct contact and collaborative work with operational users of the case management system.

The post will also be assisting in the delivery of solutions to consolidate systems and maximize the potential of systems to promote effective working.

The successful candidate will need to be flexible in the areas of work they cover and will ideally have experience of working in Children's Services and an understanding of the systems used to support operational delivery. For further information regarding this post please contact Bridget Harmsworth 01629 532457

Provisional Interview Date: 7 February 2019

Closing Date 27 January 2019

Public Relations/Communications

Marketing and Insight Lead

JOB/18/01633

£25,500 - £30,600 per annum • 37 hours per week • Office locations in Derbyshire (initially Clay Cross) and Nottinghamshire (NTU, Clifton Campus)

Full Time • Permanent

The Marketing and Insight Lead will be responsible for: Leading and developing our marketing and insight work - engendering a change of approach towards marketing across the organisation and the sector, putting people at the centre of everything we do. Supporting Active Derbyshire's and Active Notts's new strategies for Physical Activity and Sport, aligning ourselves to the new way of thinking, focused on changing behaviour in our local communities.

For full details and to download an application form please go to <https://www.activederbyshire.org.uk/jobs/5776/>

To apply, please complete all sections of the application form and return to christine.gregory@activepartnertrust.org.uk

Closing Date 2 January 2019

Schools and Academies

Administration/Clerical

Senior Business Assistant (PA to the Headteacher) and Clerk to the Governing Body

JOB/18/01700

Grade 7 £13,743.48 - £14,987.64 per annum • 30 hours per week, 39 weeks per year • Brackenfield School and Specialist College, Long Eaton

Part Time • Permanent •

The Headteacher and Governors of Brackenfield School are excited to advertise the role of PA to the Head Teacher and Clerk to the Governors, the position has been created due to expansion of the school and the requirement for more capacity in the business team. The successful candidate will join our experienced Business team to support the effective running of the school and Governing Body.

The post will also involve the duties of School Business Assistant (Clerk to Governors). The successful candidate will be required to attend 6 Governor meetings per year, approximately 2 hours and 30 minutes per meeting. This will be paid in addition at Grade 7 £267.24 - £291.48 per annum. The school is making a rapid journey to outstanding having been judged as good at our last inspection. We are looking to recruit for the next phase of our development as a cutting edge specialist provision. We offer a good training package, friendly students and supportive parents and Governors.

Brackenfield School is part of the Derbyshire Federation of Special Schools and the East Midlands SCITT programme, the successful applicant may have the opportunity to work alongside colleagues in other schools to improve practice and also work with new entrants to the profession.

Please take the opportunity to read our Ofsted report and look at our school website. We strongly advise applicants to come and have a look around the school, meet the leadership team, staff and pupils. Applications should be completed on line through the Derbyshire website.

The school is committed to safeguarding and promoting the welfare of children.

Provisional Interview Date: Week commencing 21 January 2019.

Closing Date 20 January 2019

Apprenticeships

Apprentice Administration Assistant

JOB/18/01649

Apprentice Rate • 37 hours per week, 42 weeks per year • Castle View Primary School, Matlock

Full Time • Fixed Term • - To complete an apprenticeship for 12 - 18 months from start date

QEGSMAT are seeking to appoint an enthusiastic, supportive and well-organised individual to work alongside our dedicated team at Castle View Primary School.

QEGSMAT is a growing group of academies based in Derbyshire, Derby City and Staffordshire. Established at the start of 2017, our Trust is based on a set of actions defined by our students; 'Question, Explore, Give and Succeed'

The length of the Apprenticeship would be approximately 12-18 months, depending on which Level you complete. Futures for Business will be the training provider, and you would gain a Diploma in Business Administration upon the completion of the Apprenticeship.

We offer candidates:

- Support, mentoring and professional learning appropriate to the post.
- A forward looking, hardworking and enthusiastic team of staff with the desire and skills to improve outcomes.
- A location which has excellent transport. QEGSMAT is committed to promoting equality, challenging discrimination and developing community cohesion. We welcome applications from all sections of the community.

We are committed to the protection of children and vulnerable adults.

Please do not apply using the Derbyshire County Council website.

If you would like to be part of this exciting new project, please visit www.qegsmat.com where you will also find the job description and application forms.

