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Administration/Clerical

Business Services Officer

JOB/19/02134

Grade 9 £25,064 - £26,890 per annum • 37 hours per week • Ambergate Depot, Belper

Full Time • Permanent • Economy, Transport and Environment

Economy, Transport and Environment department seek to recruit a highly motivated individual to manage the delivery of excellent quality support services to County Transport.

You will manage the Departments County Transport and Highways Laboratory Admin team responsible for the maintenance of the DCC vehicle fleet and provide support and advice to Workshop Service Managers, Assistant Service Managers, Parts Officers and the Highways Laboratory in respect of IT, Finance, Human Resources and general administration procedures.

The post holder will monitor budgets (income and expenditure), on-costs and manage invoicing processes ensuring they are brought to account in line with DCC's Financial Regulations. They will also be the Contract Liaison Officer for the Derbyshire Police Contract and be responsible for monitoring and driving performance improvement; for producing a range of reports and providing support and advice on the operation of the contract.

Responsibilities also include the administration of the Quality Management System and co-ordination of improvement actions/scheduling and undertaking internal audits. Previous QMS experience is an advantage as the job holder will also be the QMS Management Representative with respect to communication and surveillance visits by the certification company.

Other responsibilities include maintaining County Transport supplier contracts and managing the tender process to ensure all contract renewals and any purchases made on behalf of the department comply with financial regulations; and system administration of the Fleetwave vehicle management database system.

Previous experience of fleet transport operations or a CPC in Road Transport Operations or other transport related qualification is an advantage. Knowledge of financial regulations and how they relate to the purchase of goods and services and of the SAP financial system are also desirable. The successful candidate must have proven literacy and numeracy skills and be highly proficient in using a range of IT systems and packages, especially MS Office. To be successful you will need to demonstrate effective communication and influencing skills as you will be required to liaise at all levels, with managers, service users and internal and external agencies.

You should be able to work effectively as part of a team, be self-motivated with a willingness to adopt a flexible approach to the work undertaken to meet priorities and deadlines.

A car 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 the role.

The successful applicant will be required to undertake and pass a Police check known as NPPV2 and a DBS check. Failure to do so will mean the successful applicant would not be able to carry on in this role.

The ability to speak fluent English in order to be able to communicate effectively in the role with clients/the public is essential.

Provisional Interview date: week commencing 3 September 2019

Closing Date 25 August 2019

Business Services Assistant**JOB/19/01908****Grade 6 £19,169 - £19,606 per annum • 37 hours per week • The Arc, Clowne**

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

We are looking for a committed and flexible person to be part of the Business Services management team based in Clowne and Calow. The successful applicant will be required to supervise a team of admin staff and undertaking a wide range of administrative duties such as minute taking, support to managers and processing financial information.

Appropriate information and technology (IT) skills which includes using a range of different IT systems and bespoke packages, 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.

Closing Date 25 August 2019**Business Services Assistant****JOB/19/02215****Grade 5 £18,426 - £18,794 per annum • 37 hours per week • County Hall, Matlock**

Full Time • Permanent • Economy, Transport and Environment

The Highways Hub was established to oversee and control all activity on the highway to support the aim of a Safe and Reliable Highway Network. It brought together a range of functions that impact on the highway network including highway maintenance, traffic management, street works and permits, customer enquiries and insurance claims.

We are looking for a Business Services Assistant to join the team who is highly motivated, flexible and with an appetite for providing excellent customer service to internal and external customers.

They will be primarily responsible for the co-ordination of street works activities on the highway and supporting the DCC permit scheme but must be willing to learn new skills and work flexibly across a range of functions.

Closing Date 1 September 2019**Business Services Assistant****JOB/19/02311****Grade 6 £19,169 - £19,606 per annum • 37 hours per week • Starting Point, 2 Godkin House, Ripley**

Full Time • Fixed Term - Pending restructure until the end of August 2020 • Childrens Services

This is an exciting opportunity to play a key part in our exciting and innovative contact and referral service. You will work as part of an administrative team whose responsibilities will include, co-ordination of the provision of administrative support to the pods in Starting Point and business support to the Out of Hours team.

Overseeing the Starting Point in box, ensuring contacts and referrals are allocated appropriately to pods, note taking in Strategy Meetings and providing minutes to Police and Health teams based at Starting Point. Production of working time rotas for Out of Hours staff and inputting in Out of Hours Social Work hours. Completing financial records for Out of Hours – authorising vouchers on Imprest and completing Bank Reconciliations. Undertaking the work on child missing notifications, national alerts, and prisoner notifications. Support to Head of Service.

Closing Date 25 August 2019

Business Services Assistant**JOB/19/02318****Grade 4 £6,688.56 per annum • 18 hours per week, 39 weeks per year • Offices at School Lane, Chesterfield**

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

Required for September 2019, the successful candidate will work as part of the Sensory and Physical Support Service. This is a small advisory team that works with children and young people with visual, hearing and physical impairments. Principal functions will be to support the team's general administrative needs, the preparation of billing for services that are paid for by colleges and other providers, the entry and handling of information on service-users, and the ordering of equipment and resources, as well as general office tasks.

The person appointed will have good skills in dealing with the public and be able to prioritise tasks. There will be a need to be good understanding of data protection requirements and the handling of personal sensitive information as well as a commitment to safeguarding and child protection. This is a part time post through the school year. The weekly work schedule is negotiable

For more information on the post please call Phil Sutcliffe on 01629 532488 or Margaret Nolan on 01629 537686

Closing Date 1 September 2019**Care/Social Work****Care Worker (Community)****JOB/19/01837****Grade 5 £9,959.28 - £10,158.12 per annum • 20 hours per week • Derbyshire County Council, South Derbyshire District Council, Swadlincote**

Part Time • Permanent • Adult Care

We are seeking to recruit an individual to join our valuable team of home carers who will support people in their own homes in the South Derbyshire area. The work includes personal care, meal preparation, problem solving, support with medication and some household tasks. Understanding and empathy of the needs of older people is essential and the need to communicate effectively and sensitively in order to maintain dignity whilst promoting independence.

You will be required to record factual information on client's needs. Full training to achieve the Care Certificate will be provided including shadowing opportunities prior to the successful candidates working independently, further training will be offered based on client need and job role. Opportunities for career progression will be explored where individuals express an interest.

The ability to travel within the local area is essential, travel time between calls, mileage or fares will be paid. You will work as part of a team on a rota that will include evenings, alternate weekends and Bank Holidays. Flexibility to work additional hours may be available. Uniforms and all other work related equipment will be provided. This post will be based in Oakland Extra Care.

Closing Date 1 September 2019**Residential Social Care Worker****JOB/19/01876****Grade 9 £23,708.04 - £25,435.20 per annum • 35 hours per week • Petersham Centre, Long Eaton**

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

Responsible for providing personal care, support and assistance to service users. The ability to assess and monitor the needs of people with a learning disability is essential. Experience of working with people with learning disabilities is required. Must hold or be willing to gain NVQ III Care or equivalent. Minimum age 18 years old.

Closing Date 1 September 2019

Deputy Manager**JOB/19/01941****Grade 10 £27,914 - £30,980 per annum • 37 hours per week • Linden House, Children's Home, Swadlincote Full Time • Permanent • Childrens Services**

We are inviting applications from enthusiastic, skilled, caring and creative people who can work in and manage residential care for children.

