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Issue Dated: 11 January 2019

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Administration/Clerical

Business Services Assistant

JOB/18/01566

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

Full Time • Fixed Term • - Covering for maternity leave • Commissioning, Communities and Policy

We are looking for a committed and flexible person who can work as a key member of the Business Services administration team based in the Engineering Operations Support Team at Chatsworth Hall. Working in a very busy office, the successful candidate will require suitable information & technology skills, which includes using a variety of IT systems and packages.

Experience of using Orderpoint/SAP would be of an advantage. It is essential to work as part of a team and undertaking a wide-range of duties from note taking, supporting the Engineering Operations Team, processing financial information to wide range of 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: 30 January 2019

Closing Date 20 January 2019

Architects/Engineers/Surveyors/Technical

Surveyor

JOB/18/01615

Grade 11 £31,404 - £34,497 per annum • 37 hours per week • Chatsworth Hall, Matlock

Full Time • Permanent • Commissioning, Communities and Policy

We are looking to appoint an experienced quantity surveyor/contracts manager to join our busy in-house design team to prepare tender documents, valuations, final accounts and management information including organising and supervising builders and minor works contracts. You will also be responsible for managing a small team of Business Support officers. You will have experience in working with both internal and external stakeholders, as well as a proven track record in delivering projects and programmes of works on time and within budget, working within all necessary legal and statutory requirements.

Provisional Interview Date: Week Commencing 4 February 2019

Closing Date 20 January 2019

Care/Social Work

Care Worker

JOB/18/00634

Grade 5 £8.91 - £9.22 per hour • As and when required • Beechcroft Home for Older People, West Hallam

No Guaranteed Hours • Relief • Adult Care

We are recruiting Relief 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 extra pay for unsocial hours.

Closing Date 27 January 2019

Care Worker

JOB/18/01284

Grade 5 £8,166.48 - £8,447.28 per annum • 17 hours and 35 minutes per week • Beechcroft Home for Older People, West Hallam

Part Time • Permanent • Adult Care

We're recruiting care workers to help our resident's lead a dignified lives. Working as part of a valued team you'll be ensuring our resident's 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 need to do the job. There'll also be ongoing support and mentoring from experienced staff.

Working hours are flexible based on a three shift pattern and we offer good rates of pay and a good pension, free uniform, high quality training and many other benefits including a minimum of 5 weeks holiday and eight bank holidays a year 9 pro rata and extra pay for unsocial hours.

Closing Date 27 January 2019

Care Worker**JOB/18/01358****Grade 5 £13,008.60 - £13,455.96 per annum • 28 hours per week • Staveley Residential & Community Care Centre**

Part Time • Permanent • Adult Care

Working as part of a valued care team you'll be ensuring our residents remain happy 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 with dementia is an essential part of this role.

You don't need previous experience as all training and support will be given. This will be ongoing with support and mentoring from experienced staff.

Working hours are based on three-shift pattern, some of which attract enhanced payments.

Provisional Interview date: 8 February 2019.

Closing Date 27 January 2019**Care Worker (2 Posts)****JOB/18/01370****Grade 5 £17,189 - £17,780 per annum, pro rata • Post 1 - 21 hours and 30 minutes per week, Post 2 - 19 hours and 55 minutes per week • Beechcroft Home for Older People, Ilkeston**

Part Time • Permanent • Adult Care

We're recruiting Care Workers to help our residents lead dignified lives. Working as part of a valued care team you'll be ensuring our residents stay happy, healthy and well by helping them with everyday tasks such as washing and dressing, eating meals, taking medication and socialising.

Understanding the needs of older people, including those with dementia, is an important part of the work. If you think you can make a positive difference to an older or disabled person's life and would like a rewarding job with room for progression, we want to hear from you.

You don't need previous experience as we'll give you all the training and support that you will need to do the job. There'll also be ongoing support and mentoring from experienced staff.

Working hours are flexible based on a three-shift pattern and we offer good rates of pay and a good pension, free uniform, high quality training and many other benefits including a minimum of five weeks holiday and eight Bank Holidays a year (pro-rata), and extra pay for unsocial hours.

Post 1 - 19 hours and 55 minutes per week, £9,254.52 - £9,572.76 per annum

Post 2 - 21 hours and 30 minutes per week, £9,988.56 - £10,332.00 per annum

Closing Date 27 January 2019

Care Worker**JOB/18/01428****Grade 5 £8.91 - £9.22 per hour • As and when required • Beechcroft Home for Older People, West Hallam**

No Guaranteed Hours • Relief • Adult Care

We're recruiting Care Workers to help our residents lead dignified lives. Working as part of a valued care team you'll be ensuring our residents stay happy, healthy and well by helping them with everyday tasks such as washing and dressing, eating meals, taking medication and socialising.