If you wish to apply for this vacancy please email completed application forms to hr@qegsmat.com.

Provisional Interview date: Week commencing 7 January 2019

Potential Start date: As soon as possible

Closing Date 6 January 2019

Education - Non Teaching/Support Services

Specialist Teaching and Learning Assistant (2 Posts)

JOB/18/01448

Grade 8 Post 1 - £11,397.72 - £12,317.88 per annum Post 2 - £7,598.52 - £8,211.96 per annum • Post 1 - 22 hours and 12 minutes per week, Post 2 - 14 hours and 48 minutes per week, 39 weeks per year • Aldercar High School, Langley Mill

Part Time • Fixed Term • - Covering for maternity leave

Aldercar High School are seeking to appoint enthusiastic individuals for the role of Specialist Teaching and Learning Assistant (Communication Support Worker). The successful candidates should have the minimum qualification of BSL Level 2 and experience working in an educational setting would be preferable. You will join our highly motivated and experienced team supporting deaf/hearing impaired students in mainstream lessons and other school activities.

We would be willing to consider one candidate for both posts. Please specify your preferred hours within your application form.

Closing Date 6 January 2019

After School Club Assistant

JOB/18/01690

Grade 5 £4,844.04 - £5,010.60 per annum • 12 hours and 30 minutes per week, 38 weeks per year • Arkwright Primary School, Chesterfield

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

The governors wish to appoint an After School Club Assistant to work within our small friendly and welcoming school.

We are looking for a friendly, caring and reliable person who enjoys working with children. Your duties are to provide supervision care and guidance whilst the children are at After School Club. Duties also include preparing light snacks, organising activities and ensuring the hall is left clean and tidy ready for the next day. The hours of work will be Monday to Friday 3.00pm - 5.30pm.

Visits to the school are warmly welcomed. Please telephone 01246 234018 to make an appointment.

Closing Date 6 January 2019

Teaching - Headship

Headteacher

JOB/18/01672

L9-L15 £48,687 - £56,434 per annum • 1.00FTE • Rosliston Church of England Primary School

Full Time • Permanent

Due to the retirement of our current Headteacher an inspirational and collaborative professional is sought to lead Rosliston Church of England Primary School into its next phase. This small village school is offering the right candidate the opportunity to really make their mark, formulating a long-term strategy to lead the team and pupils to achieve their best, raising standards and attainment. This position will commence on 1 September 2019.

You will be committed to achieving excellent teaching and learning, bringing new ideas and approaches to raise the profile of the school, placing it firmly at the heart of the community. As an enthusiastic and motivational role model, you will enhance parental engagement and coach staff to achieve their best. Your commitment to the Christian ethos of the school will be evident.

You will have:

- Recent successful leadership experience;
- Proven track record of raising and maintaining standards;
- Evidence of translating strategic objectives into action plans;
- Ability to hold staff to account, using effective performance management to achieve continuous improvement;
- Reliability, integrity and resilience.

A committed governing body will work closely to support and challenge the successful candidate in building on the strengths of this small and friendly school. We are looking to appoint an outstanding professional who shares our values and will work hard to achieve high quality educational provision for our pupils.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The school follows safer recruitment practices.

Please refer to the recruitment pack before completing your application form.

Tours of the school are available by contacting the school Clerk Sue Sibson on 01283 761409 or ssibson@rosliston.derbyshire.sch.uk

Selection activities and interviews will be held: 11 and 12 March 2019.

Your application should be emailed for the attention of the Chair of Governors c/o Sue Sibson at: ssibson@rosliston.derbyshire.sch.uk or apply via online portal Derbyshire County Council – vacancies. For further enquiries, please contact the school on 01283 761409.

If you require any adjustments in order to apply for this role please email the Chair of Governors. stephanie.marbrow@rosliston.derbyshire.sch.uk

Closing Date 20 January 2019

Headteacher (L9 - L15)**JOB/18/01664****Leadership (L9 - L15) • Full Time • Gamesley Early Excellence Centre • ISR: L9 – L15 • NoR: 75**

Full Time • Permanent

Due to the retirement of our current Headteacher, we are looking for a new Head with warmth and energy to continue to build upon the School's achievements for Easter 2019.