Can you:

- Lead and work as part of a team that acts as good parents, and provides a warm and caring home for children and young people?
- Guide staff to nurture the talents and interests of children and young people and support each child or young person to develop as a whole person and lead the home into becoming Outstanding?
- We have exceptionally high standards for all our children's homes in Derbyshire where the home is provided and managed by those who are suitable to work with children and have the appropriate skills, experience and qualifications to deliver an efficient, effective and outstanding service.

Are you:

- Committed to continuous improvement of practice and service provision?
- Highly motivated, energetic and enthusiastic?
- Committed to children's and young people's participation and social inclusion? Determined to provide good quality care for children and young people?

The deputy manager of the home is expected to have:

- A good knowledge and experience of law and practice related to looking after children and young people
- Management skills to manage the work efficiently and effectively
- Financial expertise to ensure the home is run on a sound financial basis including long term financial viability of the home

The deputy manager must hold:

- Level 3 Diploma for Residential Childcare (England)
- Must also have or be willing to work towards the Level 5 Diploma in Leadership and Management for Residential Childcare (England) or equivalent.
- A Level 5 Diploma in Leadership for Health and Social Care and Children and Young Peoples Services with Children and Young People's Residential Management Pathway
- A recognised social work qualification or professional qualification relevant to working with children at least NVQ level 4 in Health and Social Care, and
- A qualification in management at least NVQ level 4 or
- Have experience relevant to residential care within the last five years, and
- Have experience of supervising staff and managing professional staff

You will be:

- Responsible for managing operational activities within a children's residential home including staff, budgets and resources. Knowledge of the Children Act, the Guide to the Children's Homes Regulations, including Quality Standards and Ofsted requirements is essential, together with experience of direct work with children and young people and their families with complex needs in a residential setting.

(For further information please see overleaf)

This post provides an opportunity to join a highly motivated and enthusiastic staff team who are committed to providing a high quality service to children and their families in Derbyshire. For an informal discussion contact Denise Ward on 077766443490.

Linden House is situated in Swadlincote, however we are currently based in Ilkeston, whilst our home undergoes significant refurbishment and modernisation. Once complete we will return to Swadlincote. Therefore, the successful applicant should expect a change of work base in approximately twelve to eighteen months, subject to the completion of the building works.

Closing Date 1 September 2019

Social Worker **JOB/19/02304**

Grade 9-11 £25,064 - £35,187 per annum • 37 hours per week • Amber Valley Area Office, Ripley

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

Prevention and Personalisation for Amber Valley (North) Fieldwork Team is seeking to recruit a suitably qualified and experienced Social Worker to join our busy team.

The successful candidate will be experienced in adult social work and able to demonstrate they can work in a person centred way in accordance with current legislation and policies. Core tasks will include assessment, support planning and creative signposting. You will complete assessments under the Care Act to identify care needs and help devise person centred support plans. You will provide social work support and advice to clients and carers and apply the universal offer, and whenever possible draw on community resources.

Fundamental to this post is the ability to assess and manage risk and work effectively under the Safeguarding Adults policy and procedures. You will contribute regularly to the team duty rota.

Closing Date 25 August 2019

Senior Care Worker **JOB/19/02440**

Grade 7 £10.47 - £11.41 per hour • As and when required • Gernon Manor Home for Older People, Bakewell
No Guaranteed Hours • Relief • 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.

Closing Date 1 September 2019

Social Worker**JOB/19/02454****Grade 9-11 £12.99 - £18.24 per hour • As and when required • Royal Derby Hospital**

No Guaranteed Hours • Relief • Adult Care

Based with Royal Derby Hospital, the Out of Hours Service (Prevention and Personalisation) is seeking to recruit suitably qualified and experienced Social Workers to join the team on a relief basis.

The successful candidates will be experienced in adult social work and able to demonstrate that they can work in a person centred way in accordance with current legislation and policies. Core tasks will include assessment, support planning and creative signposting. Social Workers need to have confidence in decision making, and an ability to work within a team.

The successful candidate will undertake strength based assessments, S.42 safeguarding investigations, mental capacity assessments. Fundamental to this post is the ability to assess and manage risk and work effectively. The successful applicant would need to demonstrate a thorough knowledge of legislation relevant to working with vulnerable adults and have a sound working knowledge of a strengths based approach to social work. Operating hours are usually 9.00am to 4.00pm.

Closing Date 1 September 2019**Service Manager****JOB/19/02469****Grade 13 £40,664 - £44,148 per annum • 37 hours per week • Brimington Childrens Centre, Chesterfield**

Full Time • Fixed Term - Covering for unpaid leave until the end of March 2020 • Adult Care

This is an opportunity for established Service Managers to develop their interest and enthusiasm for our Safeguarding responsibilities across the County.

The post is for three months from January. If you would like to discuss the post further please contact Jill Ryalls Group Manager on 07919211178.

Closing Date 1 September 2019**Care Worker (Community) (9 Posts)****JOB/19/02605****Grade 5 £9,213.00 - £9,363.96 per annum • 16 hours per week • Cemetery Lane, Ripley**

Part Time • Permanent • Adult Social Care and Health

Could you make a difference to the life of an older or disabled person? We're looking for people to join our valued care teams helping Derbyshire residents lead independent, dignified lives in the Amber Valley area. As a care worker (community) you'll 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'd like to hear from you. You'll need to travel around the area to take up this role.

Provisional Interview Date: 3 September 2019

Closing Date 1 September 2019

Social Worker**JOB/19/02635****Grade 9-11 £25,064 - £35,187 per annum • 37 hours per week • Clay Cross Resource Centre**
Full Time • Permanent • Adult Social Care and Health

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

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

Provisional Interview Date: 9 September 2019.

Closing Date 1 September 2019

Enablement Worker**JOB/19/02651****Grade 5 £9,213.00 - £9,396.96 per annum • 18 hours and 30 minutes per week • Offices at Charles Street, Glossop**

Part Time • Fixed Term - Covering for secondment until the end of March 2020 • Adult Social Care and

Health To work in our Direct Care Mental Health Service within Adult Care. The successful candidate will be required to provide short-term support for up to six weeks to people with a range of mental health needs. This will involve assisting clients to develop confidence in daily living tasks such as shopping, travelling, cooking, cleaning and managing their finances.

Enablement workers offer a person-centred service which will vary according to the needs of the people accessing it. The service aims to promote independence and to reduce social isolation and in order to achieve these objectives the workers appointed will support clients to join education or training classes, to find suitable paid or voluntary employment and to join community-based social and recreational groups.

Whilst the main focus of the Enablement Team is on short-term work, we also provide services to a number of people with more complex mental health needs who require on-going longer-term support. As a member of the team you may be asked to work with this group of clients, but the principal objective of this work remains that of assisting recovery and promoting independence.

Training in the aims, objectives and methods of mental health enablement work will be offered to the successful candidate. You will receive on-going guidance and support from your line-manager which will include regular monthly supervision. As part of a committed and mutually supportive team, you will work closely alongside colleagues and will attend regular team meetings.

Provisional Interview Date: 16 September 2019

Closing Date 1 September 2019

Community Support Worker**JOB/19/02660****Grade 5 £15,562.56 - £15,873.36 per annum • 31 hours and 15 minutes per week • Outlook Centre, Long Eaton**

Part Time • Permanent • Adult Social Care and Health

The successful candidate will need to demonstrate that you are well motivated and able to work on your own initiative and also as part of a team. Applicants will need to demonstrate their ability to support, encourage and enable individuals who have a learning disability to participate in meaningful, person centred activities both in the centre and within the local community. You will also be required to support individuals in all aspects of personal care in a person centred.