Understanding the needs of older people, including those with dementia, is an important part of the work. If you think you can make a positive difference to an older or disabled person's life and would like a rewarding job with room for progression, we want to hear from you.

You don't need previous experience as we'll give you all the training and support that you will need to do the job. There'll also be ongoing support and mentoring from experienced staff.

Working hours are 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 27 January 2019**Senior Care Worker****JOB/18/01519****Grade 7 £7,490.40 - £8,168.52 per annum • 14 hours per week • East Clune Home for Older People, Chesterfield**

Part Time • Permanent • 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 20 January 2019

Care Worker**JOB/18/01698**

Grade 5 £7,047.48 - £7,289.76 per annum • 15 hours and 10 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 27 January 2019

Night Care Assistant (2 Posts)**JOB/18/01719**

Grade 5 £15,446.04 - £15,977.16 per annum • 33 hours and 15 minutes per week • Peak Lodge, High Peak
Part Time • Permanent • Childrens Services

Peak Lodge is a purpose built development in the grounds of Peak School, Chinley. Peak Lodge consists of 2 homes; The Willows which is a short break shared care and children in care residential home and Hill View which is a child in care residential home. Both homes work closely with Peak School.

This is an exciting opportunity to make a difference in the lives of young people with severe learning difficulties, autism, challenging behaviour and profound physical disabilities. The successful candidates will work at the Willows, with a supportive management team, receive regular supervision, and be involved in helping to develop this service. Minimum age requirement is 22 years old, due to the ages of the young people. We would welcome any applicant to visit pre interview or appointment to discuss this role and to visit Peak Lodge.

The Managers are available to discuss roles and responsibilities of the advertised post. The job will include unsocial hours working including weekends and Bank Holidays.

However the post does allow for 2 weekends off a month and working a 5 on 4 off, 4 on 5 off shift working pattern. The post also includes a shift allowance due to unsocial times, equating to a starting hourly salary of £11.24 rising to £11.80 per hour.

Closing Date 27 January 2019

Care Worker**JOB/18/01749****Grade 5 £7,047.48 - £7,289.76 per annum • 15 hours and 10 minutes per week • Whitestones Home for Older People, High Peak**

Part Time • Permanent • Adult Care

We are recruiting Care Workers to help our residents lead dignified lives. Working as part of a valued care team you'll be ensuring our residents stay happy, healthy and well by helping them with everyday tasks such as washing and dressing, eating meals, taking medication and socialising.

Understanding the needs of older people, including those with dementia, is an important part of the work. If you think you can make a positive difference to an older or disabled person's life and would like a rewarding job with room for progression, we want to hear from you.

You don't need previous experience as we'll give you all the training and support that you will need to do the job. There'll also be ongoing support and mentoring from experienced staff.

Working hours are 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 27 January 2019**Care Worker (2 Posts)****JOB/18/01774****Post 1: £14,493.72 - £14,992.08 - Post 2: £13,240.68 - £13,695.96 per annum • Post 1: 31 hours and 12 minutes per week - Post 2: 28 hours and 30 minutes per week • Thomas Fields Extra Care, Buxton**

Part Time • Permanent • Adult Care

We are recruiting Care Workers to help our residents lead dignified lives. Working as part of a valued care team you'll be ensuring our residents stay happy, healthy and well by helping them with everyday tasks such as washing and dressing, eating meals, taking medication and socialising.

Understanding the needs of older people, including those with dementia, is an important part of the work.

If you think you can make a positive difference to an older or disabled person's life and would like a rewarding job with room for progression, we want to hear from you.

You don't need previous experience as we'll give you all the training and support that you will need to do the job. There'll also be ongoing support and mentoring from experienced staff.

Working hours are flexible based on a three-shift pattern (days, afternoons and nights) 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.

Provisional Interview Date: 11 February 2019

Closing Date 27 January 2019

Social Worker (3 Posts)**JOB/18/01789**

Grade 9 - 11 - Post 1 and 2 - £24,573 - £34,497 per annum, Post 3 - £12.74 - £17.88 per hour • Post 1 and 2 - 37 hours per week - Permanent, Post 3 - As and when required - Relief • Shand House, Darley Dale Full Time • Permanent • and Relief • Childrens Services

Be a Social Worker in Derbyshire's Childrens out of hour's team. We're investing in our children's social work service and expanding our teams across Derbyshire. An exciting opportunity has arisen in the Out of Hours Team for various posts within the team, these posts include full time permanent, part time, and also relief hours. This is an ideal career development opportunity for someone interested in working within the Out of Hour Service. The Service works closely with the locality teams to provide 24 hour Social Work provision to achieve good outcomes for children.

