

PUBLIC

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## Issue Dated: 4 January 2019

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## Administration/Clerical

### **Business Services Assistant**

**JOB/18/00974**

**Grade 4 £16,832 - £17,095 per annum • 37 hours per week • Offices at Chesterfield Royal Hospital**  
Full 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 Adult Care Dept at Royal Hospital, Chesterfield.

Working in a very 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: 28 January 2019

**Closing Date** 20 January 2019

## Architects/Engineers/Surveyors/Technical

### **Senior Structural Engineer**

**JOB/18/00702**

**Grade 12 £35,555 - £38,728 per annum • 37 hours per week • Chatsworth Hall, Matlock**  
Full Time • Permanent • Commissioning, Communities and Policy

We require an experienced Structural Design Engineer, with knowledge of public building and school design, new build and refurbishment, to join our busy multi-disciplinary design team. Projects will range in value from £100k to £2m. You will work alongside in-house multi-disciplinary consultants.

Duties will include:

- Ability to produce structural designs with a range of construction materials, such as timber, masonry, structural steel and reinforced concrete.
- Inspecting and assessing existing buildings and report with regards to structural condition.
- Provide expert professional advice regarding the suitability of existing buildings with regards to proposed development or change of use.
- Provide expert professional advice in the event of emergency incidents.

This may include an out of hour's response. You will be required to be proficient in the use of AutoCAD and MasterSeries software. The ability to travel is essential to this post.

**Closing Date** 20 January 2019

**Senior Design Engineer (Mechanical)****JOB/18/00703****Grade 12 £35,555 - £38,728 per annum • 37 hours per week • Chatsworth Hall, Matlock**

Full Time • Permanent • Commissioning, Communities and Policy

We require an experienced individual with knowledge of public building and school design (new build and refurbishment) to join our busy multi-disciplinary design team. Projects will range in value from £100k to £2m. You will work alongside in-house multi-disciplinary consultants.

Duties will include:

- Ability to produce designs for boiler replacement, heating and ventilation systems, hot and cold water distribution, incoming statutory services.
- Inspecting and assessing existing buildings and report with regards to condition of services installations.
- Provide expert professional advice regarding the suitability of existing buildings with regards to proposed development or change of use including assessment of existing services capacities.
- Provide expert professional advice in the event of emergency incidents. This may include an out of hour's response.
- Proficient in the use of AutoCAD and hevacomp.

The ability to travel is essential to this post.

Provisional Interview Date: 4 January 2019

**Closing Date** 6 January 2019**Technician****JOB/18/01146****Grade 8 £22,184 - £23,975 per annum • 37 hours per week • Chatsworth Hall, Matlock**

Full Time • Permanent • Commissioning, Communities and Policy

We are looking to appoint an individual to work in our busy in-house design team to provide architectural design solutions countywide to allow disabled people to remain independent in their own home. You will have experience in working with both internal stakeholders.

**Closing Date** 6 January 2019**Care/Social Work****Care Worker Community (2 Posts)****JOB/18/00400****Grade 5 £9,290.65 - £9,610.09 per annum • 20 hours per week • The Arc, Clowne**

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

**Senior Care Worker (3 Posts)****JOB/18/00728****Grade 7 £19,795 - £21,587 per annum, pro rata • 22 hours and 30 minutes per week • The Spinney Home for Older People, Chesterfield**

Part Time • Permanent • and Fixed Term Contract covering sick leave • Adult Care

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

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

We are looking to recruit an individual to work two shifts covering a mixture of early, and late shifts.

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

The hours of work will be:

Post 1 - Permanent 22 hours and 30 minutes per week - £12,037.32 - £13,127.04 per annum

Post 2 - Permanent 22 hours and 7 minutes per week - £12,037.32 - £13,127.04 per annum

Post 3 - Fixed Term 29 hours and 24 minutes per week - £15,729.11 - £15,985.20 per annum

Previous applicants need not apply.

**Closing Date** 13 January 2019

**Domestic****JOB/18/01330****Grade3 £4,941.84 - £4,996.32 per annum • 11 hours and 25 minutes per week • The Leys Home for Older People, Ashbourne**

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.

**Closing Date** 20 January 2019

**Senior Care Worker****JOB/18/01522****Grade 7 £11,235.60 - £12,252.84 per annum • 21 hours per week • East Clune Home for Older People, Clowne**

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

The successful applicants will work alongside care staff and provide leadership and mentoring support to them whilst delivering all aspects of personal care. You will be responsible for allocating day to day tasks within the care team, administering medication and personal service planning with an emphasis on person centred care, under the direction of the Unit and Deputy Unit Managers. You will be required to promote good practice and deliver high quality care and support to residents with a range of care and support needs. Excellent communication skills both written and oral are required to promote teamwork and deliver quality handovers for each shift. You will be the senior person on duty for intervals during the working day and will be required to offer support and guidance appropriate to the grade. Full training will be provided appropriate to the level of the post. We are looking to recruit an individual to work two shifts covering a mixture of early, and late shifts. The job will include unsocial hours working including weekends and Bank Holidays.

**Closing Date** 6 January 2019**Senior Care Worker****JOB/18/01524****Grade 7 £10.26 - £11.19 per hour • As and when required • East Clune Home for Older People, Clowne**

No Guaranteed Hours • Relief • Adult Care

The successful applicants will work alongside care staff and provide leadership and mentoring support to them whilst delivering all aspects of personal care. You will be responsible for allocating day to day tasks within the care team, administering medication and personal service planning with an emphasis on person centred care, under the direction of the Unit and Deputy Unit Managers. You will be required to promote good practice and deliver high quality care and support to residents with a range of care and support needs. Excellent communication skills both written and oral are required to promote teamwork and deliver quality handovers for each shift. You will be the senior person on duty for intervals during the working day and will be required to offer support and guidance appropriate to the grade. Full training will be provided appropriate to the level of the post. We are looking to recruit an individual to work two shifts covering a mixture of early, and late shifts. The job will include unsocial hours working including weekends and Bank Holidays.

**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.

**Closing Date** 20 January 2019

**Day Service Worker****JOB/18/01658****Grade 7 £14,980.92 - £16,337.04 per annum • 28 hours per week • Florence Shipley Centre, Heanor**

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

Amber Vale Day Centre provides day opportunities for older people who are predominantly living with dementia. We are looking for a motivated, flexible and enthusiastic person to join our existing team of experienced staff. You will need to show that you are able to work on your own initiative and as part of a team to provide person-centred care and planning activities.

You will provide advice and guidance to colleagues and others e.g. volunteers, apprentices including involvement in their induction, mentoring and training.

You will plan & facilitate activities, record appropriately on documents and provide personal service planning, assessments & reviews to clients attending the day service.

Knowledge and experience of older people particular those living with dementia; work based, voluntary or personal is required. Hold a minimum of QCF Level 2 Health and Social Care or equivalent or to be attained post appointment, if not currently held.

A car user allowance is attached to this post but it is possible for the allowance to be converted to other forms of transport where there is a requirement to undertake travel as part of this post.

For informal enquiries please contact Paul Morris Unit Manager or Emma Byrne Deputy Unit Manager on 01629 531367.

**Closing Date 13 January 2019****Care Worker****JOB/18/01668****Grade 5 £10,299.60 - £10,653.84 per annum • 22 hours and 10 minutes per week • Castle Court Home for Older People, Castle Gresley**

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

We are recruiting Care Workers to help our residents lead dignified lives. Working as part of a valued care team you will be ensuring our residents stay happy, healthy and well by helping them with everyday tasks such as washing, 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 will give you all the training and support that you will need to do the job. There will 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 20 January 2019**

**Care Worker****JOB/18/01675****Grade 5 £12,496.44 - £12,926.04 per annum • 26 hours and 54 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** 20 January 2019**Care Worker****JOB/18/01680****Grade 5 £7,664.64 - £7,928.16 per annum • 16 hours and 30 minutes per week • Lace Maker Court Home for Older People, Long Eaton**

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 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** 20 January 2019**Care Worker****JOB/18/01687****Grade 5 £7,898.40 - £8,169.96 per annum • 17 hours per week • Whitestones Home for Older People, Chapel 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** 20 January 2019

**Care Worker****JOB/18/01697****Grade 5 £7,478.88 - £7,736.04 per annum • 20 hours and 6 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** 20 January 2019**Social Worker****JOB/18/01714****Grade 9 - 11 £24,573 - £34,497 per annum • 37 hours per week • North East Derbyshire Area Social Services Office, Clay Cross**

Full Time • Permanent • Adult Care

The opportunity has arisen to appoint to a social work position within the local authority's mental health services. The post are to undertake reviews of S117 entitlement to free aftercare under the provisions of the Mental Health Act country wide. The successful applicant will need to demonstrate good assessment skills, and have knowledge of the mental health act especially S117 Legislation, although qualification as an AMHP is not essential. The 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 provide social work support and advice to service users and carers and apply the universal offer, and whenever possible draw on community resources and liaise with health professionals.

Fundamental to this post is the ability to assess and manage risk and work effectively under the Safeguarding Vulnerable Adults policy and procedures. You may also need to contribute 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: 4 February 2019.