Applicants will need to demonstrate their ability to provide stimulating activities for individuals who have complex needs and/or display behaviours that may be seen as challenging. You will be required to communicate on a professional basis within a multidisciplinary team.

Closing Date 1 September 2019**Care Worker****JOB/19/02668****Grade 5 £10,707.36 - £10,921.20 per annum • 21 hours and 30 minutes per week • Whitestones Home for Older People, Chapel-en-le-Frith**

Part Time • Permanent • Adult Social Care and Health

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 1 September 2019**Care Worker****JOB/19/02690****Grade 5 £7,554.72 - £7,705.56 per annum • 15 hours and 10 minutes per week • Castle Court Home for Older People, Swadlincote**

Part Time • Permanent • Adult Social Care and Health

We are recruiting Care Workers to help our residents lead dignified lives. Working as part of a valued care team you'll be ensuring our residents stay happy, healthy and well by helping them with everyday tasks such as washing and dressing, eating meals, taking medication and socialising. Understanding the needs of older people, including those with dementia, is an important part of the work.

If you think you can make a positive difference to an older or disabled person's life and would like a rewarding job with room for progression, we want to hear from you. You don't need previous experience as we'll give you all the training and support that you will need to do the job. There'll also be ongoing support and mentoring from experienced staff. Working hours are flexible based on a three-shift pattern and we offer good rates of pay and a good pension, free uniform, high quality training and many other benefits including a minimum of five weeks holiday and eight Bank Holidays a year (pro-rata), and extra pay for unsocial hours.

Closing Date 1 September 2019

Caretaking/Cleaning/Security

Cleaner

JOB/19/01624

Grade 3 £5,905.92 - £6,144.48 per annum • 14 hours and 30 minutes per week, 38 weeks per year • Hilltop Primary and Nursery School, Ashbourne

Part Time • Permanent • Commissioning, Communities and Policy

The successful candidates will be required to undertake a variety of day to day cleaning duties. The hours of work will be 3.30pm - 6.30pm Monday to Thursday and 3.30pm - 6.00pm Friday.

Closing Date 1 September 2019

Caretaker

JOB/19/02030

Grade 4 £9,763.56 per annum • 20 hours per week • Denby Depot

Part Time • Permanent • Commissioning, Communities and Policy

The successful candidate will be required to provide cover for various sites typically in Ripley, Belper, Heanor and Ilkeston areas. Offering efficient and effective Caretaking/Cleaning support to the sites, including a variety of cleaning, caretaking and janitorial duties and the supervision of cleaners as required.

As it is necessary to travel between sites, the successful applicant will be entitled to mileage and travel time payments.

Hours of work to be discussed at interview but will be required to work between 7.00am and 7.00pm.

Closing Date 1 September 2019

Caretaker

JOB/19/02268

Grade 4 £8,788.20 per annum • 18 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: 30 August 2019

Closing Date 25 August 2019

Mobile Caretaker

JOB/19/02555

Grade 4 £14,646.24 per annum • 30 hours per week • Denby Depot, Ripley

Part Time • Permanent • Commissioning, Communities and Policy

The successful candidate will be required to work a split shift, with a shift pattern similar to 7.00am 10.00am and 3.30pm to 6.30pm. The successful candidate will be travelling to various sites within the south of the county, such as Swadlincote, Long Eaton and Ashbourne.

Provisional Interview Date: 30 September 2019.

Closing Date 1 September 2019

Facilities Management Assistant**JOB/19/02608****Grade 6 £19,169 - £19,606 per annum • 37 hours per week • Denby Depot, Ripley**

Full Time • Permanent • Commissioning, Communities and Policy

Assist the Team Leader in the provision of an effective and efficient cleaning and caretaking service to multiple DCC establishments across Derbyshire. Supervision of cleaning/caretaking staff, monitoring workloads, site cleaning specifications, monitoring performance and progress of service delivery, recruitment, inductions and training.

Provisional Interview Date: 6 September 2019

Closing Date 25 August 2019**Domestic****JOB/19/02689****Grade 3 £14,359.32 per annum • 30 hours per week • Castle Court Home for Older People, Castle Gresley**

Part Time • Permanent • Adult Social Care and Health

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 1 September 2019**Catering****Catering Assistant****JOB/19/00252****Grade 2 £5,872.20 per annum • 15 hours per week, 38 weeks per year • Hathersage St Michaels CE Primary School**

Part Time • Permanent • Childrens Services

A vacancy has arisen for an individual to work in a school kitchen, assisting with the preparation and serving of lunches. 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 1 September 2019**Catering Assistant****JOB/19/00986****Grade 2 £3,073.92 per annum • 7 hours and 30 minutes per week, 39 weeks per year • Marlpool Junior School, Heanor**

Part Time • Fixed Term - Due to finite funding until the end of July 2020 • Childrens Services

You will be working in a busy servery Laceyfields Academy, you will help serve approximately 85 children at lunch time as part of a team. This post also includes furniture duties, on occasion you will be asked to work at other schools including Marlpool Junior.

Closing Date 1 September 2019

Catering Assistant**JOB/19/02258****Grade 2 £10,765.22 per annum • 27 hours and 30 minutes per week, 38 weeks per year • Inkersall Primary School**

Part Time • Permanent • Childrens Services

You will be working in a busy production kitchen assisting with the preparation, cooking and service of the lunch time meals to a number of pupils.

Closing Date 1 September 2019**Catering Supervisor****JOB/19/02381****Grade 5, £6,929.76 - £7,068.24 per annum • 16 hours and 15 minutes per week, 39 weeks per year • St John's CE (C) Primary School, Ripley**

Part Time • Fixed Term - Due to finite funding until the end of July 2020 • Childrens Services

This post is to cover units in a supervisors absence, with in the Ripley, Heanor, Belper and Derby Area. Working as part of the catering team, the post-holder will have the responsibility for managing all aspects in our busy kitchens. This will include general kitchen duties, food preparation, service and bookwork for a number of meals per day, this may include exports and 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. Mileage and overtime will be paid.

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 25 August 2019**Catering Assistant****JOB/19/02446****Post 1 £7,507.80 per annum Post 2 - £4,693.20 per annum, • Post 1 - 16 hours per week and Post 2 - 10 hours per week • Hazelwood Home for Older people, Cotmanhay**

Part Time • Permanent • Adult Care

You will be working in a busy kitchen assisting with the preparation, cooking and service of the meals to 30 residents at lunch and or tea. You will have an understanding of residents nutritional assessments and provide meals to suit each residents dietary needs. There will also be cleaning duties, full training will be provided.

Closing Date 1 September 2019**Catering Assistant****JOB/19/02589****Grade 2 £3,114.84 per annum • 7 hours and 45 minutes per week, 39 weeks per year • Marlpool Junior School, Heanor**

Part Time • Permanent • Childrens Services

Serving lunch time meals to approximately 80 pupils, you will be working as part of a team and on occasion you will be asked to work at Marlpool Junior in the kitchen. This post includes furniture duties.

Closing Date 1 September 2019

Catering Assistant**JOB/19/02590****Grade 2 £4,018.80 per annum • 10 • Eureka Primary School, Swadlincote**

Part Time • Fixed Term - Due to finite funding until the end of July 2020 • Childrens Services

We are looking for a motivated individual to join our team of staff at Eureka Primary School producing approximately 300 meals a day. Food hygiene awareness and a good standard of customer service is essential. You will be required to help prepare cook and serve food daily.