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.

The successful candidates would be expected to work on shift with the Out of Hours team based at Shand House (Matlock).

Hours will be a combination of 4.30pm - 12.30am Monday to Friday, 9.00am - 5.00pm, 4.30pm – 12.30am Saturday or Sunday.

The Social Workers also cover the On-call from home from 12.30am – 9.00am each day which is also cover via a shift pattern

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 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

Please note that the correspondence attached to specific vacancies such as the Job Description and Person Specification will be automatically archived upon the closing date. You may therefore wish to save these documents in the event of you being invited to interview

Closing Date 27 January 2019

Day Service Worker

JOB/18/01794

Grade 7 £11,904.72 - £12,982.44 per annum • 22 hours and 15 minutes per week • Whitemoor Centre, Belper

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

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

Provisional Interview Date: Week commencing 4 February 2019.

Closing Date 27 January 2019

Care Worker (Community) (4 Posts)

JOB/19/00005

Grade 5 £7,432.56 - £7,688.04 per annum • 16 hours per week • Staveley Area Office

Part Time • Permanent • Adult Care

There are four vacancies in the Re-ablement Dementia Team which is a service that supports people who are living with a dementia and their carers to continue to live in the community. The service offers up to six weeks support at a level according to need and how much the client will accept. It is often provided at a time of crisis to avoid unnecessary admission into a care setting or hospital. The successful candidates will be required to travel across Chesterfield working morning and afternoon shifts on a rota basis. Their tasks will include assisting with personal care, meal preparation, monitoring a person's skills and independence with certain tasks and to listen and support carers to continue their role longer term. Specialist training will be available plus all uniform and protective wear.

Provisional Interview Date: Week commencing 5 February 2019

Closing Date 27 January 2019

Caretaking/Cleaning/Security

Domestic

JOB/18/01231

Grade 3 £8,958.241 - £9,057.12 per annum • 20 hours per week • Beechcroft Home for Older People, West Hallam

Part Time • Permanent • Adult Care

The post is working in a residential home for older people. The candidate will be responsible for maintaining cleanliness in the home and following cleaning guidelines as required by DCC.

Ongoing training will be given and support from experienced staff. The candidate will be working on a rota basis covering some weekends and bank holidays.

Closing Date 27 January 2019

Caretaker

JOB/18/01629

Grade 4 £8.72 - £8.86 per hour • As and when required • Chesterfield Depot

No Guaranteed Hours • Relief • Commissioning, Communities and Policy

Relief Caretaker to provide cover for various sites throughout Chesterfield. Offering an efficient & effective Caretaking/Cleaning support to the sites, including a variety of cleaning and caretaking duties to include cleaning of classrooms, toilets and offices and also ensuring the security of the buildings observing safe working practises. Previous experience is preferred but not essential and any successful applicants will be required to undertake training.

Closing Date 20 January 2019

Cleaner

JOB/18/01632

Grade 3 £4,590.96 - £4,641.72 per annum • 10 hours and 15 minutes per week • Deer Park Primary School, Wingerworth

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 Monday to Friday 3.30pm - 5:18pm

Closing Date 20 January 2019

Caretaker

JOB/18/01704

Grade 4 £8,188.80 - £8,316.72 per annum • 18 hours per week • Denby Depot, Denby

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.

Closing Date 27 January 2019

Caretaker **JOB/18/01708**

Grade 4 £10,235.52 - £10,395.48 per annum • 22 hours and 30 minutes per week • Belper Library
Part Time • Fixed Term • - Due to funding for 6 months from start date • 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.

Closing Date 27 January 2019

Mobile Caretaker **JOB/18/01711**

Grade 4 £6,968.40 - £7,208.04 per annum • 15 hours per week • Denby Depot, Ripley
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.

Provisional Interview Date: 1 February 2019

Closing Date 20 January 2019

Domestic **JOB/18/01756**

Grade 3 £7,166.64 - £7,245.72 per annum • 16 hours per week • Hazelwood Home for Older People, Ilkeston
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. The job will include unsocial hours working including weekends and bank holidays.