**Closing Date** 20 January 2019**Social Worker****JOB/18/01742****Grade 9-11 £24,573 - £34,497 per annum • 37 hours per week • Municipal Buildings, Glossop**

Full Time • Permanent • Adult Care

An exciting opportunity for a qualified social worker to join the Prevention and Personalisation Team within the High Peak North team (Glossopdale Neighbourhood.) The successful candidate will focus on the safe transfers of care for service users in both acute and non-acute beds. Although based within the Glossop office, you will be expected to travel to Tameside General Hospital and other hospitals within Greater Manchester as required. The successful candidate will have excellent time management skills and the ability to prioritise.

**Closing Date** 20 January 2019



**Social Worker****JOB/18/01725****Grade 9-11 £24,573 - £26,363 per annum • 37 hours per week • Erewash Hub, Ilkeston**

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

The successful candidate will be required to work within the busy Hospital Discharge Team South. Experience of working in a hospital setting is not essential, but you will need to have transferrable skills to enable you to facilitate safe, sustainable, complex transfers of care. You will need to work flexibly across any of the Acute and Community Hospitals in the South of the County to maintain system flow and may also be required to work in a multi-disciplinary team within an office based at Royal Derby Hospital for part or all of the working week, although this is negotiable. You will need to be able to manage change and have the ability to maintain positive relationships with health partners and other agencies. You will be committed to working in a person centred way with clients and their families to maintain and maximise their independence, whilst observing the tight timescales in the Care Act and newly imposed DTOC targets.

Provisional Interview Date: 23 January 2019

**Closing Date** 20 January 2019**Caretaking/Cleaning/Security****Caretaker****JOB/18/00421****Grade 4 £9,097.68 - £9,239.88 per annum • 20 hours per week • Denby Depot, Ripley**

Part Time • Permanent • Commissioning, Communities and Policy

Mobile Caretaker required to travel to various sites in the south of the County including Long Eaton, Swadlincote area, Doveridge and Ashbourne. To work mainly split shifts mornings and afternoons.

**Closing Date** 20 January 2019**Cleaner****JOB/18/01468****Grade 4 £8.72 - £8.86 per annum • As and when required • Denby Depot, Ripley**

No Guaranteed Hours • Relief • Commissioning, Communities and Policy

We are looking to recruit Relief specialist cleaners. The successful applicant would be required to undertake a variety of duties including carpet shampooing, pressure washing, steam cleaning, hard floor maintenance and deep cleaning in Schools, Homes for Older People and other Derbyshire County Council settings. Experience is preferred but full training will be given. The ability to travel is essential to this post. When it is necessary to travel long distances or carry large items of machinery, a van would be provided otherwise a mileage allowance is paid.

**Closing Date** 13 January 2019**Caretaker****JOB/18/01589****Grade 4 £4,549.68 - £4,620.84 per annum • 10 hours per week • Hasland Hall Youth Centre, Chesterfield**

Part Time • Permanent • Commissioning, Communities and Policy

The successful candidate will be required to undertake a variety of cleaning, security, janitorial and DIY duties. You will also be required to operate electrically powered rotary machines for which training will be provided. 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 - 9:00am.

**Closing Date** 13 January 2019

**Cleaner** **JOB/18/01595**

**Grade 3 £4,484.04 - £4,533.60 per annum • 12 hours per week, 38 weeks per year • Whaley Thorns Community Primary and Nursery School, Langwith**

Part Time • Permanent • Commissioning, Communities and Policy

The successful candidates will be required to, clean toilets, classrooms, corridors and offices, suction clean carpets, mop floors, damp dust areas and empty rubbish bins. You must have a flexible and reliable approach. Previous experience of cleaning would be an advantage but training will be provided. Hours of work are 3:00pm-5:50pm Monday to Thursday and 3:30pm - 5:30pm Friday.

**Closing Date** 13 January 2019

**Cleaner** **JOB/18/01596**

**Grade 3 £2,802.72 - £2,833.56 per annum • 7 hours and 30 minutes per week, 38 weeks per year • Norbriggs Primary School, Chesterfield**

Part Time • Permanent • Commissioning, Communities and Policy

The successful candidate will be required to, clean toilets, classrooms, corridors and offices, suction clean carpets, mop floors, damp dust areas and empty rubbish bins. You must have a flexible and reliable approach. Previous experience of cleaning would be an advantage but training will be provided. Hours of work are Monday to Friday, 4:00pm - 5:30pm.

**Closing Date** 13 January 2019

**Domestic (2 Posts)** **JOB/18/01659**

**Grade 3 £8,286.96 - £8,378.52 per annum • 18 hours and 30 minutes per week • The Grange Home for Older People, Ekington**

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.

Provisional Interview Date: 21 January 2019

**Closing Date** 13 January 2019

**Domestic** **JOB/18/01673**

**Grade 3 £8.59 - £8.69 per hour • As and when required • Lace Maker Court Home for Older People, Long Eaton,**

No Guaranteed Hours • Relief • Adult Care

Lacemaker Court is a purpose built Residential Community Care Centre specialising in dementia care. The successful applicant will need to work to high standards of hygiene and cleanliness. A knowledge of Health and Safety, COSHH and Infection Control procedures is essential. An awareness of dementia is desirable.

**Closing Date** 20 January 2019

# Catering

## **Catering Assistant**

**JOB/18/01635**

**Grade 2 £3,919.80 - £3,963.00 per annum • 8 hours and 45 minutes per week, 38 weeks per year • Bamford Primary School, Hope Valley**  
Part Time • Permanent • Childrens Services

A vacancy has arisen to work in a school kitchen, assisting with the preparation and serving of lunches, Furniture duties will be expected. 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.

**Closing Date** 20 January 2019

## **Catering Assistant**

**JOB/18/01656**

**Grade 2 £8.50 - £8.55 per hour • As and when required • Whitemoor Centre, Belper**  
No Guaranteed Hours • Relief • Adult Care

You will be working in a busy production kitchen preparing, cooking and serving meals to the service users.

Provisional Interview Date: 4 February 2019.

**Closing Date** 13 January 2019

## **Catering Supervisor**

**JOB/18/01702**

**Grade 5 £13,936.80 - £14,416.08 per annum • 30 hours per week • Doveridge Primary School, Doveridge**  
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. This post will include 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.

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** 20 January 2019

# Childrens Social Care/Social Work

**Social Worker**

**JOB/18/01594**

**Grade 9-11 £24,573 - £34,497 per annum • 37 hours per week • Preventing Family Breakdown Team, Alfreton**

Full Time • Fixed Term • - Covering for maternity leave • 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.

If you have a social work qualification and your HCPC registration – or are a graduate waiting for registration – we'd love to hear from you.

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. 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.

We offer something different and there are lots of good reasons to be a social worker in Derbyshire:

- You'll receive excellent supervision and support We're committed to systemic practice and safe outcomes
- You'll be part of a supportive peer network with supportive colleagues and managers
- We're investing in our children's social work service to recruit additional workers and secure its future
- You'll have a manageable caseload
- You'll enjoy a diverse range of cases provide an exciting, challenging and rewarding experience.
- Despite the challenges of the role morale in Derbyshire is high
- We have excellent training and development opportunities including a focus on practice skills and leadership development
- We offer on-the-job opportunities and progression into roles as senior practitioners and the chance to train for further formal qualifications
- Effective leadership and management helps to reduce risk for our social workers as well as the children and families they support
- We take a preventative, practical and honest approach to our work with families
- We've introduced accelerated pay progression opportunities for frontline social workers following their ASYE
- We have salaries which are competitively benchmarked with other East Midlands authorities
- Our children's services are rated 'good' by Ofsted with many examples of 'outstanding' practice
- We have excellent partnership working arrangements that help our social workers deliver good outcomes for children and their families

*(For further information please see overleaf)*

The benefits of working for Derbyshire County Council:

- You'll 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
- You'll be part of a generous annual leave and flexi time scheme. We support flexible working and leave arrangements
- You'll enjoy benefits including our occupational health, physiotherapy and counselling services, free car parking at most of our sites and free childcare vouchers
- Derbyshire is a great place to live and work. It's only a short drive to Derby, Nottingham, Sheffield and Manchester 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
- We're a council that cares – and that comes across to our families You can find out more about working for us – at [www.derbyshire.gov.uk/socialworkjobs](http://www.derbyshire.gov.uk/socialworkjobs)

This post is to cover the south of the County.

**Closing Date** 20 January 2019

### **Independent Reviewing Officer**

**JOB/18/01771**

**Grade 13 £39,867 - £43,282 per annum • 37 hours per week • Countywide**

**Full Time • Permanent • Childrens Services**

An Independent Reviewing Officer post has become vacant in Derbyshire, to join an established team of IRO's. This is a key role in quality assuring the plans and interventions for children looked after.

Derbyshire established their Independent Reviewing Officer (IRO) service in 1999 and the team was greatly expanded in 2012.

These are exciting times as Derbyshire continues its commitment and investment in social work.

The current team work flexibly without a team base, and have regular access to training through the regional development days, team meetings and other local opportunities.

The IRO service benefits from the involvement of a well- resourced Virtual school, specialist health support, and locality children in care teams and the opportunity to continue supporting the young people through to adult life.

In addition to these excellent developments we offer the opportunity to live and work in an area of outstanding natural beauty which includes the Peak District National Park, Chatsworth House, the rolling Derbyshire Dales and the beautiful towns of Bakewell, Ashbourne and Matlock. Derbyshire is also in a unique position placed in close proximity to the major cities of Manchester, Sheffield, Nottingham and Derby.