This post will involve furniture duties and cleaning the dining hall. Experience of working with children would be an advantage. Flexibility is required as you may be required to go to other units in the area.

Provisional Interview Date: 4 September 2019

Closing Date 1 September 2019**Catering Assistant****JOB/19/02652****Grade 2 £4,319.16 per annum • 10 hours and 45 minutes per week, 39 weeks per year • Riddings Infant and Nursery School**

Part Time • Fixed Term - Due to finite funding until the end of July 2020 • Childrens Services

You will be working in a busy production kitchen assisting with the preparation, cooking and service of the lunch time meals to a number of pupils. Furniture duties are also included in this post.

Closing Date 1 September 2019**Catering Assistant****JOB/19/02654****Grade 2 £4,018.80 per annum • 10 hours per week • Ripley St Johns CE VC Primary School**

Part Time • Fixed Term - Due to finite funding until 31 July 2020 • Childrens Services

You will be working in a busy production kitchen assisting with the preparation, cooking and service of the lunch time meals to a number of pupils, this post also includes furniture duties.

Closing Date 1 September 2019**Catering Assistant****JOB/19/02673****Grade 2 £6,752.88 per annum • 7 hours and 15 minutes per week, 38 weeks per year • Clowne Junior School, Chesterfield**

Part Time • Fixed Term - Due to finite funding until the end of March 2020 • Childrens Services

You will be working as part of a team in a busy school kitchen assisting with the preparation, cooking and service of the lunchtime meals to a number of pupils daily together with associated washing up and cleaning duties.

It is essential that you can demonstrate a flexible attitude to work, have knowledge of the principles of food hygiene, storage and service and have good interpersonal skills appropriate to a school environment.

If you do not already hold NVQ II Food Hygiene you will be required to successfully complete it upon appointment. The hours will be worked during term time only.

Closing Date 1 September 2019

Catering Assistant**JOB/19/02675****Grade 2 £3,425.76 per annum • 8 hours and 45 minutes per week, 38 weeks per year • New Whittington Community Primary School**

Part Time • Fixed Term - Due to finite project until the end of March 2020 • Childrens Services

You will be working in a busy production kitchen assisting with the preparation, cooking and service of the lunch time meals to a number of pupils.

Closing Date 1 September 2019**Catering Supervisor****JOB/19/02678****Grade 5 £13,752.24 - £14,026.92 per annum • 32 hours and 15 minutes per week, 39 weeks per year • Killamarsh St Giles CE Primary School, Killamarsh**

Part Time • Permanent • Childrens Services

Working as part of the catering team to include general kitchen duties, food preparation and service and clerical work for a number of meals per day, this may include exports. The post holder will have the responsibility for managing all aspects of this busy kitchen including health and safety, food hygiene and team leadership. The hours will be worked during term time only.

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

To apply you will be ideally qualified to NVQ II in Catering or City and Guilds 706/1 or have relevant experience, with a sound knowledge of health and safety requirements and possess NVQ II Food Hygiene.

Provisional Interview Date: 9 September 2019

Closing Date 1 September 2019**Catering Supervisor (Peripatetic)****JOB/19/02679****Grade 5 £10,906.32 - £11,124.12 per annum • 26 hours and 15 minutes per week, 38 weeks per year • Dronfield Infant School**

Part Time • Permanent • Childrens Services

Post holder must be able to travel in and around Derbyshire area covering catering units. You must have relevant experience in the catering industry at supervisor level being able with cooking and service skills.

Provisional Interview Date: 9 September 2019.

Closing Date 1 September 2019**Catering Assistant****JOB/19/02680****Grade 2 £8,123.16 per annum • 20 hours and 45 minutes per week, 38 weeks per year • Newbold CE Primary School, Chesterfield**

Part Time • Permanent • Childrens Services

You will be working in a busy production kitchen assisting with the preparation, cooking and service of the lunch time meals to a number of pupils.

Closing Date 1 September 2019

Catering Assistant**JOB/19/02681**

Grade 2 £7,732.08 per annum • 19 hours and 45 minutes per week, 38 weeks per year • Mary Swanwick Primary School, Old Whittington
Part Time • Permanent • Childrens Services

You will be working in a busy production kitchen assisting with the preparation, cooking and service of the lunch time meals to a number of pupils.

Provisional Interview Date: 9 September 2019

Closing Date 1 September 2019

Catering Assistant**JOB/19/02688**

Grade 2 £6,530.04 per annum • 16 hours and 15 minutes per week, 39 weeks per year • Fritchley CE (Aided) Primary School
Part Time • Permanent • Childrens Services

You will be working in a busy production kitchen assisting with the preparation, cooking and service of the lunch time meals to a number of pupils, this post includes 1 export to Crich Infants, and furniture duties.

You will be working as part of a team of three. The successful candidate will be required to cover for the unit supervisor in her absence, training will be provided for this.

We are looking for the successful candidate, to be enthusiastic and someone who enjoys cooking and working with children.

Closing Date 1 September 2019

Childrens Social Care/Social Work

Social Worker**JOB/19/02055**

Grade 9 - 11, £25,064 - £35,187 per annum • 37 hours per week • Gernon Manor Resource Centre, Bakewell
Full Time • Fixed Term - Covering for maternity leave • Childrens Services

To work in the Contract Care Team. Taking part in recruitment initiatives, initial visits, assessment and training of Contract Carers.

To work alongside social workers in the Contract Care support team, the fostering recruitment team and the area based social work teams.

The post is based in Bakewell at North House with the Contract Care Team but will also have links with the Fostering Recruitment Team at HQ in Matlock.

Contract care is a specialised type of fostering and carers work with young people aged between 11 and 18 who can have complex emotional or behavioural needs.

Carers receive a weekly fee on top of a child's allowance. They also receive on-going training and support and are encouraged to take part in regular carers support meetings and reflective practice sessions.

This is a challenging post and requires good assessment and communication skills and a willingness to work flexibly. Knowledge of the Fostering National Minimums Standards is necessary as assessments will need to meet those requirements.

Closing Date 25 August 2019

Night Care Assistant**JOB/19/02383**

Grade 5 - £18,426 to £18,794 per annum. In addition a market supplement of £3,500 pro rata is also currently payable. • 37 hours per week • Fairview Childrens Home, Chesterfield
Full Time • Permanent • Childrens Services

We are inviting applications from caring and creative people, who are highly motivated and enthusiastic. Would you like to work as part of a team that acts as good parents, and provides a warm and caring home for children and young people? Can you nurture the talents and interests of young people and support each young person to develop as a whole person?

You will be working in a small residential care home responsible for children with a small staff team who provide support and a child centred service to children / young people working in partnership with them, their families or carers and with colleagues from other settings.

- You must be of good integrity and character
- You must have the appropriate skills and experience that you will be expected to perform of working with and understanding the factors that lead children and young people into residential care, together with an understanding of the Children Act, the Quality Care Standards and Childrens Homes (England) Regulations 2015.
- You must hold, or be already working towards or be willing to undertake and complete within 2 years of starting work in a children's home the Level 3 Children & Young Peoples Workforce Diploma with Social Care Pathway (England) 2015
- **Or** have an equivalent qualification, (such as, The Level 3 Diploma for Residential Childcare or The NVQ 3 Caring for Children & Young People or The NVQ 3 in Health & Social Care) completing any work identified to meet the required level to consider as "an equivalent qualification" to the Level 3 Children & Young Peoples Workforce Diploma with Social Care Pathway (England) 2015.

