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Issue Dated: 30 August 2019

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Administration/Clerical

Business Services Assistant

JOB/19/02785

Grade 6 £19,169 - £19,606 per annum • 37 hours per week • County Hall, Matlock
Full Time • Permanent • Adult Social Care and Health

We require an individual to work in the Deprivation of Liberty Safeguards (DOLS) Team.

DOLS is legal process that requires careful administration (no previous experience of DOLS is required). Our admin staff are at the heart of the team. Tasks include liaising with care homes, Social Workers and Doctors, checking reports for errors, circulating forms and maintaining spreadsheets.

You will need good communication and IT skills, be able to prioritise your workload and work well under pressure. Excellent attention to detail and an understanding of confidentiality are essential. You will work closely with colleagues and so a positive approach to teamwork is needed.

For an informal conversation, please contact Carl O'Riordan, Service Manager, on 01629 531718.

Provisional Interview Date: Week commencing 30 September 2019

Closing Date 15 September 2019

School Business Assistant (Clerk to Governors)

JOB/19/02896

Grade 4 £570.84 per annum • 1 hour and 10 minutes per week (to be worked on a variable basis throughout the year) • South Wingfield Primary School
Part Time • Permanent

An exciting opportunity has arisen for an enthusiastic and effective individual with the necessary skills to support the Governing Body, as a School Business Assistant (Clerk to Governors).

Within their role the Clerk will be required to:

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

A willingness to work flexibly is required as the workload is variable, but it will be necessary for the post holder to attend evening meetings.

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

Visits from potential candidates are warmly encouraged by arrangement with the school office. Please contact the Head Teacher, Mrs Fiona O'Hara on 01773 832890 if you would like to discuss the post in more detail.

Provisional Interview Date: Week commencing 23 September 2019

Closing Date 22 September 2019

Care/Social Work

Care Worker

JOB/19/01346

Grade 5 £18,426 - £18,794 per annum, pro rata • 17 hours and 5 minutes per week • Meadow View, Matlock 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.

Closing Date 15 September 2019

Community Care Worker**JOB/19/01959****Grade 8 £22,628 - £24,455 per annum • 37 hours per week • Darley Unit Whitworth Hospital, Matlock**

Full Time • Fixed Term - Covering for secondment until the end of November 2021 • Adult Care

The North Dales Personalisation and Prevention Team is looking to recruit to a Community Care Worker to cover the existing post holder who has been seconded up to November 2020. The service is a Generic Adult Care team working with all client groups.

The successful candidate will hold a case load and undertake strength based assessments, mental capacity assessments, reviews, support planning and duty work. The team also supports hospital discharges and works closely with Health colleagues to facilitate discharge to assess pathway patients.

This is an exciting time to join the team, as we continue to work towards an integrated system of health and social care, delivering improved health and social care services closer to home.

The successful applicant would need excellent communication skills, and direct experience of working with disabled or older people in a social care or health care setting. The post holder should ideally have an NVQ3 in Care, but we will support to complete this once in post and we would expect a commitment to undertake NVQ4 in Care. The team is both friendly and experienced so we will be able to support in all aspects of the post holders development in the role, alongside accessing the in-house training available.

Closing Date 22 September 2019**Social Worker****JOB/19/02585****Grade 9-11 • 18 hours 30 minutes per week • The Leys Resource Centre, Ashbourne**

Part Time • Permanent • Adult Social Care and Health

A part time Social Worker is required in the South Dales personalisation and prevention team based in Ashbourne and covering the mainly rural area of South Dales from Hartington to Sudbury and including Ashbourne, Wirksworth and Matlock Bath.

The successful applicant will require the necessary skills, knowledge and experience to undertake assessments, reviews, support planning, mental capacity assessments, best interests meetings and to undertake safeguarding investigations in a range of settings including hospital, care homes and an individual's own home. This work may involve attending court when required.

Understanding of working in a rural setting would be an advantage.

The social worker will have case responsibility and carry a case load and also work jointly with other team members. You will be required to strengthen and support the quality of service delivery in the team.