Applicants must be registered with the Health and Social Care Professions Council as a Social Worker and are required to have management experience. If you require more details please contact Kathy Bambridge on 0777 5703161.

Provisional Interview Date 4 February 2019

**Closing Date** 20 January 2019

**Family Support Assistant****JOB/18/01310****Grade 5 £17,189 - £17,780 per annum • 37 hours per week • Birdholme Sure Start Childrens Centre, Chesterfield**

Full Time • Fixed Term • - Pending restructure until the end of August 2019 • Childrens Services

We have the opportunity within the Chesterfield locality for a Family Support Assistant. You will have the responsibility of ensuring the safety and wellbeing of children whilst planning and supervising contact time between them and their families. There is a requirement to transport children to and from venues and provide a written account of your observations.

You will need to be a motivated individual that can engage families and children with an understanding of parenting and child development.

Within the role you will also be required to support planned interventions identified from an Early Help Assessment to support families to achieve positive outcomes in personal, social and educational development.

**Closing Date** 6 January 2019

## Economic Development

**Senior Economic Development Officer****JOB/18/01447****Grade 11 £31,404 - £34,497 per annum • 37 hours per week • County Hall, Matlock**

Full Time • Fixed Term • - Pending restructure 2 years from start date • Economy, Transport and Environment

Economy, Transport and Environment seek to recruit a highly motivated individual to work as a Senior Economic Development Officer. You must be an enthusiastic, and self-motivated individual who is able to work effectively under pressure with minimal supervision and meet agreed targets.

The main purpose of the role is to develop a strategic and consistent approach to identifying and securing external funding to support economic development regeneration and skills activity across Derbyshire by working across the authority, and support the Council to fulfil its role in the management and delivery of strategic priority projects and programmes.

The role will lead in the design, development and delivery of the transfer of the apprenticeship levy too small to medium enterprises across Derbyshire. It will also be responsible for the co-ordination, development and management of the skills elements of the Derbyshire Economic Partnership.

You will also be required to perform a variety of other duties including contributing to the development and delivery of the department service plan, provide instruction and advice to managers and employees on a range of skills related policies.

Proven literacy and numeracy skills are essential as is the ability to work effectively as part of a team. You should be self-motivated and willing to adopt a flexible approach to meet priorities and deadlines.

The successful applicant will need to have excellent interpersonal skills, be able to communicate with people at senior level including other Council departments, elected members, internal and external customers, Government Departments and members of the public, and present views positively. You will have excellent negotiation skills. Knowledge of current skills related policies, the working and priorities of the D2N2 Local Enterprise Partnership, apprenticeship policies and delivery, in addition to experience in related economic development activities will be advantageous.

Provisional Interview Date: 21 January 2019

**Closing Date** 20 January 2019

## Education - Non Teaching/Support Services

### **School Crossing Patrol - Mobile**

**JOB/18/01520**

**Grade 3 £3,836.16 - £3,878.52 per annum • 10 hours per week, 39 weeks per year • Swadlincote and Long Eaton area**

Part Time • Permanent • Economy, Transport and Environment

School Crossing Patrols (SCP's) provide an important and invaluable road safety service, helping young children cross busy roads on their way to and from school. The Mobile School Crossing Patrol post provides emergency first day cover, often at very short notice, at any School Crossing Patrol site in the Swadlincote/Long Eaton area and must be reliable, punctual and able to work unsupervised. Mobile SCP's are paid throughout the school holidays.

**Closing Date** 13 January 2019

### **Educational Psychologist**

**JOB/18/01678**

**Soulbury EP Scale A 2-7 • 22 hours and 12 minutes per week • Denby Depot, Prospect Rd, Denby**

Part Time • Permanent • Childrens Services

An opportunity has arisen to join this friendly, established service consisting of 30FTE Educational Psychologists within the beautiful county of Derbyshire. Derbyshire has experienced a much lower increase in EHC needs assessments than the national average, allowing us to focus on early intervention and preventative work. EPs are given protected time to work on the service, supporting our commitment to distributed leadership and innovation. We are a strong, supportive service committed to making a difference to children and young people. We have positive and well established links within the local authority and other services and trade with over 90% of schools with whom we maintain good working relationships. We are valued for the impact of the high quality casework, training, therapeutic work and research which we carry out to improve outcomes for vulnerable children and young people.

We are looking for talented colleagues to bring their enthusiasm and skills to the service and embrace our core values of respect, integrity, collaboration and kindness. Successful candidates will enjoy excellent CPD opportunities, access to regular supervision, dedicated administrative support and good pay progression. The service has excellent links with regional training courses and provides a comprehensive induction process to ensure a warm welcome to all new starters.

Applications are welcome from fully qualified EPs looking for new challenges and those in their final year of training. All qualified candidates must be registered to practice with the Health and Care Professionals Council. We have a 0.6 FTE post available at our Denby office. If you would like to find out more about the service or to arrange a visit to one of the bases please call Deborah Page, PEP on 01629 536850 or Kathryn Pomerantz, DPEP 01629 536856.

Provisional Interview Date: 5 February 2019

**Closing Date** 20 January 2019

# Maintenance/Construction/Property Services

## Landscape Operative

JOB/18/01593

**Grade 5 £17,189 - £17,780 per annum • 37 hours per week • Denby Depot, Ripley**

Full Time • Permanent • Commissioning, Communities and Policy

We are seeking to recruit a Landscape Operative to join the grounds maintenance team at Shipley Country Park and surrounding areas.

The successful candidate will need to have knowledge and experience in a wide range of grounds maintenance and horticultural operations including mowing, hedge cutting, strimming, pruning, sports marking using the relevant tools and equipment.

Trained to NVQ Level 2 or equivalent in Horticulture the successful candidate will need to be a good communicator and have the ability to work as part of a team.

**Closing Date** 13 January 2019

## Fire Alarm Technician

JOB/18/01684

**Grade 8 £22,184 - £23,975 per annum • 37 hours per week • Chatsworth Hall, Matlock**

Full Time • Permanent • Commissioning, Communities and Policy

Working in local government is a highly satisfying and rewarding experience in so many ways, and you will enjoy an excellent range of benefits at Derbyshire County Council.

We recognise that our workforce are our greatest asset and we are currently looking for inspired and proactive people who are committed to new ways of thinking and working.

As a Fire Alarm Engineer with us, you'll be working within a dynamic, challenging and stimulating environment, with the opportunity to apply your growing knowledge and expertise to a wide range of exciting projects. You will be involved in installation, repair and maintenance of fire alarm/emergency lighting installations in major and minor building projects (new and refurbishment), and work on buildings owned by the Council, such as schools, care homes libraries etc.

If you are a qualified electrician/fire alarm engineer with NVQ Level 3 and AM2 this could be the opportunity you are looking for.

In return for your commitment, we can offer you:

- A supportive working environment
- Continuing professional development
- A banked hours scheme that gives the ability for additional time off or the opportunity for payment at year end
- Competitive salary
- Opportunity to earn overtime
- Paid travel time and expenses to and from work
- Potential access to a company vehicle
- Membership of the Local Government Pension Scheme
- Generous holiday entitlement.

If you would like further information about this post please contact Jak French on 01629 536384.

**Closing Date** 20 January 2019



**Engineering Tradesperson (Electrician)****JOB/18/01686****Grade 8 £22,184 - £23,975 per annum • 37 hours per week • Chatsworth Hall, Matlock**

Full Time • Permanent • Commissioning, Communities and Policy

Working in local government is a highly satisfying and rewarding experience in so many ways, and you will enjoy an excellent range of benefits at Derbyshire County Council.

We recognise that our workforce are our greatest asset and we are currently looking for inspired and proactive people who are committed to new ways of thinking and working.

As an Electrician with us, you'll be working within a dynamic, challenging and stimulating environment, with the opportunity to apply your growing knowledge and expertise to a wide range of exciting projects. You will be involved in installation, repair and maintenance of electrical installations in major and minor building projects (new and refurbishment), and work on buildings owned by the Council, such as schools, care homes libraries etc. If you are a qualified electrician with NVQ Level 3 and AM2 this could be the opportunity you are looking for.

In return for your commitment, we can offer you:

- A supportive working environment
- Continuing professional development
- A banked hours scheme that gives the ability for additional time off or the opportunity for payment at year end
- Competitive salary
- Opportunity to earn overtime
- Paid travel time and expenses to and from work
- Potential access to a company vehicle
- Membership of the Local Government Pension Scheme
- Generous holiday entitlement.
- 

If you would like further information about this post please contact Jak French on 01629 536384.

Provisional Interview Date: 23 January 2019.

**Closing Date** 20 January 2019

# Management

## **Service Manager - Commissioning (Mental Health)**

**JOB/18/01025**

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

Full Time • Fixed Term • - Due to funding 12 months from start date • Adult Care

Due to the promotion of the current post holder, we are looking for an enthusiastic, suitably qualified person to join the Commissioning Team.

The successful candidate will combine their knowledge of a range of mental health conditions and how these impact on people's daily lives with a sound knowledge of the commissioning cycle and its application to support the design and delivery of recovery focused support and effective care pathways for people with mental ill health. This will include close partnership working with our adult care mental health social work managers and our mental health enablement service, as well as with a range of statutory, independent and voluntary sector providers.