This post requires regular weekend work and is mainly overnight working.

Due to this post having access to children and/or vulnerable adult's candidates must be a minimum age of 21 years old and will be required to undertake a Disclosure and Barring Service check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

For an informal discussion contact Jo Peebles/Shawn Lowe on 01629 537500

Closing Date 25 August 2019

Social Worker (Unaccompanied Asylum Seeking Children Team) (2 Posts)**JOB/19/02715**

Grade 9 SCP 19 -11 £26,890 - £35,187 per annum. In addition we are offering a market supplement of between £2,000 - £4,000 per annum (pro rata). This market supplement is currently payable, effective from 1st July for 2 years. • 37 hours per week • The Pod, Chesterfield
Full Time • Permanent • Childrens Services

We have an exciting opportunity for qualified Social Workers based in Chesterfield but operating within a county wide basis. These two posts are within the Social Work Unaccompanied Asylum Seeking Children Team. This team was set up in January 2017. We are seeking two committed social workers with a passion for relationship focused social work with young people who have often experienced significant trauma. Social Pedagogic and Systemic approaches underpin our practice. The team is co-located with the Leaving Care Service at The Pod, Hunloke Avenue which supports our working with leaving care UASC. You will benefit from excellent support and be part of a pioneering team which has achieved national recognition regarding its practice and approaches. For an informal discussion regarding these posts please contact Natalie Sempers UASC and Leaving Care Team Manager or James Hollingworth, Leaving Care Lead on 01629 532755

Closing Date 25 August 2019

Conservation/Environment

Rights of Way Assistant (2 Posts)

JOB/19/02057

Grade 8 £22,628 - £24,455 per annum • 37 hours per week • Shand House, Darley Dale

Full Time • Permanent • Economy, Transport and Environment

Public Rights of Way provide great opportunities for the enjoyment of our wonderful Derbyshire countryside. We manage about 5,220km (3614 miles) of paths throughout the whole of Derbyshire, including the Peak District National Park.

Our work is varied however, we need experienced and enthusiastic people to join our team who can offer the following expertise for one of these roles:

- The promotion of public path orders and the interpretation of the Definitive Map and Statement.
- Experience in the investigation and removal of obstructions and arranging maintenance works.

In either role you will be able to demonstrate a thorough understanding of the processes involved and be able to draw together comprehensive reports. It would also be advantageous to have a good knowledge of the legislation relating to Public Path Orders, removing obstructions and skills and knowledge related to the maintenance of paths.

There will be opportunities to travel throughout Derbyshire in either role to liaise with applicants to ensure that their application to divert a path for example meets with the legislative requirements or with landowners where paths are obstructed or require maintenance.

Ideally you will have a background in rights of way and be able to demonstrate an understanding of public rights of way and the scope of the underlying legislation.

Successful candidates will be required to walk long distances and negotiate rough terrain and also possess good communication and IT skills.

If you have any questions about the nature of the work please contact Peter White on 01629 539673.

Closing Date 1 September 2019

Education - Youth & Adult Services

Learning Support Assistant

JOB/19/02352

Grade 4 £9.36 per hour • As and when required • Amber Valley, Erewash, South Derbyshire

No Guaranteed Hours • Relief • Childrens Services

We are seeking to recruit Learner Support Assistants to provide support for learners with additional learning and social needs. We work with a broad range of learners including 14-18s in personalised study programmes and engagement events and adults over 19 to support their individual learning and achievement. We require staff to provide support in Swadlincote (especially in maths classes), Long Eaton and Cotmanhay and Alfreton.

The support provided can be within a class, on a 1:1 basis or in small group support within an adult education centre.

There is a requirement to undertake travel as part of this post.

Closing Date 1 September 2019

Management

Operations Manager (Adoption and Fostering)

JOB/19/02705

Grade 14 £45,918 - £51,231 per annum • 37 hours per week • County Hall, Matlock

Full Time • Permanent • Childrens Services

We are inviting applications from experienced, skilled, enthusiastic and caring professionals who understand how important good foster care is for our children in care and bring experience of managing fostering services. Derbyshire already has a strong fostering service with great staff and managers and amazing foster carers and is committed to continuous improvement of practice and service provision.

Can you:

- Lead and work as part of a management team that ensures we act as good parents, and provide warm and aspirational homes for children and young people?
- Guide staff to nurture the skills and energy of foster carers to support each child or young person to develop as a whole person and lead a positive adult life?
- Apply your knowledge and experience to providing high quality non-agency adoption and birth family support services?

Are you:

- Highly motivated, energetic and enthusiastic?
- Committed to partnership and co-production with foster carers?
- Determined to provide safe, good quality care for children and young people?

The Operations' manager is expected to have:

- A good knowledge and experience of law and practice related to fostering, adoption and looking after children and young people
- Robust safeguarding knowledge
- Management skills to support and supervise your management team
- Financial expertise and understanding of key performance information to ensure the service is as effectively and efficiently as possible

The Operation's manager must hold:

- A recognised social work qualification
- 5 years management experience in Children's Services
- Experience in managing fostering services

For an informal discussion contact or If you require further information about the post – please do contact Gwen Roe, current post-holder on 01629-532250; Mary Wilton, Head of Service, Children in Care provision on 01629 538094 or at mary.wilton@derbyshire.gov.uk or Smruti Mehta, Assistant Director, on 01629 535864 or at smruti.mehta@derbyshire.gov.uk

The ability to travel is essential to this post.

Provisional Interview Date: 18 September 2019

Closing Date 1 September 2019

Transport/Traffic

Senior Transport Officer (Information and Ticketing)

JOB/19/01731

Grade 10 £27,914 - £30,980 per annum • 37 hours per week • County Hall, Matlock

Full Time • Permanent • Economy, Transport and Environment

An exciting opportunity is now available to join the Public Transport Unit at Derbyshire County Council. Derbyshire came top of a recent national passenger satisfaction survey and we are looking to recruit a highly motivated and enthusiastic professional to help us deliver our plans to raise standards and expectations even further.

You will take a leading role in developing public transport information for Derbyshire, marketing and promoting services through all digital media and printed formats. Working with our operator partners and other stakeholders, you will help implement improvements leading to better informed service users and greater use of sustainable travel modes. You will also oversee the day to day running of our ticketing schemes, including marketing their use. With an eye for detail, the ideal candidate will be able to demonstrate a flair for promoting products and implementing successful marketing campaigns. You will also have experience in effectively managing databases or information systems. Previous public transport experience would be an advantage, but is not essential.

For further information or an informal discussion please contact Anthony Crompton on 01629 536733.

Provisional Interview Date: 26 September 2019

Closing Date 8 September 2019

Partner Organisations

Bolsover District Council

Revenues Visiting Officer

JOB/19/02717

Grade 5 £21,422 - £23,774 per annum • 37 hours per week • The Arc, Clowne

Full Time • Permanent

Applications are invited for the post of Revenues Visiting Officer based at our offices at The Arc, Clowne. We are looking for a highly motivated individual that has excellent communication and organisational skills to work in our Billing and Recovery Section which is a very busy, constantly changing, and challenging environment.

The post holder will be responsible for a range of inspection duties in support of the Council Tax and Non-Domestic Rate functions of the Authority.

The successful applicant will need to have a knowledge of the Local Government Finance Act 1988 and 1992 for Business Rates and Council Tax and knowledge of how the Valuation Office interacts with the Council. This post is subject to a Disclosure and Barring Service check at Basic level.