Provisional Interview Date: 5 February 2019

Closing Date 27 January 2019

Domestic **JOB/18/01801**

Grade 3 £2,239.20 - £2,263.92 per annum • 5 hours per week • Gernon Manor Home for Older People, Bakewell
Part Time • Permanent • Adult Care

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

Closing Date 27 January 2019

Catering

Catering Supervisor

JOB/18/00150

Grade 5 £8.91 - £9.22 per hour • As and when required • Castle Court, Home for Older People, Swadlincote

No Guaranteed Hours • Relief • Adult Care

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

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

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

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

Closing Date 20 January 2019

Catering Supervisor

JOB/18/01701

Grade 5 £12,431.64 - £12,859.08 per annum • 31 hours and 15 minutes per week, 39 weeks per year • Belmont Primary School, Swadlincote

Part Time • Permanent • Childrens Services

Working as part of the Derbyshire County Council catering team, the post holder will have the responsibility for managing all aspects of work in a busy kitchen producing approximately 250 plus meals per day. Duties will include all general kitchen duties, food preparation, cooking and service, ordering and bookwork and other various clerical duties all whilst managing a team of staff.

You will need to demonstrate an all-round catering experience and have good communication skills. Working to preplanned 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 and Safety and possess a Basic Food Hygiene Certificate. The candidate must have excellent communication and customer service skills.

Provisional Interview Date: 5 February 2019

Closing Date 27 January 2019

Catering Assistant

JOB/18/01753

Grade 2 £4,431.84 - £4,456.20 per annum • 10 hours per week • Hazelwood Home for Older People, Cotmanhay

Part Time • Permanent • Adult Care

You will be working in a busy, productive kitchen preparing and cooking an evening meal for the service users.

Provisional Interview Date: 4 February 2019

Closing Date 27 January 2019

Catering Assistant**JOB/19/0002****Grade 2 £10,191.72 - £10,247.76 per annum • 23 hours per week • Holmlea Home for Older People, Alfreton Part Time • Permanent • Adult Care**

You will be working in a busy production kitchen preparing, cooking and serving meals to the service users. The job will include unsocial hours working including weekends and Bank Holidays.

Provisional Interview Date: 4 February 2019

Closing Date 27 January 2019

Catering Assistant**JOB/19/00021****Grade 2 £8.50 - £8.55 per hour • As and when required • Various locations around Belper, Ripley, Wirksworth and Ashbourne****No Guaranteed Hours • Relief • Childrens Services**

Would you like to earn extra money by working in a friendly atmosphere that involves travelling and working in school kitchens throughout your area? We are looking for people to help out on a part-time flexible basis, as part of a pool team, willing to travel to work in local school kitchens. No previous experience is necessary.

For those people who enjoy the benefits of working in a lively enthusiastic environment, we can offer further opportunities of promotion, training and a long term career or alternatively you might just settle for excellent working conditions and hours that suit you.

The successful candidate will be required to work in Belper, Ripley, Wirksworth and Ashbourne areas.

Applications will be considered frequently and shortlisted applicants may be invited to interview whilst this post is still being advertised

Closing Date 5 January 2020

Catering Assistant**JOB/19/00024****Grade 2 £8.50 - £8.55 per hour • As and when required • Various positions in Chesterfield, Bolsover, Dronfield and Staveley****No Guaranteed Hours • Relief • Childrens Services**

Would you like to earn extra money by working in a friendly atmosphere that involves travelling and working in school kitchens throughout your area? We are looking for people to help out on a part-time flexible basis, as part of a pool team, willing to travel to work in local school kitchens. No previous experience is necessary.

For those people who enjoy the benefits of working in a lively enthusiastic environment, we can offer further opportunities of promotion, training and a long term career or alternatively you might just settle for excellent working conditions and hours that suit you.

The successful candidate will be required to work in areas Chesterfield, Bolsover, Dronfield and Staveley.

Applications will be considered frequently and shortlisted applicants may be invited to interview whilst this post is still being advertised

Closing Date 5 January 2020

Catering Assistant**JOB/19/00025****Grade 2 £8.50 - £8.55 per hour • As and when required • Various locations including Buxton, Glossop, Hope Valley and Bakewell**

No Guaranteed Hours • Relief • Childrens Services

Would you like to earn extra money by working in a friendly atmosphere that involves travelling and working in school kitchens throughout your area? We are looking for people to help out on a part-time flexible basis, as part of a pool team, willing to travel to work in local school kitchens. No previous experience is necessary.

For those people who enjoy the benefits of working in a lively enthusiastic environment, we can offer further opportunities of promotion, training and a long term career or alternatively you might just settle for excellent working conditions and hours that suit you.