As Service Manager – Commissioning (Mental Health), some of your responsibilities will include:

- Developing and maintaining good working relationships with a range of partner agencies across the health and social care system, including the voluntary sector;
- Involving people with mental ill health and their carers in the design and development of pathways of care and support;
- Promoting a person-centred, strengths-based approach in the design and delivery of services and support; • Close partnership working with our Contracting Team and Service Providers to continually improve and develop services and support and to shape the market.

The team work closely with a wide range of partners including Public Health and CCG commissioners in contributing to the Joined up Care Derbyshire agenda and are key to implementing outcomes-focused solutions that promote well-being and independence and enable people to have choice and control in their lives. All commissioning activity implements the Council and Adult Care Service plans; meets our statutory duties under a range of legislation and relevant national policy and develops local strategies that respond to these and the needs of the local population.

This requires strategic planning for service improvements, service redesign and development including plans for decommissioning and developing and implementing best practice, always having a focus on person-centred outcomes.

You will be joining a strong and talented team which has a good skill mix; are passionate about their work and are friendly and supportive.

There is an expectation that people will work flexibly and cover other specialist areas depending on priorities and pressures within the Team at the time.

You must be self-motivating; able to work to tight deadlines and able to prioritise your work.

Applicants need to ensure they also respond to the requirements set out in the 'Specific responsibilities Service Manager - Commissioning (Mental Health) document as well as the Job and Person Profiles.

For an informal discussion about this post, please contact Sue Whetton on 01629 531024

Provisional Interview Dates: 29 & 30 January 2019

**Closing Date 20 January 2019**

## Teaching - Other

### Integration teacher

JOB/18/01647

**MPS / UPS + 2 SEN • 32 hours and 30 minutes per week • Mercian Close, Ilkeston**

Full Time • Permanent • Childrens Services

The Inclusion Pathways Team is seeking to appoint an experienced, qualified teacher to work as part of our well established, multi-disciplinary team, responding to permanent exclusion and to pupils awaiting educational placement, with a focus on reintegration to school as soon as possible.

We are looking for a teacher with a knowledge of Special educational needs and particular experience in the field of Social, emotional and behavioural difficulty.

Excellent communication skills with young people, parents, carers and professionals are crucial to this role, as is an ability to work to demanding deadlines.

Whilst the skills to work autonomously are important, collaboration and support within the Team identify our style of working.

**Closing Date** 20 January 2019

## Schools and Academies

## Administration/Clerical

### School Business Assistant (Clerk to Governors)

JOB/18/01762

**Grade 4 £910.56 - £924.84 per annum • 2 hours per week (to be worked on a variable basis throughout the year) • Clowne Infant and Nursery School**

Part Time • Permanent

We are seeking to appoint an enthusiastic and highly motivated administrator to the post of Clerk to the Governors. This is a key role supporting our Local Governing Body in the strategic management and development of our school.

The purpose of the clerk's role is to:

- Provide advice to the governing body on governance, constitutional and procedural matters,
- Provide effective administrative support to the governing body and its committees
- Ensure the governing body is properly constituted
- Manage information effectively in accordance with legal requirements

A willingness to work flexibly is required as the workload is variable as the post holder would need to attend at least 10 evening meetings.

Knowledge of how schools and governing bodies operate would be an advantage along with previous experience of similar work but full training can be provided.

Provisional Interview Date: 24 January 2019

**Closing Date** 20 January 2019

**Midday Supervisor****JOB/18/01764****Grade 3 £8.59 - £8.69 per hour • As and when required • Clifton CofE Primary School, Ashbourne**

No Guaranteed Hours • Relief

The Governors are seeking to appoint a Midday Supervisor to start as soon as possible. This post is on a relief basis with the successful candidate working on an as and when required basis. The successful candidate will be an enthusiastic team player, who is committed to promoting a positive ethos and willing to engage children in constructive play, games and activities. Staff will supervise children on the playground and in the dining hall, having high expectations of behaviour and ensuring their welfare and safety. A friendly and positive attitude is essential. Please see the attached job description and person specification for further details.

Visits to the school are welcomed: to arrange an appointment please telephone: 01335 342473.

Clifton CofE Primary is committed to Safer Recruitment and safeguarding.

Provisional Interview Date: 25 January 2019

**Closing Date** 16 January 2019**Caretaking/Cleaning/Security****Cleaner****JOB/18/01173****Grade 3 £4,110.72 - £4156.20 per annum • 11 hours per week, 38 weeks per year • Brampton Primary School, Chesterfield**

Part Time • Permanent

Brampton Primary is a school where, "Every Child Matters" and is committed to safeguarding and promoting the welfare of its pupils. Anyone applying to work in our school is expected to share this commitment. We are looking to appoint a Cleaner to work as part of a team, providing a variety of cleaning duties, to include cleaning classrooms, toilets and offices. Previous cleaning experience is essential and any successful applicants will be required to undertake training.

If you think you may be the right person, and would like to be part of our happy and improving school, we would love to hear from you. Visits to the school are warmly encouraged.

**Closing Date** 13 January 2019**Cleaner****JOB/18/01728****Grade 3 £6,540.00 - £6,612.36 per annum • 17 hours and 30 minutes per week, 38 weeks per year • Abercrombie Community Primary School, Chesterfield**

Part Time • Permanent

The Governors are seeking to appoint a cleaner to join their team, from January 2019. The working pattern will be Monday to Friday, 7:00am - 8:30am plus 3:30pm - 5:30pm, during term time. Previous experience would be preferred, but not essential.

**Closing Date** 13 January 2019

**Cleaner****JOB/18/01793****Grade 3 £6,540.00 - £6,612.36 per annum • 17 hours and 30 minutes per week, 38 weeks per year •****Abercrombie Primary School, Chesterfield**

Part Time • Permanent

The Governors are seeking to appoint a Cleaner to join their team of cleaning staff. The hours of work will be Monday to Friday 7.00am - 8.30am and 3.30pm - 5.30pm Previous experience would be preferred, but not essential.

**Closing Date** 13 January 2019**Catering****Catering Assistant****JOB/18/01582****Grade 2 £3,795.00 - £3,815.88 per annum • 10 hours per week, 39 weeks per year • Buxton Community****School Part Time • Permanent •**

We are seeking an able, enthusiastic, and committed individual to join our school catering team. The successful applicant will prepare, cook and serve food to our students, staff and visitors. The hours of work will be Monday to Friday lunchtime, 2 hours per day. An Immediate start is required. For full details and an application pack, please visit the school website or telephone 01298 212156

Completed application forms should be returned to Jayne McMillan, no later than 9.30am on Tuesday 8 January 2019.

**Closing Date** 8 January 2019**Education - Non Teaching/Support Services****Midday Supervisor****JOB/18/01720****Grade 3 £2,646.48 - £2,675.64 per annum • 7 hours and 5 minutes per week, 38 weeks per year •****Ridgeway Primary School, Sheffield**

Part Time • Permanent

Ridgeway Primary School wish to appoint a friendly, inspirational person to join our school family as soon as possible. Duties will include supervising the children in the dining hall and leading games/play on the playground. We continually aim to provide excellent experiences for all of our children in all aspects of school life. As such we are looking for someone who:

- Has a willingness to learn and improve.
- Can work well in a team.
- Can lead games on the playground with children of all ages.
- Cares about the health and well-being of the children.
- Enjoys interacting with children.
- Has high expectations and a belief that all children can succeed.

If you feel that you have the qualities above, we would welcome your application for this post.

We would consider appointing two candidates to share this role. The working pattern will be Monday to Friday, 1 hour and 25 minutes per day. Informal visits to the school are encouraged. Please contact the school office to book a 'guided tour' on: 0114 248 6249.

**Closing Date** 18 January 2019

**Midday Supervisor****JOB/18/00917****Grade 3 £8.59 - £8.69 per hour • From 1 to 5 days per week, 38 weeks per year • Baslow St Anne's CE Primary School**

Part Time • Permanent

Baslow St. Anne's Church of England Primary is a friendly village school which cares for every pupil and every member of staff. We work collaboratively as a strong team and we are looking for permanent and relief Midday Meals Supervisors. Please see Job Description and Person Specification.

We have various posts available from 1 day to 5 days and relief posts. The working hours will be 11.55am - 1.05pm. The hourly rate of pay is Grade 3 £8.59 - £8.69. For further information please call 01246 583298 or email [enquiries@st-annescofe.derbyshire.sch.uk](mailto:enquiries@st-annescofe.derbyshire.sch.uk)

**Closing Date** 20 January 2019**Midday Supervisor****JOB/18/01724****Grade 3 £1,868.04 - £1,888.68 per annum • 5 hours per week, 38 weeks per year • Wigley Primary School, Chesterfield**

Part Time • Permanent

The Headteacher and Governors of the Federation of Wigley and Penny Acres Primary Schools are looking to appoint an enthusiastic and motivated individual to join our midday team. Applicants should be able to work as a team member and be adaptable and flexible in their approach.

The working hours will be 12.00pm - 1.00pm Monday to Friday, during term time only and to start as soon as possible.

You will be supervising the children throughout their lunch break, helping in the dining hall, leading and developing safe and active play activities whilst also ensuring the welfare and safety of the pupils during lunchtime. The ideal candidate will be patient, kind and able to use initiative. As a school we are keen to find individuals who will fit into our hard working and friendly ethos. The post holder will be responsible to the Headteacher.