For an informal discussion about the post, please contact Maria Lucas, Senior Billing Officer on 01246 242397 or via email to maria.lucas@bolsover.gov.uk

If you are interested in this post, please visit the Jobs pages on the BDC website at

<https://www.bolsover.gov.uk/index.php/your-council/jobs>

To apply using our online application form, please visit the Derbyshire Jobs website or by clicking on the following link: <https://jobs.derbyshire.gov.uk/>

(For further information please see overleaf)

Please note that CV's will not be accepted.

Alternatively, if you do not have internet access, application packs are available by emailing humanresources.bdc&neddc@ne-derbyshire.gov.uk

Please return completed application forms to HR & OD Shared Service, District Council Offices, 2013 Mill Lane, Wingerworth, Chesterfield, Derbyshire, S42 6NG or to humanresources.bdc&neddc@ne-derbyshire.gov.uk by the advertised closing date.

We welcome applications from all sections of the community.

Closing Date 25 August 2019

Leisure/Tourism/Community

Casual Fitness Class Instructor

JOB/19/02735

Grade 5 £11.10 - £12.32 per hour • As and when required • The Arc, Clowne

No Guaranteed Hours • Casual

The above opportunity is now available at the Go Active Leisure Centre in Clowne. The successful candidate will undertake general leisure duties including control, organisation and implementation of the work of leisure services and assisting customers with fitness programmes and offer general advice where necessary. To be short-listed for interview candidates must possess the following:-

- Excellent understanding of the leisure industry
- Understanding of customer computerised booking systems
- Understanding of the operation of leisure facilities and equipment including Health and Safety awareness
- Level 2 Gym Instructor
- Experience of cash handling
- Excellent interpersonal communication skills
- Customer service skills
- Ability to work in a team environment
- Must be physically fit and capable of heavy lifting

For additional duties

- Relevant fitness class/Instructor qualifications
- Health Referral qualification

This post is subject to a Disclosure and Barring Service check at the Enhanced level.

For an informal discussion about this post please contact David Hall or Jamie Bend, Duty Managers on (01246) 242365, david.hall@bolsover.gov.uk or jamie.bend@bolsover.gov.uk

If you are interested in this post, please visit the Jobs pages on the BDC Website

www.bolsover.gov.uk/index.php/yourcouncil/jobs

To apply using our online application form, please visit the Derbyshire Jobs website or by clicking on the following link: <https://jobs.derbyshire.gov.uk/> Alternatively, if you do not have internet access application packs are available from: Telephone the BDC Contact Centre on 01246 242424 Email humanresources.bdc&neddc@ne-derbyshire.gov.uk Please return completed application forms to HR & OD Shared Service, District Council Offices, 2013 Mill Lane, Wingerworth, Chesterfield, Derbyshire, S42 6NG or to humanresources.bdc&neddc@ne-derbyshire.gov.uk by the advertised closing date.

We welcome applications from all sections of the community

Closing Date 28 August 2019

Casual Swimming Teacher

JOB/19/02739

Grade 5 £11.10 - £12.32 per hour • As and when required • The Arc, Clowne

No Guaranteed Hours • Casual

The above opportunity is now available at the Go Active Leisure Centre in Clowne. The successful candidate will ensure the safe, efficient and effective supervision and delivery of the Council's learn to swim programme. To be short-listed for interview candidates must possess the following:

- Excellent understanding of swimming teaching
- Understanding of customer computerised booking systems
- Understanding of the operation of leisure facilities and equipment including Health and Safety awareness
- Swimming Teachers Level 2
- Experience working with pool plant
- Experience of cash handling
- Excellent interpersonal communication skills
- Customer service skills
- Ability to work in a team environment
- Must be physically fit and capable of heavy lifting

This post is subject to a Disclosure and Barring Service check at the Enhanced level.

For an informal discussion about this post please contact David Hall or Jamie Bend, Duty Managers on (01246) 242365, david.hall@bolsover.gov.uk or jamie.bend@bolsover.gov.uk Application Pack:

If you are interested in this post, please visit the Jobs pages on the BDC Website

www.bolsover.gov.uk/index.php/yourcouncil/jobs

To apply using our online application form, please visit the Derbyshire Jobs website or by clicking on the following link: <https://jobs.derbyshire.gov.uk/>

Please note that CV's will not be accepted.

Alternatively, if you do not have internet access application packs are available from the BDC Contact Centre on 01246 242424 or humanresources.bdc&neddc@ne-derbyshire.gov.uk

Please return completed application forms to HR & OD Shared Service, District Council Offices, 2013 Mill Lane, Wingerworth, Chesterfield, Derbyshire, S42 6NG or to humanresources.bdc&neddc@ne-derbyshire.gov.uk by the advertised closing date.

We welcome applications from all sections of the community.

Closing Date 28 August 2019

Casual Healthy Lifestyles Instructor**JOB/19/02740**

**Grade 3 £9.60 to £9.92 per hour, Grade 5 £11.10 - £12.32 per hour (for class instruction additional duties)
Plus 30 minutes preparation and breakdown per class • As and when required • The Arc, Clowne No
Guaranteed Hours • Casual**

An opportunity is now available at the Go Active Leisure Centre in Clowne. The successful candidate will undertake general leisure duties including control, organisation and implementation of the work of leisure services and assisting customers with fitness programmes and offer general advice where necessary. To be short-listed for interview candidates must possess the following:-

- Excellent understanding of the leisure industry
- Understanding of customer computerised booking systems
- Understanding of the operation of leisure facilities and equipment including Health and Safety awareness
- Level 2 Gym Instructor
- Experience of cash handling
- Excellent interpersonal communication skills
- Customer service skills
- Ability to work in a team environment
- Must be physically fit and capable of heavy lifting

For additional duties

- Relevant fitness class/Instructor qualifications
- Health Referral qualification

This post is subject to a Disclosure and Barring Service check at the Enhanced level.

For an informal discussion about this post please contact Arron Johnson, Duty Manager on (01246) 242365, arron.johnson@bolsover.gov.uk

If you are interested in this post, please visit the Jobs pages on the BDC

<http://www.bolsover.gov.uk/index.php/yourcouncil/jobs>

Please note that CV's will not be accepted.

Alternatively, if you do not have internet access application packs are available from:

- Telephone the BDC Contact Centre on 01246 242424 Email humanresources.bdc&neddc@ne-derbyshire.gov.uk

Please return completed application forms to HR & OD Shared Service, District Council Offices, 2013 Mill Lane, Wingerworth, Chesterfield, Derbyshire, S42 6NG or to humanresources.bdc&neddc@ne-derbyshire.gov.uk by the advertised closing date.

Closing Date 28 August 2019

Grade 3 £9.60 to 9.92 per hour • As and when required • The Arc, Clowne

No Guaranteed Hours • Casual

The above opportunity is now available at the Go Active Leisure Centre in Clowne. The successful candidate will be flexible in general leisure duties including control, organisation and implementation of the work of Leisure Services, its assets and resources employed, systems and methods of work. To be short-listed for interview candidates must possess the following:-

- Excellent understanding of the leisure industry
- Understanding of customer computerised booking systems
- Understanding of the operation of leisure facilities and equipment including Health and Safety awareness
- RLSS UK National Pool Lifeguard Award
- Experience of working with pool plant
- Experience of cash handling
- Excellent interpersonal communication skills
- Customer service skills
- Ability to work in a team environment
- Must be physically fit and capable of heavy lifting

This post is subject to a Disclosure and Barring Service check at the Enhanced level.