The successful applicant will contribute to peer group meetings, be open to case discussion and have regular supervision. Joint working with other agencies both statutory and voluntary is an essential part of the post. You will represent the department in meetings relevant to the post.

The working pattern will include Tuesdays and Fridays with some flexibility on the remaining hours.

Closing Date 15 September 2019

Senior Care Worker (2 Posts)**JOB/19/02614****Grade 7 £10.47 - £11.41 per hour • As and when required • Holmlea Home for Older People, Tibshelf**

No Guaranteed Hours • Relief • Adult Social Care and Health

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 15 September 2019

Care Worker**JOB/19/02751****Grade 5 £14,641.32 - £14,933.76 per annum • 29 hours and 24 minutes per week • Holmlea Home for Older People, Alfreton**

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 15 September 2019

Care Worker (3 Posts)**JOB/19/02763****Grade 5 £18,426 - £18,794 per annum pro rata • Various • Thomas College House Home for Older People, Chesterfield**

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 will be ensuring our residents stay happy, healthy and well by helping them with everyday tasks such as washing, dressing, eating meals, taking medication and socialising.

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

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

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

Working hours are:

- Post 1 - 19 hours and 55 minutes per week £9,920.52 - £10,118.64 per annum
- Post 2 - 22 hours and 18 minutes per week £11,105.40 - £11,327.16 per annum
- Post 3 - 24 hours and 50 minutes per week £12,365.64 - £12,612.60 per annum

Closing Date 15 September 2019

Care Worker**JOB/19/02770****Grade 5 £9.55 - £9.74 per hour • As and when required • The Spinney Home for Older People, Chesterfield**

No Guaranteed Hours • Relief • Adult Social Care and Health

You will join a team to ensure our residents are happy, healthy and well and are supported in all day to day tasks like washing and dressing, eating and drinking and socialising in activities. Understanding of the needs of elderly people, including those with dementia is an important part of the role.

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

Previous experience is not necessary as all training will be given. You will receive ongoing support and mentoring from established staff.

Working hours are flexible based over a three shift pattern and a four week rota. We offer good rates of pay, pension benefits, high quality training and other benefits including five weeks paid annual holiday, eight Bank Holidays (pro rata) and enhanced payments for unsocial hours.

Closing Date 15 September 2019

Social Worker**JOB/19/02788****Grade 9 - 11 £25,064 - £35,187 per annum • 37 hours per week • The Leys Resource Centre, Ashbourne**
Full Time • Permanent • Adult Social Care and Health

A Social Worker is required in the South Dales Personalisation and Prevention Adult Care Team based in Ashbourne. The team covers the mainly rural area of South Dales from Hartington to Sudbury and including Ashbourne, Wirksworth and Matlock Bath. Understanding of working in a rural setting would be an advantage. The team comprises Service Manager, Senior Practitioner, Social Workers, Community Care Workers and an Occupational Therapist.

The successful applicant will require the necessary skills, knowledge and experience to undertake assessments, reviews, support planning, mental capacity assessments, best interests meetings and to undertake safeguarding investigations in a variety of settings which may include hospitals, care homes and individual's own homes. You may be required to attend court when necessary.

You will need to be familiar with the relevant legislation for Adult Social Care, demonstrate understanding of the key principles of this legislation and how they impact on the Social Work role in practice.

You will hold case responsibility, carry a case load and also work jointly with other team members. You will be required to strengthen and support the quality of service delivery in the team. You will be a part of, and contribute to, peer group meetings, be open to case discussion and have regular supervision. You will be responsible for maintaining your professional development with the support of the Senior Practitioner.

Joint working with other agencies, both statutory and voluntary, is an essential part of this post.

You will represent the Department at meetings relevant to the post.

Provisional Interview Date: 30 September 2019

Closing Date 15 September 2019

Care Worker (2 Posts)**JOB/19/02867****Grade 5, Post 1 £10,707.36 - £10,921.20 per annum, Post 2 £10,707.36 - £10,921.20 per annum • Post 1 - 30 hours per week, Post 2 - 21 hours and 30 minutes per week • Holmlea Home for Older People, Alfreton**
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.

Provisional Interview Date: 30 September 2019.