A visit to the school is encouraged. Please arrange an appointment or to discuss the role further by ringing 01246 566432 or emailing [info@wigley.derbyshire.sch.uk](mailto:info@wigley.derbyshire.sch.uk)

Provisional Interview Date: 16 January 2019.

**Closing Date** 13 January 2019**Teaching and Learning Assistant****JOB/18/01726****Grade 7 £2,978.16 - £3,247.80 per annum • 6 hours and 30 minutes per week, 39 weeks per year • Deer Park Primary School, Wingerworth**

Part Time • Permanent

We are seeking to appoint a suitably qualified, teaching and learning assistant to work at the school in a KS1 class. The hours are to be worked over 1 day a week which is currently a Friday. The qualification required is NVQL3 or equivalent in Education/Childcare related subjects and should be related to working with children between the ages of 4 to 11 years. A working knowledge of phonics is desirable. You will be joining a team of 11 teaching assistants already working at the school.

Provisional Interview Date: Friday 1 February 2019

**Closing Date** 20 January 2019

**Teaching and Learning Assistant** **JOB/18/01734****Grade 7 £10,994.04 - £11,989.44 per annum • 24 hours per week, 39 weeks per year • St Johns CofE****Primary and Nursery School, Belper**

Part Time • Fixed Term • - Pending restructure until the end of August 2019

The governors wish to appoint a new member of staff to come and join our team of eighteen Teaching and Learning Assistants at our 500 pupil primary school in Belper, 8 miles north of Derby City Centre. The successful candidate will work for between 4.5 and 5 hours per day during the mornings and afternoons, supporting a child with an education health care plan.

We welcome visitors to our school at any time, however in order to help with candidates applying for this job we are opening the school to visitors on Wednesday 9 January 2019 at 1.30pm and Tuesday 22 January 2019 at 4.30pm.

Please ring the school (01773 822995) to book an appointment on either of these tours by speaking to Mrs. Howis.

**Closing Date** 27 January 2019**Teaching and Learning Assistant** **JOB/18/01745****Grade 7 £8,246.40 - £8,992.92 per annum • 18 hours per week, 39 weeks per year • Duckmanton Primary School**

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

The governors are looking to appoint a suitably qualified, experienced, enthusiastic Teaching Assistant to join our hardworking friendly team from February 2019 or as soon as possible.

The post is to work in close partnership with the class teacher in helping in the delivery of effective teaching for a Year 5 class, supporting with Special Educational Needs. The successful applicant will be required to provide opportunities for individual support in addressing targets identified in the IEP and in accordance with the Education and Health Care Plan. Experience of working with children with difficulties in learning, communication, and social skills will be essential. In addition, some motor support may be required for minor physical difficulties. We are, a modern semi-rural school situated in an old pit village on the edge of Chesterfield and pride ourselves on being a very caring school with an inclusive and supportive atmosphere. Visits to the school are warmly welcomed. Please contact Sarah Chadwick the Headteacher (01246825650).

**Closing Date** 20 January 2019**Specialist Teaching and Learning Assistant** **JOB/18/01755****Grade 8 £16,044.12 - £17,339.52 per annum • 31 hours and 15 minutes per week, 39 weeks per year •****Creswell CE Infant and Nursery School**

Part Time • Fixed Term • - Due to funding

The Governing Board of Creswell C of E Infant and Nursery School are looking to appoint a highly motivated and skilled Specialist Teaching and Learning Assistant to work in our small nurture classroom. You will work with a small group of children with differing needs who require additional support to help them deal with the demands of a classroom environment. You will have strong behavioural management skills and be able to build excellent relationships with the nurture group. You will have high expectations of yourself and others with enthusiasm, initiative and commitment to support the ethos of our Church of England school. We can offer the chance to join our hardworking, happy, nurturing school, with enthusiastic and friendly children, sharing our commitment to achieving the highest possible standards for all, whilst working as part of a committed and creative team.

Visits to the school are warmly welcome. Candidates are welcome to arrange a visit prior to application, please call to make an appointment on 01909 721471.

**Closing Date** 13 January 2019

**Cover Supervisor****JOB/18/01751****NJC 18 Actual Salary £15,894 per annum • 37 hours per week, 39 weeks per year • Heanor Gate Science College: A Member of Spencer Academies Trust**

Full Time • Permanent

Heanor Gate Science College, situated on the Derbyshire / Nottinghamshire border, is looking to appoint an enthusiastic, flexible individual who is able to work on their own initiative within a given structure. The post provided the opportunity for suitably qualified and/or experienced personnel to join the staff of this highly regarded school, in a role which forms an important part of the school's future. The successful applicant will join a very committed, forward thinking and successful team. We are a good school (Ofsted March 2017) with a strong commitment to ongoing professional development.

The role includes:

- Supervision of students' learning in the absence of a teacher
- Support of curriculum/admin areas, e.g. display, admin tasks, participating in school trips and activities
- Exam invigilation as required
- Supporting the work of other support teams within the school as required

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.

Please do not apply using the Derbyshire County Council website.

If you would like to discuss this role, or have any queries, please email Mrs J Harrison on [j.harrison2@heanorgate.derbyshire.sch.uk](mailto:j.harrison2@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 Friday 11 January 2019.

Interviews will take place week commencing Monday 7 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** 11 January 2019



**Learning Support Officer****JOB/18/01741****Level 2/3 points 15-21 £18,137 per annum • 32 hours and 30 minutes per week, 39 weeks per year • The Ecclesbourne School, Duffield**

Full Time • Fixed Term • - Due to funding until 19th July 2019

The Ecclesbourne School is delighted to offer a fantastic opportunity to join our Learning Support Faculty as Learning Support Officer. You will be passionate about the power of education to improve the life chances of young people and be a committed team player.

Our ideal candidate will have experience of supporting young people with learning difficulties and/or disabilities have good organizational skills, patience, flexibility, creativity and an ability to build relationships with young people have great communication skills hold nationally recognised qualifications to at least level 2 and ideally level 3

You will have the opportunity to work with students on a one-to-one basis or in small groups provide additional support in the classroom become part of a team of like-minded individuals work with colleagues who are friendly, welcoming and committed to ensuring every student receives a first rate teaching and learning experience receive full support for training and professional development You will work for 32.5 hours per week for 39 weeks per year (195 days), which includes term-time plus 5 whole school closure days. The remaining days are paid holidays. Continuity of service recognised for local government employees.

Actual starting salary £18,137 per annum, which is a combination of level 2 and level 3 in recognition that some work will be at level 3. (Level 2 salary from point 15 to 18, £17,972 to £18,870, Level 3 salary from point 18 to point 21, £18,870 to £20,541 per annum.) This is a fixed-term appointment in the first instance, due to funding, start date as soon as possible, end date 19 July 2019.

We are a non-selective school and committed to maintaining an all-inclusive community for all students. Children of members of staff, with a minimum of two years' service at the school at the time of application, are included in our admissions criteria.

The school motto of 'Integrity, tenacity and service' is at the core of school life. To learn more about our school please visit the school website at [www.ecclesbourne.derbyshire.sch.uk](http://www.ecclesbourne.derbyshire.sch.uk). If you share our ethos we look forward to hearing from you.

**Please do not apply using the Derbyshire County Council website.**

To apply please complete the attached application form and submit with a letter (no more than two A4 typed sides) which outlines how your previous experience has prepared you for this position and what particular skills you will bring to it. Should you wish to visit our school, prior to your application, you will be most warmly welcomed.

For further information, to arrange a visit, or help with the application process please contact:

Tina Spencer-Keyse, Human Resources Manager,

Email [TSpencer-Keyse@ecclesbourne.derbyshire.sch.uk](mailto:TSpencer-Keyse@ecclesbourne.derbyshire.sch.uk) Telephone 01332 843257.

Please complete and return your application directly to the school by 9am on Friday 18 January 2019.

Please note that we will not accept applications by CV.

Provisional Interview Date: Before the end of January 2019

**Closing Date** 18 January 2019

**School Business Assistant (Exam Invigilator)****JOB/18/01759****Grade 4 £8.72 - £8.86 per hour • As and when required • The William Allitt School, Newhall**

No Guaranteed Hours • Relief

We are looking to recruit highly committed and enthusiastic Exam Invigilators to assist in the smooth running of the school's examinations by invigilating both external and internal examinations as and when required throughout the school year.

The ideal candidate will:

- Be flexible
- Be reliable
- Have good literacy and numeracy skills
- Be a team player and happy to share good practice
- Have high expectations of the students
- 

Knowledge of school examination procedures would be beneficial but full training will be given.

If you would like to an informal chat and/or a tour of the school please contact Nikki Sheahan 01283 216404.

**Closing Date 2 June 2019****Midday Supervisor****JOB/18/01761****Grade 3 £2,42.80 - £2,267.52 per annum • 6 hours per week, 38 weeks per year • Breadsall CE Primary School Part Time • Permanent**

The Governors of Breadsall C of E Primary School wish to appoint a friendly, helpful and enthusiastic person, ideally with a background of working with children in a supervisory capacity, to join their hard working and friendly team. Please note that flexibility and patience are essential characteristics needed for this position.