For an informal discussion about this post please contact David Hall or Jamie Bend, Duty Managers on (01246) 242365, david.hall@bolsover.gov.uk or jamie.bend@bolsover.gov.uk

If you are interested in this post, please visit the Jobs pages on the BDC

<http://www.bolsover.gov.uk/index.php/yourcouncil/jobs>

To apply using our online application form, please visit the Derbyshire Jobs website or by clicking on the following link: <https://jobs.derbyshire.gov.uk/>

Please note that CV's will not be accepted.

Alternatively, if you do not have internet access application packs are available from:

- Telephone the BDC Contact Centre on 01246 242424 Email humanresources.bdc&neddc@ne-derbyshire.gov.uk

Please return completed application forms to HR & OD Shared Service, District Council Offices, 2013 Mill Lane, Wingerworth, Chesterfield, Derbyshire, S42 6NG or to humanresources.bdc&neddc@ne-derbyshire.gov.uk by the advertised closing date.

Closing Date 28 August 2019

Charities and Not for Profit

Administration/Clerical

Administrator (Organisational Development) (2 Posts) and Administration Pool (Various) JOB/19/02741

£19,554 - £21,166 per annum, pro rata • Various • Administrators - Butterley Hall, Ripley, Administration Pool - Various Locations

Part Time and Full Time hours available • Permanent

Derbyshire Fire and Rescue Service delivers high quality services in a fast paced and ever changing environment. In order to meet the demands of our workforce plan we are looking to attract a variety of highly skilled and experienced applicants in administrative roles in a range of departmental environments.

If you are looking for roles with variety, which require high levels of accuracy, delivering exceptional customer service and you want to use your impeccable organisation skills then we want to hear from you!

The exact number of roles available changes continuously, we are looking to recruit candidates for the specific role(s) listed below and we are also looking to keep successful candidates on file for 12 months, you will be contacted to discuss the vacancies available.

All of our administration roles require essential knowledge and experience as well as core and enabling skills which can be found on the attached Role Map located on the website www.derbys-fire.gov.uk/jobs-and-careers/current-vacancies

* When applying please specify if you would like to be considered for the Administration Pool, and if you would like to be considered for full or part time roles.

Hours of work for Administrator (Organisational Development)

Post 1 - 37 hours per week

Post 2 – 18 hours and 15 minutes per week.

These posts are based at Headquarters, Butterley Hall, Ripley, Derbyshire, DE5 3RS

The role is part of the Organisational Development Portfolio and offers exposure and insight across the whole Service as well as delivering value adding activities.

These are important roles within a busy team which provides significant support and assistance with the efficient delivery of the Team and Portfolio's objectives which include;

- Assisting managers and team members in their roles with diary management, meeting minutes, data entry, data analysis, research and producing process maps
- Providing administration support including coordination and planning of workshops and events • Carrying out research and analysis across all areas of the fire and rescue sector • Supporting our communication and engagement activities.
- Assisting in the development activities of our employees including examination processes.

Information on the role can be obtained from the Head of Service Improvement, Sheril Buxton on 07795 828 748 if required.

(For further information please see overleaf)

General Information

You may occasionally need to work beyond normal office hours. In return we offer flexible working hours, family friendly policies, childcare vouchers, free car parking and eligibility to join the Local Government Pension Scheme. We are committed to equality and fairness at work. Applications are encouraged from all diverse communities. A Basic Criminal Records check and/or Police security vetting procedures at the appropriate level will be requested for the successful applicant as applicable. Please note that, due to the nature of security checks undertaken, applicants must have 3 years continuous residency in the UK up to the date of the application and Home Office approval for indefinite leave to remain within the UK.

There may be a requirement for travel within the County of Derbyshire, for which a pool car will be provided. To apply please visit: www.derbys-fire.gov.uk/jobs-and-careers/current-vacancies

Provisional Interview Date: Weeks commencing 26 August 2019 and 2 September 2019 if required.

If you have a disability and need assistance completing the application form, please contact the Service Centre on 01773 305441.

Closing Date 20 August 2019

Derbyshire Dales District Council

Public Relations/Communications

Appointment of Independent Person

JOB/19/02724

An allowance of £25 is paid for each file review conducted by the Independent Person and £100 for each meeting attendance. • As and when required • Town Hall, Matlock Part Time • Permanent

Derbyshire Dales District Council is seeking to appoint a new Independent Member to assist the Council in promoting and maintaining high standards of conduct amongst its elected members and town and parish Councillors.

If you value local democracy, have a commitment to public service and have the capacity to be independent, objective and strong-minded, then you may be the right person for this role.

The Independent Person will work with the Council's Monitoring Officer in assessing complaints about elected member conduct and may be required to attend meetings of the Councils Standards Committee.

For an informal discussion about the role, please contact: Sandra Lamb, Head of Corporate Services and Monitoring Officer via email sandra.lamb@derbyshiredales.gov.uk or on 01629 761281 or email

The post attracts a small allowance and reimbursement of travel expenses.

Closing Date 8 September 2019

Erewash Borough Council

Planning/Building Control

Assistant Building Control Officer

JOB/19/02714

Grade E £22,911 - £26,317 per annum • 37 hours per week • Town Hall, Long Eaton

Full Time • Permanent

Erewash Borough Council Building Control Service are seeking an Assistant Building Control Officer to support our Building Control team.

This is an exciting opportunity as the successful candidate will be expected to pursue a Chartered Building Control Surveyor Degree Apprenticeship Level 6 (a professional qualification in Building Control Surveying) with the University of Wolverhampton, with a view to progressing to the role of Building Control Officer should an opportunity arise.

Applicants must have 3 A Levels at C/4 or higher (or equivalent) or a Level 3 Apprenticeship in a Construction or Property related discipline to enable enrolment on to the degree level course.

The main duties will involve dealing with minor applications to carry out controlled building work including site inspections and the assessment of plans to ensure compliance with the required standards. You will provide advice to customers, other officers and agencies on building control matters including the need for permission as well as maintaining accurate and full records of work undertaken using the Council's computerised systems. You will maintain up to date knowledge of the building control process and legislation so that accurate information can be given in response to general enquiries.

Applicants must have experience of working in Building Control and have, or be working toward, membership of a relevant professional institute, either the Royal Institute Chartered Surveyors, Chartered Institute of Building, or Association Building Engineers.

For an informal chat about the position please contact Peter Baker, Building Control Manager on 0115 907 2244 extension 3141.

If you would like further information about the Chartered Building Control Surveyor Degree Apprenticeship Level 6 please go to: <https://www.wlv.ac.uk/apprenticeships/apprenticeship-courses/building-control-surveying-degree-apprenticeship/>

Closing date for applications is Monday, 19 August 2019 at 12 noon.

To apply online please click on 'apply for this job' icon. Alternatively, an application form and job description are available from Personnel, Erewash Borough Council, Town Hall, Wharncliffe Road, Ilkeston, Derbyshire DE7 5RP.

Telephone: 0115 931 6049 (24 hr voicemail) or e-mail: jobs@erewash.gov.uk

Closing Date 18 August 2019

Transport/Traffic

Mechanic

JOB/19/02726

Grade E £22,911 - £26,317 per annum • 37 hours per week • Merlin House, Ilkeston
Full Time • Permanent

The council is seeking to appoint an experienced mechanic to undertake maintenance, servicing and repairs to the municipal fleet based at the council's depot in Merlin Way, Ilkeston.