The successful candidate will be required to work in the High Peak including Glossop, Buxton, Hope Valley and Bakewell.

Applications will be considered frequently and shortlisted applicants may be invited to interview whilst this post is still being advertised.

Closing Date 5 January 2020**Catering Assistant****JOB/19/00026****Grade 2 £8.50 - £8.55 per hour • As and when required • Various locations around Matlock, Alfreton, Clay Cross and Walton**

No Guaranteed Hours • Relief • Childrens Services

Would you like to earn extra money by working in a friendly atmosphere that involves travelling and working in school kitchens throughout your area? We are looking for people to help out on a part-time flexible basis, as part of a pool team, willing to travel to work in local school kitchens. No previous experience is necessary.

For those people who enjoy the benefits of working in a lively enthusiastic environment, we can offer further opportunities of promotion, training and a long term career or alternatively you might just settle for excellent working conditions and hours that suit you.

The successful candidate will be required to work in Matlock, Alfreton, Clay Cross and Walton areas.

Applications will be considered frequently and shortlisted applicants may be invited to interview whilst this post is still being advertised

Closing Date 5 January 2020

Catering Assistant**JOB/19/00027****Grade 2 £8.50 - £8.55 per hour • As and when required • Various locations covering Ilkeston, Long Eaton and Swadlincote**

No Guaranteed Hours • Relief • Childrens Services

Would you like to earn extra money by working in a friendly atmosphere that involves travelling and working in school kitchens throughout your area? We are looking for people to help out on a part-time flexible basis, as part of a pool team, willing to travel to work in local school kitchens. No previous experience is necessary.

For those people who enjoy the benefits of working in a lively enthusiastic environment, we can offer further opportunities of promotion, training and a long term career or alternatively you might just settle for excellent working conditions and hours that suit you.

The successful candidate will be required to work in Ilkeston, Long Eaton and Swadlincote areas.

Applications will be considered frequently and shortlisted applicants may be invited to interview whilst this post is still being advertised

Closing Date 5 January 2020**Education - Youth & Adult Services****Instructor - Level 1****JOB/18/01654****Grade 8 £11.50 - £12.43 per hour • As and when required • Lea Green Centre, Matlock**

No Guaranteed Hours • Relief • Childrens Services

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

We are looking to recruit a relief activity instructors who will join the team to provide high quality outdoor education to visitors to the centre. We are looking for people who have enthusiasm, excellent customer service and the ability to deliver a range of educational and personal development programmes.

Closing Date 30 June 2019

Human Resources/Personnel

HR Consultant

JOB/18/01738

Grade 11 £31,404 - £34,497 per annum • 37 hours per week • County Hall, Matlock

Full Time • Permanent • Commissioning, Communities and Policy

Working as part of a team of HR Consultants you will deliver appropriate, effective and efficient HR advice to senior and operational managers, supporting and advising on casework. You will also support Senior Consultants with service redesign and the implementation of HR initiatives within the HR function. You will require excellent communication skills, and experience in managing casework and projects is desirable.

A sound up to date knowledge of employment legislation and the ability to work flexibly in different settings whilst managing a complex workload against defined timescales is essential. You will also be qualified to graduate CIPD Advanced professional membership level.

Provisional Interview Date: 8 February 2019

Closing Date 27 January 2019

Senior HR Consultant

JOB/18/01739

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

Full Time • Fixed Term • - Due to finite project for 12 months from start date • Commissioning, Communities and Policy

This is a great opportunity to use your experience to support us on our journey to become an 'Enterprising' Council, and make Derbyshire an even better place to live, visit and work.

Working within the Organisational Development team your initial focus will be to work with stakeholders to develop and embed a competency framework across the council's management structure, following the recent roll out of a leadership competency framework for our senior leadership group.

You'll develop initiatives to ensure that talent and performance management processes, leadership and management development and succession planning are aligned to competencies, support the council's priorities, and create a pipeline for future leadership.

Experience of working closely with stakeholders to successfully develop and embed management competencies is essential, as is the ability to shape and facilitate leadership and management development interventions to support this.

You will also be qualified to graduate CIPD Advanced professional membership level.

Provisional Interview Date: Week commencing 4 February 2019.

Closing Date 27 January 2019

HR Consultant**JOB/18/01740****Grade 11 £31,404 - £34,497 per annum • 37 hours per week • County Hall, Matlock**

Full Time • Fixed Term • - Due to finite project for 12 months from start date • Commissioning, Communities and Policy

There is an opportunity to join the Organisation Development Team at HR Consultant level. Whilst the role will be involved in a range of OD projects the initial and primary focus will be on the Council's internal apprenticeship programme the development of which is a key Council priority.