Our Midday staff are all valued members of the school community and play a vital role in ensuring our children feel safe, secure and happy during their lunch break. Duties will include supervising children aged 4 -11 whilst they eat their lunch in the classrooms and supervising children outside on the playgrounds. Attitude is much more important than experience, we want our midday supervisors to encourage children to play and initiate games. To find out more about the school please visit our website: [www.breadsallprimary.com](http://www.breadsallprimary.com)

Hours of work will be 11.55am - 1.05pm, Monday to Friday.

Breadsall CE Primary School is committed to safeguarding and promoting the welfare of our young people and expects all staff and volunteers to share this commitment.

**Closing Date 20 January 2019**

**Midday Supervisor****JOB/18/01790****Grade 3 £2,802.72 - £2,833.56 per annum • 7 hours 30 minutes per week, 38 weeks per year • Ashbrook Infant and Nursery School, Borrowash**

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

The Governors wish to appoint a friendly, helpful and enthusiastic person, ideally with a background of working with children in a supervisory capacity, to join their hardworking and friendly team. Please note that flexibility and patience are essential characteristics needed for this position. Our lunchtime staff are all valued members of the school community and play a vital role in ensuring our children feel safe, secure and happy during their lunch break.

Duties include supervising the children while eating their lunch and also outside in the playground during the lunchtime break. Actively encouraging pupils to play well together and initiating and joining in with play activities are a key part of the role ensuring that every child feels welcome to participate in lunchtime activities. Good communication skills, enthusiasm and the ability to build effective professional relationships with colleagues and pupils are essential for this role. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Attitude is much more important than experience, we want our Midday Supervisors to encourage children to play and initiate games. We can offer you a friendly, successful school with high expectations of both pupils and staff, lively and well-motivated children and a bright, cheerful working environment.

All prospective candidates are encouraged to telephone 01332 662695 to make an appointment and meet the Headteacher, Mrs Angela Clarke and have a tour of our school and meet the pupils.

**Closing Date** 18 January 2019**Teaching Assistant****JOB/18/01791****Grade 7 £5,956.32 - £6,495.60 per annum • 13 hours per week, 39 weeks per year • Sawley Infant and Nursery School**

Part Time • Fixed Term • until the end of July 2019

Sawley Infant & Nursery School is a great place for children to Sparkle and Shine. Due to a member of staff taking maternity leave, we are offering an opportunity to join our team on a temporary basis. We are looking for a talented and creative teaching assistant from February until July 2019. The post includes both supporting within our nurture group and working 1:1 with a child who has additional needs. There may be a possibility of a temporary additional half/ full day, dependent on the school's needs.

Sparkle and Shine: Do you take the time to find out about and nurture individual children's gifts and talents?

Aim High and Achieve: Are you committed to every child reaching their full potential?

Work and Play Together: Do you spend time getting to know families and encourage their input into their child's education?

Learn in Different Ways: Do you thrive as part of a team, working collaboratively, appreciating other people's strengths and expertise?

Enjoy and Have Fun: Do you believe that every child should have a positive school experience?

You can do it!

Candidate information and application forms can be downloaded from the school website or requested by e-mail at [headteacher@sawley-inf.derbyshire.sch.uk](mailto:headteacher@sawley-inf.derbyshire.sch.uk) Visits to school are very welcome; please telephone school to make an appointment. Applicants are requested to post/email their completed applications directly to the school.

Provisional Interview Date: 31 January 2019

**Closing Date** 20 January 2019

**Teaching and Learning Assistant (SENTA)****JOB/18/01792****Grade 7 £9,161.76 - £9,991.08 per annum • 20 hours per week, 39 weeks per year • Charlotte Nursery and Infant School, Ilkeston**

Part Time • Permanent

Charlotte Nursery and Infant School is a large, happy and popular school in Ilkeston. The pupils, staff and Governors are looking to appoint a caring, enthusiastic, positive, hardworking and motivated Special Educational Needs Teaching Assistant to join our friendly and dedicated school, to start as soon as possible. Hours to be worked over Tuesday, Wednesday and Thursday.

We are looking for someone who:

- Has a passion for supporting children with social and emotional needs.
- Has experience of delivering nurture groups, positive play and other interventions to support the emotional and social needs of children.
- Has supported children in the classroom.
- Has a sense of humour and is fun, fully embracing all aspects of school life.
- Will embrace our school ethos and add to our brilliant team.

We can offer:

- An experienced, friendly and supportive staff team.
- Well behaved pupils who enjoy being at school.
- A school that values the social and emotional development of children.
- An inclusive school that embraces the wider curriculum and outdoor learning.
- CPD and training opportunities.
- The opportunity to make a real difference to the lives of our children and the wider community.
- 

If you are interested in the position, we are keen to meet you! Visits to our school are warmly welcomed and actively encouraged. If you would like to arrange a visit, please contact Michelle Beard, School Business Manager, on 0115 932 0970.

We are committed to safeguarding and promoting the welfare of children and all employees are expected to share this commitment.

Provisional Interview Date: Before 31 January 2019

**Closing Date** 20 January 2019

**Family Support Worker****JOB/18/01795****Grade 8 £10,267.44 - £11,096.28 per annum • 20 hours per week, 39 weeks per year • Charlotte Nursery and Infant School, Ilkeston**

Part Time • Permanent

Charlotte Nursery and Infant School is a large, happy and popular school in Ilkeston. The pupils, staff and Governors are looking to appoint a dynamic, enthusiastic, fun, hardworking and motivated School based Family Support Worker to join our friendly and dedicated school. Initially the post will be for 20 hours, to start as soon as possible, but it is hoped that it could become a 30 hour post in the future.

If you are interested in the position, we are keen to meet you! Visits to our school are warmly welcomed and actively encouraged. If you would like to arrange a visit, please contact Michelle Beard, School Business Manager, on 0115 932 0970.

We are looking for someone who:

- Has a passion for supporting vulnerable children and families.
- Has an excellent knowledge of up to date safeguarding policies and procedures.
- Has experience of working with families to overcome barriers to ensure their child reaches their potential at school.
- Has experience of supporting families to improve children's attendance.
- Has a sense of humour and is fun, fully embracing all aspects of school life.
- Will embrace our school ethos and add to our brilliant team.

We can offer:

- An experienced, friendly and supportive staff team.
- Well behaved pupils who enjoy being at school.
- A school that values the social and emotional development of children.
- An inclusive school that embraces the wider curriculum and outdoor learning.
- CPD and training opportunities.
- The opportunity to make a real difference to the lives of our children and the wider community.

We are committed to safeguarding and promoting the welfare of children and all employees are expected to share this commitment.

**Closing Date** 20 January 2019

## Teaching - Primary

### Key Stage 1 Teacher

JOB/18/01509

**MPS • 0.6FTE • Bishop Lonsdale Church of England Primary School and Nursery, Derby**

Part Time • Fixed Term • - Covering for maternity leave

A wonderful opportunity to join our Academy rated "Good" by Ofsted in July 2016. The governing body is looking to appoint an excellent enthusiastic and caring teacher to join our team at a very exciting time for the school as we seek to build on the progress already made. The successful candidate will be an excellent classroom practitioner who is committed to high standards of achievement and has enthusiasm and flair. Applications from both experienced teachers and NQTs will be warmly accepted.

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. You will require enhanced DBS clearance.

Visits to the school are warmly encouraged. Please telephone 01332 344795 to arrange a mutually convenient time.

Please e-mail your completed application and reference request forms to Mrs A Mottram, School Business Manager, [amottram@bishoplonsdale.derby.sch.uk](mailto:amottram@bishoplonsdale.derby.sch.uk)

Please do not apply using the Derbyshire County Council website. Please ensure that your completed application is returned directly to the school by 9.00am on the closing date.

**Closing Date** 18 January 2019

### Class Teacher

JOB/18/01729

**MPS • 1.0FTE • Pilsley Primary School, Chesterfield**

Full Time • Fixed Term • - Covering for maternity leave

A wonderful opportunity to join our Primary and Nursery School rated "Good" by Ofsted in July 2018. The governing body is looking to appoint an excellent enthusiastic and caring Teacher for a Year 3/4 class to join our team at a very exciting time for the school as we seek to build on the progress already made. The successful candidate will be an excellent classroom practitioner who is committed to the welfare of our children but seeks high standards of achievement with enthusiasm and flair. Applications from both experienced Teachers and NQTs will be warmly accepted.

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.

Visits to the school are warmly encouraged. Please telephone 01773 872378 to arrange a mutually convenient time.

This post is to cover maternity leave with an anticipated start date towards the end of April 2019.

**Closing Date** 6 February 2019

**Teacher with responsibility for SEN****JOB/18/01743****MPS plus TLR 2 £3,500 • 1.0FTE • Glebe Junior School, South Normanton**

Full Time • Permanent

Would you like an exciting opportunity to further your career? Are you passionate about Special Educational Needs?

We are seeking an outstanding classroom practitioner with responsibility for Special Educational Needs. Release time will be given to undertake these duties. The post holder will be supported by the SLT and will be responsible for relevant TA's across the school.

The successful candidate will be part of our leadership team aiming to provide high quality education and enjoyment for our children. We wish to appoint an excellent teacher and a strong leader, with experience in raising standards. This is a great opportunity to join a strong team, with great development and leadership opportunities. We have polite, hard-working, wonderful children, a committed and supportive staff who work well as a team, and parents who care deeply. We are proud of our achievements and value every individual.