You will have experience in:

Servicing, maintenance and repairs of HGV vehicles such as refuse collection vehicles and road sweepers.

- Maintenance and repair of Light/Medium Commercial vehicles.
- Maintenance and repair of a range of different petrol and diesel engine vehicles.

The job also involves:

- Working on HGV's as agricultural type vehicles and plant such as tractors and mowers.
- Carrying out inspections on hackney carriage and private hire vehicles to ensure these vehicles continue to meet the council's taxi licensing requirements. • Attending vehicle breakdowns and where possible rectify defects at roadside.

It is essential that you have:

- A clean driving licence including HGV Category C1.
- A City and Guilds NVQ Level 3 (Light/Heavy Vehicle Maintenance) or demonstrable equivalent work experience in a similar role.
- Experience of vehicle mechanics and fault diagnoses/rectification. • An understanding of health and safety requirements in a vehicle workshop setting.

You will also be required to participate in an out of hour's standby service on a rota basis when the fleet is operational outside normal working hours and at weekends. An additional stand-by allowance is payable when on-call.

Benefits for this post include flexible working arrangements to ensure work life balance can be maintained, 28 days annual leave, plus bank holidays rising to 32 days after 5 years' service, local government salary-related pension, free parking, discounted memberships to local leisure centres, cycle to work discount scheme and employee assistance program.

If you would like an informal discussion regarding this opportunity please call Steve Draper, Senior Mechanic on 0115 850 8341.

To apply online please click on 'apply for this job' icon. Alternatively, an application form and job description are available from Personnel, Erewash Borough Council, Town Hall, Wharnccliffe Road, Ilkeston, Derbyshire DE7 5RP. Telephone: 0115 931 6049 (24 hr voicemail) or e-mail: jobs@erewash.gov.uk.

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

Closing Date 26 August 2019

Schools and Academies

Administration/Clerical

Senior Business Assistant (Finance and Compliance)

JOB/19/02754

Grade 7 £18,655.56 - £20,345.64 per annum • 37 hours per week, 42 weeks per year • Anthony Gell School, Wirksworth

Full Time • Permanent

We are looking to appoint an experienced Finance and Compliance Officer who will provide an accurate and efficient financial service to the school, including the administration of both the Imprest account and the Private School accounts, ordering, processing and payment of goods and services, management of the online payment system and aspects of school trips and other financial issues.

You will also be responsible for the maintenance of financial records and reports and will play a key role in the Schools General Data Protection compliance.

The successful candidate will have a high level of accuracy, the ability to manage expenditure together with excellent organisational and communication skills.

Provisional Interview Date: Week commencing 2 September 2019.

Closing Date 1 September 2019

Education - Non Teaching/Support Services

Higher Level Teaching Assistant

JOB/19/02736

Grade 9 £18,852.60 - £20,226.00 • 32 hours and 30 minutes per week, 39 weeks per year • Somerlea Park Junior School, Somercotes

Part Time • Fixed Term for 12 months initially with the possibility for an extension

Thank you for your interest in the post of Higher Level Teaching Assistant (HLTA) at our school. We are looking to appoint an experienced, highly motivated, and dedicated HLTA to join our friendly team.

We require someone who is committed to our journey of school improvement and wants to be part of a new and exciting future for Somerlea Park Junior School. They must be passionate about improving outcomes and life-chances for all children, as well as be able to work as part of a supportive team. The successful candidate will need to have high standards and good, positive behaviour management skills. In return we can offer the successful candidate high quality continuing professional development, and training.

This is a fantastic opportunity for the right HLTA. We would warmly welcome visits by prior appointment so that you can come and see the school and development work we are undertaking for yourself. Please do contact the school office on (01773) 602258 to arrange a mutually convenient time.

Closing Date 8 September 2019

Management

School Resources Manager

JOB/19/02733

Grade 13 £40,664 - £44,148 per annum • 37 hours per week • The William Allitt School, Newhall

Full Time • Permanent

The successful candidate for this position will recognise the importance of those relationships and promote the school image positively in the local community and beyond. They will also be an integral link between school, students and parents, ensuring a professional approach is applied at all times. Understanding and supporting the highest standards of confidentiality and safeguarding practice will be a vital part of the role.

The William Allitt School has a clear and defined behaviour policy which is the cornerstone of our good practice. You, as the successful candidate, will understand the implementation of this and your role within it, as integral to a consistent and effective pastoral system.

If you would like to join us in supporting our students to reach their potential and have the success they deserve in life, we would love to hear from you. The opportunity to visit and tour the school is available at 9.00am on the 19 August and 11.00am on the 20 August. Please book through Alison Poxon apoxon@williamallitt.derbyshire.sch.uk or call 01283 817943.

Diversity at our core: As a school we are passionate about diversity and recognise that as individuals we all bring something unique to the role regardless of age, gender, race, beliefs or disabilities which is why we treat all of our people equally, without compromise. All roles within the school are subject to an Enhanced DBS check in addition to other pre-employment checks.

Please do not apply using the Derbyshire County Council website.

Applicants should complete the attached application form and return directly to the school, by 9.00am on the closing date to: apoxon@williamallitt.derbyshire.sch.uk

Provisional Interview Date: Week commencing 9 September 2019

Closing Date 28 August 2019

Teaching - Primary

Senior Teacher / SENDCO

JOB/19/02757

MPS plus TLR 2.1 £2,724 • 0.8 FTE • Matlock Bath Holy Trinity CE (Controlled) Primary School

Part Time • Permanent

The Headteacher and the Governors of Matlock Bath Holy Trinity CofE Primary School, are seeking to appoint a Senior Teacher and SENDCO who has the passion, enthusiasm and commitment to give our children the very best that they deserve. A TLR is available for the right candidate.

We are a small school set in beautiful surroundings with a strong aspirational motto – Imagine, Believe, Achieve - which applies to all who come through our door and is at the heart of everything we do, founded by our Christian ethos. Primarily, you will teach a small class of Year 5 and 6 in the mornings and Year 3-6 in the afternoons. Due to the nature of our small school, the post will also include aspects of teaching across the whole primary phase during the week. We are proud of our school and all that we have to offer our families. Please visit our website for a further insight to our school life www.mbhtprimaryschool.org.uk

A visit to our school is welcomed and encouraged; come and see us in action! Please arrange an appointment with our Headteacher, Sally Swain, by ringing 01629 582862.

Closing Date 15 September 2019

Foundation Stage Teacher and Leader of Foundation Stage and Key Stage 1 **JOB/19/02760**
MPS plus TLR2a £2,724 • 1.00 FTE • William Levick Primary School, Dronfield Woodhouse
Full Time • Permanent

We are looking for a talented, creative and enthusiastic leader to teach our Foundation Stage pupils in our happy, caring and forward-thinking school. This full-time post is an excellent opportunity for someone already in a similar position of responsibility or someone ready to develop their leadership potential and take their next career step. This teaching role in our foundation stage also offers the opportunity for further professional development to become our SENDCo.

Our pupils thrive on a child-centred, child-led curriculum where the needs of individuals are considered to be a high priority. Our successful candidate will be an excellent classroom practitioner with high expectations and have the ability to work closely as part of a high performing team, becoming an integral part of our Senior Leadership Team. Visits to our school are warmly welcomed and encouraged between Monday 9th September and Wednesday 2nd October to meet our team, the pupils and our new Head Teacher. Please contact the school office to arrange a mutually convenient time.

Closing Date 6 October 2019