These apprenticeship programme is in its second year following significant Government reforms and whilst we have had a number of successful apprenticeship cohorts there is still some areas for further development planned to further improve our approach. There will be an opportunity to be involved in the reshaping the scheme with colleagues from across the Council and developing new ideas and approaches in response to the evaluation of our current approach. As well as working cross Council we are also keen to work with colleagues in other Council's to explore ways of working together and to influence the approaches and responses by local government at both regional and national levels.

Provisional Interview Date: 8 February 2019.

Closing Date 27 January 2019**Policy/Research****Senior Policy Officer****JOB/18/01643****Grade 11 £31,404 - £34,497 per annum • 37 hours per week • County Hall, Matlock**

Full Time • Fixed Term • - Due to funding 12 months from start date • Commissioning, Communities and Policy

An exciting opportunity has arisen within the Policy and Research Division for an enthusiastic, versatile and self-motivated individual to work on a variety of high profile council wide initiatives and projects.

The successful candidate will have the opportunity to support the development, implementation and monitoring of corporate strategies and plans and will play a key role in the delivery of corporate programmes.

In this role you could be gathering and analysing information to help the Council manage its performance and improve services or assisting in the development and implementation of plans and initiatives to support the Council's work across Derbyshire. Engaging with local residents and service users, working with other local organisations and the voluntary sector, providing information and support to Elected Members and senior managers will all be part of your normal working week.

To apply for the Senior Policy Officer role you will need to be educated to degree level or equivalent. You must have experience of developing strategies and plans and co-ordinating policies and initiatives, turning these into practical action. If you match these requirements then we would like to hear from you.

If you require further details then please do not hesitate to contact Robert Lowe on 01629 538258.

Application forms can be returned via email attachment to jobs@derbyshire.gov.uk or a hard copy can be sent to Derbyshire County Council, Recruitment Section, County Hall, Matlock, Derbyshire, DE4 3AG.

Provisional Interview Date: 31 January 2019

Closing Date 20 January 2019

Public Health

Group Manager

JOB/18/00801

Grade 15 £51,960 - £57,167 per annum • 37 hours per week • County Hall, Matlock

Full Time • Permanent • Adult Care

The Public Health Department in Derbyshire County Council has recently undertaken an ambitious transformational change that included a full departmental restructure for the first time since transition from the NHS in 2013. If you want to be part of the ongoing evolution of Public Health within Derbyshire, are enthusiastic and passionate about protecting and improving the health and wellbeing of the local population and are up for a challenge then the Senior Level Group Manager, Public Health Commissioning post may be of interest to you. Group Manager – Public Health Commissioning, will be responsible for all elements of commissioning Public Health services including a diverse range of mandated and non-mandated services e.g. sexual health services, 0-19 public health nursing, substance misuse services and NHS Health Checks. The Group Manager will lead the Public Commissioning team and will need to maintain oversight of all commissioned activity and ensure that the Department is working in accordance with procurement regulations and organisation policy. This role will also link to other commissioners and service providers across the local system to ensure best outcomes for the funding available are achieved.

If you wish to have an informal discussion about the role, please contact Anne Hayes, Assistant Director of Public Health on (01629) 536185.

Provisional Interview Date: Weeks commencing 4 or 11 February 2019

Closing Date 27 January 2019

Schools and Academies

Administration/Clerical

School Business Assistant (Clerk to Governors)

JOB/19/00032

Grade 4 £718.68 - £729.96 per annum • 1 hour and 35 minutes per week, (to be worked on a variable basis throughout the year) • Ripley Nursery School

Part Time • Permanent

The Governors of Ripley Nursery School are looking to appoint a professional, enthusiastic and committed Clerk to the Governing Body. The post requires attendance at approximately 13 meetings per year and involves taking minutes, circulation of reports, preparation of letters and other specific duties for which liaison with the Headteacher, Chair of Governors and School Business Manager is essential.

Meetings normally take place in the early evening.

Ripley Nursery School is committed to providing a safe, secure and stimulating environment in which all children may develop their skills to their full potential.

Provisional Interview Date: 5 February 2019.

Closing Date 27 January 2019

Senior Business Assistant**JOB/19/00036****Grade 7 15,244.20 - £16,624.20 per annum • 32 hours and 30 minutes per week, 40 weeks per year •****Newton Primary School**

Part Time • Permanent

We are looking for a friendly, efficient, organised and enthusiastic professional to join our hardworking team at Newton Primary.