We are a large junior school with four form entry and we are easily accessed from the M1 and A38. We have good links to our infant and secondary schools and receive effective support from the local multi-agency team. Our governors are passionate about education and fully engaged in our drive to excellence.

The successful candidate must be an existing SENCO or be willing to undertake the National SENCO qualification which will be funded by the school.

If you are interested in the position, we are keen to meet you! Visits are encouraged. Please call the school office or email [headteacher@glebe.derbyshire.sch.uk](mailto:headteacher@glebe.derbyshire.sch.uk).

Provisional Interview Date: Week commencing 11 February 2019

**Closing Date** 30 January 2019

**Class Teacher****JOB/18/01747****MPS • 1.0FTE • Overseal Primary School, Swadlincote**

Full Time • Fixed Term • - Covering for maternity leave

Come and join the supportive and committed team at our highly successful village school. Our aims are encapsulated by our vision 'Believe You Can Shine' and we are looking to appoint a dynamic and motivated teacher who will join us in providing experiences that will enable all of our learners to SHINE. You will have a good understanding of how to tailor teaching to meet the needs of individual children and be able to maximise children's potential by providing exciting and stimulating learning experiences through a creative and relevant curriculum. You will be committed to high expectations of behaviour and attainment for all pupils. This post is full time but applications from candidates wishing to share the hours are also welcomed. It is anticipated this post will commence late April 2019.

In return we can offer:

- Excellent professional development opportunities for all staff
- A proven track record of supporting and developing staff
- Friendly, motivated and well behaved children
- A whole school commitment to doing the best for our children.

Visits to our school are positively encouraged: you are warmly welcomed to come along and view us in action. Please telephone the school office to make an appointment on 01283760398.

**Closing Date** 27 January 2019

**Class Teacher****JOB/18/01748****MPS • 1.0FTE • Creswell CE Infant and Nursey School**

Full Time • Fixed Term • - Covering for maternity leave

Are you an enthusiastic teacher with strong organisational skills, a passion for delivering high quality learning and outstanding teaching?

The Governing Board of Creswell C of E Infant and Nursery School are looking to appoint a highly motivated and skilled EYFS Teacher anticipated to start February 2019.

Ideally, you will have excellent classroom practice to inspire our pupils, the ability to work with others in a team, high expectations of yourself and others with enthusiasm, initiative and commitment to support the ethos of our Church of England school.

We can offer the chance to join our hardworking, happy, nurturing school, with enthusiastic and friendly children, sharing our commitment to achieving the highest possible standards for all, whilst working as part of a committed and creative team.

Visits to the school are warmly welcome. Candidates are welcome to arrange a visit prior to application, please call to make an appointment on 01909 721471.

Provisional Interview Date: 21 January 2019

**Closing Date** 13 January 2019

**Foundation Stage 2 Teacher****JOB/18/01757****MPS • 1.0FTE • Sawley Infant and Nursery School**

Full Time • Fixed Term • - Covering for maternity leave

Sawley Infant and Nursery School is a great place for children to sparkle and shine. Due to pending maternity leave, we wish to appoint a full time teacher to join our friendly, hard-working team. The post is advertised for February until July 2019 but is dependent on the maternity leave so may start earlier/ later as necessary. The post is suitable for experienced teachers or NQTs. Sawley Infant and Nursery School has a reputation for being a creative, inclusive and innovative place to work, where staff are supported to develop professionally and personally. We work extremely hard to maintain a level of excellence.

Sparkle and Shine: Do you take the time to find out about and nurture individual children's gifts and talents? Aim High and Achieve: Are you committed to children reaching their full potential?

Work and Play Together: Do you spend time getting to know families and encourage their input into their child's education?

Learn in Different Ways: Do you thrive as part of a team, working collaboratively, appreciating other people's strengths and expertise?

Enjoy and Have Fun: Do you believe that every child should have a positive school experience?

You can do it!

Candidate information and application forms can be downloaded from the school website or requested by e-mail at [headteacher@sawley-inf.derbyshire.sch.uk](mailto:headteacher@sawley-inf.derbyshire.sch.uk). Visits to school are very welcome; please telephone school to make an appointment.

Applicants are requested to post/email their completed applications directly to the school.

Provisional Interview Date: 29 January 2019

**Closing Date** 20 January 2019



**Key Stage 2 Teacher****JOB/18/01770****MPS • 0.6FTE • St Andrew's CE Junior School, Hadfield**

Part Time • Permanent

The Governing Body is seeking to appoint an enthusiastic Teacher who is prepared to contribute to the continuing development of the school.

The successful candidate will have high expectations of learners, will be able to place the needs of the child above all else and be willing to work co-operatively as part of our professional team.

The post will require the teaching of a KS2 class (Monday-Wednesday) and all related tasks as outlined in our job description. If you have any particular strength, please highlight this on your application. We are looking for candidates who are committed to maximising each child's potential and can inspire pupils with a creative and relevant curriculum within a supportive and nurturing environment. Applications are encouraged from NQTs. We welcome visitors to come and view the school.

**Closing Date** 27 January 2019

## Teaching - Secondary

**Teacher of Mathematics****JOB/18/01737****MPS • 0.6FTE • Parkside Community School, Chesterfield**

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

Our students require a Teacher who has the ability to deliver high quality teaching and learning for our students. We are seeking a talented and inspiring Teacher to join our school. The days of work will be Monday to Wednesday.

Parkside Community School is a small secondary school that has changed considerably in the last two years. Parents, staff and governors have worked hard together in the best interests of the students at Parkside, to make a great number of improvements. The successful candidate is expected to teach at both Key Stage 3 and 4 across the whole ability range.

You must possess a track record of successful training or teaching practice, underpinned by a broad base of subject knowledge and teaching and learning strategies. In addition, we are seeking candidates with highly developed communication and organisation skills combined with the ability to engage, enthuse and motivate our students to achieve their potential.

Please ensure you completed application is submitted by 12.00 noon on the closing date.

Provisional Interview Date: 22 January 2019

**Closing Date** 18 January 2019

## Partner Organisations

### Derbyshire Dales District Council

#### Solicitor (Regulatory)

JOB/18/01766

Scale 12 (£39,002 - £42,806 per annum) • 37 hours per week • Town Hall, Matlock

Full Time • Permanent

We are looking for an enthusiastic Solicitor specialising in Regulatory matters to join our friendly in-house legal team. The role offers flexible hours, including home working, and provides an excellent opportunity for personal development to broaden skills across other areas of Local Government Law.

You will need to have excellent organisational skills and be able to communicate effectively, both verbally and in writing with colleagues, elected Members, outside organisations and members of the public.

You will need to have 2 years post qualification experience as a Solicitor or Barrister and be able to demonstrate:

- Solid all round knowledge of the law and practice relating to local authorities and of the specific areas listed in the job description
- A natural ability to command the respect and trust of colleagues and elected members • Effective presentation skills
- Your understanding of the commercial and political pressures facing small local authorities and their desire to continue delivering a quality service

The Derbyshire Dales is a beautiful place to work, live and visit and once you're here we know you'll want to see more. We have fantastic towns and countryside, all within easy reach of Sheffield, Manchester, Nottingham and Derby. In addition, we can offer you excellent employment benefits including access to membership of the Local Government Contributory Pension Scheme, employee assistance package, free car parking, leisure discounts, opportunities for flexible or remote working and a generous annual leave entitlement.

For more information, see the Job Description and Person Specification. If you would like to discuss the position informally, please contact Katie Hamill, Senior Solicitor, on 01629 761319 or e-mail

[Katie.hamill@derbyshiredales.gov.uk](mailto:Katie.hamill@derbyshiredales.gov.uk)

Provisional Interview Date: Week commencing 28 January 2019.

**Closing Date** 15 January 2019

**Legal Executive (Property)****JOB/18/01769****Scale 9 (£29,055 - £32,233 per annum) • 37 hours per week • Town Hall, Matlock**

Full Time • Permanent

We are looking for an enthusiastic Legal Executive specialising in Property matters to join our friendly in-house legal team. The role offers flexible hours, including home working, and provides an excellent opportunity for personal development to broaden skills across other areas of Local Government Law. You will need to have excellent organisational skills and be able to communicate effectively, both verbally and in writing with colleagues, elected Members, outside organisations and members of the public. You will need to have successfully completed the CILEx Level 6 Higher Professional Diploma in Law and Practice and be able to demonstrate:

- Solid all round knowledge of the law and practice relating to local authorities and of the specific areas listed in the job description
- A natural ability to command the respect and trust of colleagues and elected members
- Effective presentation skills
- Your understanding of the commercial and political pressures facing small local authorities and their desire to continue delivering a quality service.

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If you would like to discuss the position informally, please contact Katie Hamill, Senior Solicitor, on 01629 761319 or e-mail [katie.hamill@derbyshiredales.gov.uk](mailto:katie.hamill@derbyshiredales.gov.uk)

Provisional Interview Date: Week commencing 28 January 2019.