Closing Date 22 September 2019

Caretaking/Cleaning/Security

Caretaker

JOB/19/02380

Grade 4 £9,763.56 per annum • 20 hours per week • Chatsworth Hall, Matlock
Part Time • Permanent • Commissioning, Communities and Policy

We are seeking to appoint caretaker/cleaner in charge to be responsible for the supervision of the cleaning teams. The main duties will include day to day supervision of staff, ordering stock, allocating work areas. Some cleaning duties will be undertaken.

Closing Date 15 September 2019

Caretaker

JOB/19/02487

Grade 4 £9.36 per hour • As and when required • Chesterfield Depot
No Guaranteed Hours • Relief • Commissioning, Communities and Policy

The successful candidate will be required to undertake a variety of cleaning, security, janitorial and DIY duties. Covering for annual leave and sickness absence in various sites throughout Chesterfield. You will also be required to operate electrically powered rotary machines for which training will be provided. You must have a flexible and reliable approach. Previous experience of cleaning and caretaking would be an advantage but training will be provided.

Hours of work are Monday to Friday between the hours of 7.00am and 7.00pm to be discussed at interview.

Closing Date 15 September 2019

Cleaner

JOB/19/02636

Grade 3 £4,787.04 per annum • 10 hours per week • West Street Resource Centre, Chesterfield
Part Time • Permanent • Commissioning, Communities and Policy

The successful candidate will be required to clean toilets, communal areas, 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 4.30pm - 6.30pm Monday to Friday

Closing Date 15 September 2019

Caretaker

JOB/19/02670

Grade 4 £4,882.68 per annum • 10 hours per week • Old Hall Junior School, Chesterfield
Part Time • Permanent • Commissioning, Communities and Policy

The successful candidate will be required to undertake a variety of cleaning, security, portage duties, lunch time tables and DIY duties. You will also be required to operate electrically powered rotary machines for which training will be provided. You must have a flexible and reliable approach. Previous experience of cleaning and caretaking would be an advantage but training will be provided.

Hours of work are 12.00pm - 2.00pm Monday to Friday.

Closing Date 15 September 2019

Cleaner**JOB/19/02671****Grade 3 £5,122.80 • 12 hours 30 minutes per week, 39 weeks per year • Old Hall Junior School, Chesterfield 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 – Friday 3:00pm to 5:00pm

Closing Date 15 September 2019

Caretaker**JOB/19/02691****Grade 4 £6,102.00 per annum • 12 hours and 30 minutes per week • Matlock Library Part Time • Permanent • Commissioning, Communities and Policy**

Caretaker required to carry out a variety of cleaning and caretaking duties.

The hours of work are Monday - Friday 7.00am - 9.30am.

Closing Date 15 September 2019

Cleaner**JOB/19/02695****Grade 3 £4,492.92 per annum • 11 hours and 15 minutes per week, 38 weeks per year • Belper Long Row Primary School Part Time • Permanent • Commissioning, Communities and Policy**

We are looking to appoint a highly motivated and enthusiastic individual to join our cleaning team to carry out a variety of cleaning duties.

Working hours will be 3.30pm - 5.45pm Monday to Friday.

Closing Date 15 September 2019

Caretaker**JOB/19/02701****Grade 4 £12,205.80 per annum • 25 hours per week • Denby Depot, Ripley Part Time • Permanent • Commissioning, Communities and Policy**

The successful candidate will be required to travel to various sites 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.

The ability to travel is essential to this post.

Closing Date 15 September 2019

Cleaner**JOB/19/02709****Grade 3 £3,993.60 per annum • 10 hours per week, 38 weeks per year • Hady Primary School, Chesterfield Part Time • Permanent • Commissioning, Communities and Policy**

The successful candidates will be required to, clean toilets, classrooms, corridors and offices, suction clean carpets, mop floors, damp dust areas and empty rubbish bins. You must have a flexible and reliable approach. Previous experience of cleaning would be an advantage but training will be provided.

Hours of work are 3.30pm – 5.00pm Monday to Friday.