Our school office/reception is a busy place and the successful applicant must be able to multi-task, prioritise workloads and work diligently whilst meeting deadlines and maintaining confidentiality. He/she must also be an excellent communicator with strong interpersonal and organisational skills to be able to meet the demands of the role.

The responsibilities of the post include the day to day monitoring of the school budget, banking and payroll, data entry to school management systems, cash handling, invoice processing as well as dealing with visitors and telephone enquiries. Proven numeracy and literacy skills and a high proficiency in IT across a range of software applications are also required.

In return we can offer a friendly, supportive team, ongoing training and respectful, well-mannered pupils. Please give us a call on 01773 872384 if you would like to arrange a look around.

Closing Date 27 January 2019

Education - Non Teaching/Support Services

Midday Supervisor (2 Posts)**JOB/18/01176****Grade 3 £2,025.60 - £2,048.04 per annum • 5 hours and 25 minutes 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. The pupils, staff and governors seek to appoint someone who can help us to make our provision at lunchtime more exciting and purposeful. We are looking for a child centred, energetic and dynamic person, who understands just how important the lunchtime period is to a successful school.

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. Telephone: 01246 232817

Email: enquiries@brampton.derbyshire.sch.uk**Closing Date** 28 January 2019

Senior Midday Supervisor **JOB/18/01563**

Grade 4 £3,795.60 - £3,854.88 per annum • 10 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.

The pupils, staff and governors seek to appoint someone who can help us to make our lunchtimes even better than they already are! We are looking for a child centred, energetic and dynamic person, who understands just how important the lunchtime period is to a successful school. We would like you to lead our team of dedicated and experienced lunchtime staff and work with senior leaders and the School Parliament to make our lunchtimes "The best that they can be!"

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 28 January 2019

Specialist Teaching and Learning Assistant **JOB/19/00035**

Grade 8 £18,996.24 - £20,529.84 per annum • 37 hours per week, 39 weeks per year • Bennerley Fields School, Ilkeston
Full Time • Permanent

Bennerley Fields is an age 2-16 special school, for 87 pupils with a range of learning difficulties and diverse needs. The school has specialist status for communication and interaction, which underpins all teaching and learning. Governors are seeking to appoint a full-time Specialist Teaching and Learning Assistant.

If you enjoy a challenge and want to make a difference – come and join our team! We promise you an exciting, stimulating journey towards excellence for our pupils. Visits to school are encouraged and will take place on Wednesday 23 January at 1.00pm only.

Provisional Interview Date: 5 February 2019

Closing Date 27 January 2019

Midday Supervisor (2 Posts) **JOB/19/00043**

Grade 3 £2,492.88 - £2,520.48 per annum • 6 hours and 40 minutes per week, 38 weeks per year • Swanwick Primary School
Part Time • Permanent and Relief

The Governors are seeking to appoint 2 individuals to the posts of Midday Supervisors and relief Midday Supervisors to cover sickness and absences. The successful candidates will be enthusiastic team players, who are 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. The relief positions are paid on an hourly rate of Grade 3 £8.59 - £8.69 per hour. The hours of work will be on a 'as and when required' basis.

Swanwick Primary School is a large, successful school with 412 well behaved, happy pupils. Visits to the school are welcomed: to arrange an appointment please telephone: 01773 602268. Swanwick Primary School is committed to Safer Recruitment and safeguarding.

Provisional Interview Date: Week commencing 28 January 2019.

Closing Date 27 January 2019

Teaching - Secondary

Assistant Director of Teaching and Learning (Sciences)

JOB/18/01758

MPS/UPS plus TLR 2.1 • 1.00FTE • Anthony Gell School, Wirksworth

Full Time • Permanent

We are seeking to appoint a permanent, full-time, talented and enthusiastic teacher of Science who will also take the role of Assistant Director of Teaching and Learning within the Faculty. We will consider candidates with all science subject specialisms as we seek to appoint an outstanding candidate. We are looking for someone who will inspire and motivate our students, who is friendly, enthusiastic and keen to do well. This post would suit someone looking to broaden their experience in a successful and ambitious school within an experienced and supportive Faculty.

If you would like any further information before you apply, please contact Rachel Seymour – Director of Teaching and Learning for the Sciences Faculty (rseymour@anthonygell.co.uk).

Provisional Interview Date: Week commencing 11 February 2019.