**Closing Date** 15 January 2019

**Solicitor (Commercial)****JOB/18/01767****Scale 11 (£35,229 - £39,002 per annum) • 22 hours and 12 minutes per week • Town Hall, Matlock**

Part Time • Permanent

We are looking for an enthusiastic Solicitor specialising in commercial matters to join our friendly in-house legal team. The role offers flexible hours, including home working, and provides an excellent opportunity for personal development to broaden skills across other areas of Local Government Law. You will need to have excellent organisational skills and be able to communicate effectively, both verbally and in writing with colleagues, elected Members, outside organisations and members of the public.

*(For further information please see overleaf)*

You will need to have 2 years post qualification experience as a Solicitor or Barrister and be able to demonstrate:

- Solid all round knowledge of the law and practice relating to local authorities and of the specific areas listed in the job description
- A natural ability to command the respect and trust of colleagues and elected members
- Effective presentation skills
- Your understanding of the commercial and political pressures facing small local authorities and their desire to continue delivering a quality service

The Derbyshire Dales is a beautiful place to work, live and visit and once you're here we know you'll want to see more. We have fantastic towns and countryside, all within easy reach of Sheffield, Manchester, Nottingham and Derby. In addition, we can offer you excellent employment benefits including access to membership of the Local Government Contributory Pension Scheme, employee assistance package, free car parking, leisure discounts, opportunities for flexible or remote working and a generous annual leave entitlement.

For more information, see the Job Description and Person Specification. If you would like to discuss the position informally, please contact Katie Hamill, Senior Solicitor, on 01629 761319 or e-mail [katie.hamill@derbyshiredales.gov.uk](mailto:katie.hamill@derbyshiredales.gov.uk)

Provisional Interview Date: Week commencing 28 January 2019.

**Closing Date** 15 January 2019

## Erewash Borough Council

**Legal Officer (Property and Contracts)**

**JOB/18/01797**

**Grade F £26,470 - £29,909 per annum, pro rata • 25 hours per week • Ilkeston Town Hall**

Part Time • Permanent

Erewash Borough Council is looking to appoint a Legal Officer who will be able to provide legal advice and guidance on a wide range of land and property related matters including drafting associated legal documentation, ideally with Local Government experience. We are looking for a committed, enthusiastic and capable property specialist working as part of a small Legal Services team.

As part of your role you will also be required to draft and advise on contract related matters. You will have the ability to learn quickly, work efficiently and effectively under pressure and to tight deadlines.

Candidates will need to demonstrate that they can work flexibly.

Candidates will either need to be a qualified Legal Executive or able to demonstrate equivalent specialist experience.

Are you an excellent communicator with good analytical skills? If so, we would like to hear from you.

If you require further information about the position please contact Danielle Hughes, Legal Services Manager, on 0115 9071136 or via email [danielle.hughes@erewash.gov.uk](mailto:danielle.hughes@erewash.gov.uk)

To apply online please follow the link on this page. Alternatively an application form and job description are available from Personnel, Erewash Borough Council, Town Hall, Derby Road, Long Eaton NG10 1HU, Telephone: 0115 931 6049 (24 hour voicemail) or e-mail: [jobs@erewash.gov.uk](mailto:jobs@erewash.gov.uk)

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** 18 January 2019

## Public Relations/Communications

### Customer Services Team Leader

JOB/18/01730

£26,470 - £29,909 per annum • 37 hours per week • Long Eaton and Ilkeston Town Halls

Full Time • Permanent

We are looking for a Customer Services Team Leader to join our Customer Services Team. The Customer Services Team is a multi-channel, first point of contact service based in both Long Eaton and Ilkeston Town Halls. Your main function will be to lead and manage the day to day running of the Customer Services team to deliver an efficient, accurate and consistent level of customer service to all contacts.

We are looking for an individual with excellent customer service skills and the ability to deal effectively with any customer complaints and complex queries in order to provide an excellent customer experience.

You will need to be self-motivated and able to deliver the training and development of staff members to ensure appropriate advice and response to customer queries. You will also need to be able to work in a team in order to achieve excellent outcomes.

Experience of cash and payments handling and recording is essential as the successful candidate will ensure delivery of the services' daily reconciliation and cash balancing activities.

To apply online please follow the link on this page.

Alternatively an application form and job description are available from Personnel, Erewash Borough Council, Town Hall, Derby Road, Long Eaton NG10 1HU, Telephone: 0115 931 6049 (24 hr voicemail) or e-mail:

[jobs@erewash.gov.uk](mailto:jobs@erewash.gov.uk).

**Closing Date** 25 January 2019

## North East Derbyshire District Council

### Revenues & Benefits Apprentice (2 Posts)

JOB/18/01744

National Living Wage - from £4.20 to £7.83 per hour (age dependant) • 37 hours per week • Mill Lane, Wingerworth

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

Would you like to learn new skills and join a friendly team, working in a busy and diverse environment? If so we want to hear from you. We are looking for two people that have enthusiasm, good communication skills and attention to detail. You will need to have an interest in supporting business operations, IT systems and working with a wide range of people. Due to the nature of the service, you will need to be aware of the importance of confidentiality and be able to use discretion when the time is right. In return, you will receive training, the opportunity to gain qualifications and valuable experience to help you develop your career.

For an informal chat regarding these vacancies please do not hesitate to contact Andrew Gascoigne, Revenues & Benefits Manager on Tel (01246) 217105 or [andrew.gascoigne@ne-derbyshire.gov.uk](mailto:andrew.gascoigne@ne-derbyshire.gov.uk), or visit our office at Mill Lane, Wingerworth for a chat about these Apprenticeship posts. If you are interested in this post please go to the Jobs page on the NEDDC website. <http://jobs.derbyshire.gov.uk/northeastderbyshire/> Alternatively, if you would like an application pack, please telephone the Contact Centre on 01246 217640

Provisional Interview Date: 22 January 2019

**Closing Date** 13 January 2019

# Policy/Research

## Information and Policy Officer

JOB/18/01699

Grade 9 £25,463 - £28,221 per annum • 37 hours per week • Mill Lane, Wingerworth and The Arc, Clowne  
Full Time • Permanent

A joint Improvement Team has recently been formed covering both Bolsover District Council and North East Derbyshire District Council and the Council is recruiting to the post of Information and Policy Officer.

The primary function of the post is to support the Information, Engagement and Performance Manager in the delivery of an effective information provision service for Freedom of Information Regulations and Data Protection. The postholder manages an Information Support Officer at both Councils. Also to manage the provision of corporate policy development, provide advice and guidance to officers and to regularly keep under review approved policies.

Applicants will be expected to have proven supervisory or management experience and detailed knowledge of Freedom of Information, Environmental Information Regulations and Data Protection legislation in relation to local government. You will be expected to understand and present complex information in an accurate format to a range of different audiences including officer and members. As a line manager you will be expected to lead, manage and motivate the team to achieve potential. You will have experience of managing workloads and delivering to tight timescales together with excellent interpersonal, written and verbal communication skills.

As a joint officer the successful applicant will be required to work from Mill Lane, Wingerworth and the Arc, Clowne locations.

For an informal discussion please contact Kath Drury, Information, Engagement and Performance Manager (01246) 242280 or [kath.drury@bolsover.gov.uk](mailto:kath.drury@bolsover.gov.uk)

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, email [connectne@ne-derbyshire.gov.uk](mailto:connectne@ne-derbyshire.gov.uk) or [humanresources.bdc&neddc@ne-derbyshire.gov.uk](mailto: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.

Provisional Interview Date: 25 January 2019

**Closing Date** 13 January 2019

# South Derbyshire District Council

## Public Relations/Communications

### **Get Active in the Forest Development Officer**

**JOB/18/01694**

**£26,470 - £29,055 per annum, pro rata • 30 hours per week • Civic Offices, Swadlincote**

Part Time • Fixed Term • for 10 months from start date

Working within the Active Communities and Health team, the post holder will be required to manage the award winning Get Active in the Forest Project. The GAIFO will be experienced in organising and managing the delivery of a range of physical, recreational and sporting activities, utilising the outdoor environment; including a comprehensive Walking for Health programme. The post will organise and manage the National Forest Walking Festival including its implementation, monitoring and evaluation and annual reporting.

The role will manage the council's Get Active in the Forest project, working with key partners such as the National Forest Company, Parish Councils and other local agencies and partners, as well as managing staff and volunteer recruitment, selection and training and the operation and implementation of a range of projects and programmes and its subsequent monitoring and evaluation.

The post will develop, deliver and co-ordinate community participation in physical activity, sport and recreation by building on existing opportunities and developing new physical activity opportunities with a range of partners including the National Forest, Public Health, community groups and volunteers in line with local and national trends that support the project outcomes.

The Get Active initiatives have been identified as supporting key strategic areas for development based on needs assessed by the District Council and the South Derbyshire Partnership. It will deliver against various strategies including the Physical Activity, Sport and Recreation Strategy. The post will also support work in emerging work areas of other Active Communities and Health colleagues and key partners.

You must be a confident and excellent communicator who can manage a diverse workload as well as a staff team. You will also work with a wide range of partners to manage and deliver service provision. You must have an understanding of and commitment to equal opportunities and diversity, safeguarding issues and experience of working in diverse communities, and be able to work evenings and weekends as service demands. Experience and knowledge of working in a physical activity / recreation development environment is essential. You must be highly motivated and organised to fulfil this role.

For an informal discussion about the post please contact Hannah Peate, Active Communities and Health Partnership Manager on (01283) 595 973.

Provisional Interview Date: 22 January 2019

**Closing Date** 10 January 2019