Are you Inspirational leader and teacher with:

- Strong communication skills to drive our school forwards.
- An enthusiasm, passion, vision and desire to help our children achieve their potential across a broad and stimulating curriculum.
- Extensive experience in Early Years and Foundation Stage.

We can offer:

- A friendly and happy learning environment.
- A unique opportunity to lead a consistently outstanding maintained Nursery School that is flourishing in this current education climate;
- Experienced, dedicated staff with high aspirations for our children.
- The opportunity to develop your professional skills and experience;

We are on the edge of the High Peak, within easy commuting distance from Greater Manchester, Sheffield, Stockport and surrounding areas.

Visits to the school by arrangement are warmly welcomed on 8 and 9 January 2019, please contact us on 01457 860456 to arrange an appointment.

Please also visit our website for further details of the school – www.gamesleyeec.org.uk

Committed to safeguarding the welfare of our children.

Provisional Interview Date: 23 and 24 January 2019

Closing Date 10 January 2019

Headteacher (L8 - L14)**JOB/18/01598****Leadership (L8 - 14) • Full Time • Netherseal St Peter's CE Primary School • NOR 74 • ISR L8 – L14**
Full Time • Permanent

Due to the retirement of our Headteacher the pupils, staff and governors of this successful village school are looking for an enthusiastic Headteacher with warmth and energy to continue to build upon the school's achievements required from April 2019

We offer:

- caring, responsible, and motivated children who are keen to learn
- dedicated, enthusiastic and hardworking staff
- supportive parents and governors
- a caring and happy learning environment

The successful candidate will:

- have strong management and leadership skills
- be committed to high standards and expectations
- sustain a culture where everyone's contributions are valued, and individuals are encouraged and supported to succeed
- be an excellent communicator both within the school and its wider community
- Committed to safeguarding the welfare of our children.

Visits to our school warmly welcomed: Please contact Mrs Jane Knowles on 01283 760283 or jane17@netherseal.derbyshire.sch.uk to make an appointment. For more information about our school please visit www.netherseal.derbyshire.sch.uk

Provisional Interview Date: 15 and 16 January 2019

Closing Date 3 January 2019

Teaching - Primary

Class Teacher

JOB/18/01695

MPS • 0.4FTE • Waingroves Primary School

Part Time • Permanent

Waingroves is a caring, inclusive and oversubscribed Primary School in the heart of its community. As a school we pride ourselves on equally valuing each pupil as an individual, on helping them develop a positive attitude to learning and achieve the highest possible standards in their education.

The Headteacher and Governors would like to appoint a dynamic, committed individual to teach a Year 4 class on Thursday and Friday from the 25 February 2019 (preferred start date). Teachers who can demonstrate consistently good or outstanding teaching are invited to apply.

We can offer:

- well behaved, polite, enthusiastic children.
- a well-resourced school.
- friendly colleagues.
- Supportive governors, staff and parents.
- a commitment to on-going professional development.
-

Visits to the school are warmly welcomed. Please contact Rachel Tattershaw (School Business Manager) on 01773 744106 to arrange an appointment.

Provisional Interview Date: Week commencing 28 January 2019.

Closing Date 20 January 2019

Class Teacher

JOB/18/01713

MPS • 0.48FTE • Buxton Junior School

Part Time • Fixed Term • - Covering for maternity leave

The Headteacher and governors would like to appoint a dynamic, committed Class Teacher who is passionate about teaching and learning. Teachers who can demonstrate consistently good or outstanding teaching are invited to apply.

The hours of work will be will be 1 full day and 3 afternoons.

Buxton Junior School 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: 22 January 2019.

Closing Date 13 January 2019

Teaching - Secondary

Director of Learning Support and SENCo

JOB/18/01651

L10 - L14 • 1.0FTE • Brookfield Community School, Chesterfield

Full Time • Permanent

An enthusiastic, suitably qualified colleague is required from 29 April 2019 or sooner as Director of Learning Support and SENCo.

The school has a commitment to safeguarding and promoting the welfare of students, and expects all staff and volunteers to share this commitment.

For further details and an application pack (CVs are not acceptable) please visit our website

www.brookfield.derbyshire.sch.uk

Please ensure your completed application form is returned directly to the school by 9.00am on the closing date. Applications can be submitted via y.myers@brookfield.derbyshire.sch.uk or by post to the school address The post is subject Safer Recruitment Checks.