Closing Date 30 January 2019

Partner Organisations

Bolsover District Council

Senior Governance Officer

JOB/19/00012

£27,245 - £29,770 per annum • 37 hours per week • The Arc, Clowne

Full Time • Permanent

The Governance Team is responsible for managing the processes and systems which one would usually associate with a traditional committee services team but also includes Members' IT and training, the ethical framework and corporate support.

The service requires an enthusiastic and motivated individual, committed to excellence in their work and with a passion for the political process. The successful candidate will work at the heart of the authority alongside elected Members, senior officers, parish and town councils and members of the public.

The role will involve management of a small team of support officers delivering corporate support and support to the governance function. In addition this role will include servicing the Council's key Committees (including the Executive and Planning Committee) and managing the Member training programme.

The successful candidate will be a key contact in the Governance Team so will need to be approachable and an excellent communicator, have the ability to solve problems and work under minimal supervision.

They will have extensive knowledge of local authority decision-making together with an ability to approach politically sensitive issues with diplomacy and tact. The ability to use modern IT systems, work to deadlines and produce concise and accurate summaries of sometimes complex issues is a must.

For an informal discussion please contact Nicola Calver, Governance Manager, (01246) 217753, nicola.calver@nederbys

If you are interested in this post please go to the Jobs page on the BDC 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 BDC Contact Centre on 01246 242424
- Email humanresources.bdc&neddc@neerbyshire.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: 31 January and 1 February 2019.

Closing Date 22 January 2019

Public Relations/Communications

Electoral Services Manager

JOB/19/00019

£30,470 - £34,672 per annum • 37 hours per week • The Arc, Clowne

Full Time • Permanent

A great opportunity has arisen within the Council's Elections team at Bolsover District Council. We require an enthusiastic, motivated people manager with excellent organisational and administrative skills where they will work alongside Elected Members, Senior Officers and Members of the Public. The successful candidate will be responsible for planning and conducting all Elections, dealing with the Registration of Electors and leading the small elections team and keeping the RO and ERO fully informed. Duties also include the planning, supervision and coordination of the annual canvass and planning and implementation of strategies to raise levels of voter registration.

Candidates for the manager role will need to have up to date and detailed knowledge of Elections Law and Electoral Registration Law including policy and best practice coupled with experience of planning and managing national and combined elections. They will need to be an approachable manager with excellent communication and project management skills and someone who possesses the ability to solve problems whilst having to juggle competing deadlines.

They will hold or be working towards the AEA certificate.

Candidates for this role will need to enjoy working in a busy and challenging environment and have a high level of IT skill with excellent communication and written skills to assist with the planning and conduct of Elections and the Registration of Electors. The successful candidate will also need to be flexible and be able to work outside normal office hours.

For an informal discussion please contact Sarah Sternberg, Joint Governance and Monitoring Officer, (01246) 242414, sarah.sternberg@bolsover.gov.uk

If you are interested in this post please go to the Jobs page on the BDC 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 BDC Contact Centre on 01246 242424
- Email humanresources.bdc&neddc@ne-derbyshire.gov.uk

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

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

Closing Date 1 February 2019

Crossroads Derbyshire

We are recruiting three vacancies. Crossroads Derbyshire provides domestic abuse services to adults, children and young people.

Flexible working hours will be required to meet the needs of these posts and you will need the use of a car and a current driving licence as you will be required to travel across the rural area in the High Peak and North Dales in Derbyshire.

All posts are funded for 18 months.

Floating Support Worker - Young Women

Scale point 20 £19,819 per annum pro rata • 30 hours per week

To deliver one to one support to young women and their children (16years to 24years) affected by Domestic Abuse who are transitioning from refuge accommodation to our dispersed properties in the High Peak or who are moving on elsewhere.

The post is open to women only (Exempt under the Equality Act 2010, pursuant to schedule 9 part 1).

Outreach Worker

Scale point 20 £19,819 per annum • 37 hours per week

To work with Crossroads Domestic Abuse Adult Outreach team to offer support to all victims of domestic abuse who remain in their home and need support to move on with their lives and be safe from abuse.

Part Time Outreach Worker

Scale point 20 £19,819 per annum pro rata • 14 hours per week

To work with Crossroads Domestic Abuse Adult Outreach team to offer support to all victims of domestic abuse who remain in their home and need support to move on with their lives and be safe from abuse.

For information pack for either post email admin@crossroadsderbyshire.org

If you require a hard copy, please send a large SAE to: Crossroads Derbyshire, P O Box 22, Glossop, Derbyshire SK13 8AE

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

Closing date for all posts is 5.00 pm Friday 25 January 2019