Provisional Interview Date: 24 January 2019

Closing Date 11 January 2019

Teaching - Other

Sessional Tutor

JOB/18/01185

MPS/UPS • As and when required • Godkin House, Ripley

No Guaranteed Hours • Relief • Childrens Services

Out of School Tuition is seeking to recruit a qualified teacher to our register to work in all areas of Derbyshire. We are seeking a teacher with the ability to deliver teaching in the core subjects of Maths, Science and English at all key stages, and particularly for teachers who have knowledge and experience of working with children who have SEND.

We work with children who are out of school because of medical needs, including mental health needs, or who have a history of challenging behaviour and who may have an EHCP. The role requires excellent communication skills and the ability to engage and motivate children to learn, with the aim of reintegrating them back into school. Most of the work is on a 1:1 basis in the child's home, or in schools or other suitable venues.

A telephone is essential, as is the ability to travel independently within a reasonable distance from your home. Increasingly, we require tutors to have a good knowledge of ICT, and to have their own laptop or similar device. You will be expected to attend relevant training and you will be managed to ensure a strong safeguarding response to the children and families we support.

Closing Date 6 January 2019

Partner Organisations

Repton Parish Council

Clerk and Responsible Financial Officer

JOB/18/01669

LC2 SCP 30 - 34 £14.22 - £15.99 per hour • 12 hours per week • Repton Parish Council

Part Time • Permanent

A vacancy has arisen for a Clerk and Responsible Financial Officer to Repton Parish Council. Administrative responsibilities include:

- The preparation of meeting agendas and the taking of minutes of Parish Council meetings
- Keeping accurate financial records
- Setting the council's budget, and preparing end of year accounts
- Communicating with members of the public and dealing with correspondence
- Good communication skills, IT skills, an understanding of basic accounting processes
- An ability to understand and interpret local government law are needed.

Training is offered as appropriate and remuneration will be based on qualifications and experience. Repton Parish Council is an Equal Opportunity Employer.

More information can be found on our website at: <http://repton-pc.gov.uk/>

Application Forms are available on the web at repton-pc.gov.uk or contact Sue Reilly, Clerk to Repton Parish Council, 40, High Street, Repton, Derbyshire, DE65 6GD; on 01283 701309 or reptoncouncil@btinternet.com

Provisional Interview Date: Week commencing 14 January 2019.

Closing Date 11 January 2019

North East Derbyshire District Council

Principal Enforcement Officer

JOB/18/01661

£33,136 - £36,153 per annum • 37 hours per week • Mill Lane, Wingerworth

Full Time • Permanent

Applications are invited for the above post to work within the Place Directorate. The Planning service is integral to the delivery of the Council's growth agenda. The successful candidate will act as a senior member of the Development Management Team and support the Planning Manager in delivering an effective and efficient service and contribute to the continuous improvement of the service.

The successful candidate will be responsible for the investigation of complaints and ensure appropriate enforcement action is taken to remedy breaches of planning legislation. You will also be expected to assess, make recommendations on and determine high level, complex and challenging planning applications, provide advice and guidance to colleagues, represent the Council in appeals and take delegated decisions on behalf of the Council in accordance with the scheme of delegations.

You will need to be an excellent communicator, well organised and self-motivated and able to work as part of a supportive team. You will work to tight deadlines and be flexible.

You will have experience of working within a Development Management Planning Team and dealing with a wide range of planning applications.

Previous applicants need not apply.

Contact Details

For an informal discussion please contact Adrian Kirkham, Planning Manager, (01246) 217591, adrian.kirkham@nederbyshire.gov.uk

Application Pack

If you are interested in this post please go to the Jobs page on the NEDDC website.

Our preferred method of application is online and CV's will not be accepted. Alternatively, if you do not have access to the internet, you can telephone the NEDDC Contact Centre on 01246 217640 or email connectne@ne-derbyshire.gov.uk or humanresources.bdc&neddc@ne-derbyshire.gov.uk

Please return completed application form to HR & OD Shared Service, District Council Offices, 2013 Mill Lane, Wingerworth, Chesterfield, Derbyshire, S42 6NG by the advertised closing date.

We are striving for diversity and welcome applications from all sections of the community.

Closing Date 1 January 2019