Closing Date 15 September 2019

Caretaker**JOB/19/02711****Grade 4 £14,646.24 per annum • 30 hours per week • Hathersage St Michaels CE Primary School, Hope Valley Part Time • Permanent • Commissioning, Communities and Policy**

The successful candidate will be required to carry out a variety of caretaking and cleaning duties at the school.

There will be a split shift working pattern where the hours of work will be Monday to Friday, 7.00am - 9.30am plus 3.30pm - 7.00pm.

Closing Date 15 September 2019

Cleaner**JOB/19/02737****Grade 3 £4,508.64 per annum • 11 hours per week • Chinley Primary School****Part Time • Permanent • Commissioning, Communities and Policy**

The successful candidate will be required to join a small team at Chinley school, this role is an afternoon shift 3.30pm till 5.45pm Monday to Thursday and 3.30pm till 5.30pm Friday.

Closing Date 15 September 2019

Caretaker**JOB/19/02738****Grade 4 £13,670.88 per annum • 28 hours per week • Denby Free CE Voluntary Aided Primary School****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 15 September 2019

Cleaner**JOB/19/02793****Grade 3 £3,589.80 per annum • 7 hours and 30 minutes per week • Parkside Pod, Chesterfield****Part Time • Permanent • Commissioning, Communities and Policy**

The successful candidate will be required to clean toilets, communal areas, small kitchen area, 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 5.00pm to 6.30pm Monday to Friday.

Closing Date 15 September 2019

Catering

Catering Assistant

JOB/19/02835

Grade 2 £12,233.16 per annum • 22 hours and 25 minutes per week • Newhall Infant and Nursery School, Swadlincote

Part Time • Permanent • Childrens Services

We are looking for a motivated individual to join our team of staff at Newhall infant and Nursery School serving approximately 300 meals a day. Food hygiene awareness and a good standard of customer service is essential. You will be required to assist prepare, cook and serve food to approximately 250 to 300 children. You will be required to deputise for the catering supervisor in their absence.

As part of your duties you will be required to put up and dismantle the dining tables and chairs daily and clean 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: 2 October 2019

Closing Date 22 September 2019

Catering Assistant

JOB/19/02836

Grade 2 £6,101.40 per annum • 13 hours per week • Ladywood Primary School, Ilkeston

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 Ladywood Primary School serving approximately 200 plus 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. Daily Hygiene duties come as standard. As part of your duties you will be required to put up and dismantle the dining tables and chairs daily and clean 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: 3 October 2019.

Closing Date 15 September 2019

Childrens Social Care/Social Work

Night Care Assistant

JOB/19/02719

Grade 5 £9.55 - £9.74 per hour. In addition a market supplement of £3,500 pro rata is also currently payable

• As and when required • Peak Lodge - The Willows, Stockport

No Guaranteed Hours • Relief • Childrens Services

Peak Lodge is a purposed built establishment in the grounds of Peak school, Chinley. Peak Lodge consists of 2 homes, The Willows which is short break shared care and children in in care residential home and Hill View which is children 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 candidate will work with a supportive management team, receive regular supervision and be involved in helping to develop the service. Minimum age requirement is 23 years old, due to the ages of the young people.

We would welcome any applicants to visit pre interview or request an appointment to discuss this role and to visit Peak Lodge. The Managers are available to discuss role and responsibilities of the advertised post. The job will include unsocial hours working including weekends and Bank holidays.

This is a relief post working hours will be offered as required.

Closing Date 15 September 2019

Education - Non Teaching/Support Services

Education Support Officer

JOB/19/02843

Grade 9 £22,563.12 - £24,206.88 per annum • 37 hours per week, 41 weeks per year • Chatsworth Hall, Matlock

Full Time • Permanent • Childrens Services

There is a vacancy for a full time Secondary Education Support Officer, based in Matlock, to work within the Derbyshire Virtual School. We are seeking someone with a good level of experience of working with children in an education setting or education support service to promote the learning of our children in care. We are seeking someone with experience of working with children at Key Stage 3 and 4. You will have a good understanding of the education system and how children learn, and the barriers they may face, and be happy to learn more. We are dedicated to transforming the lives and futures of children in care, committed to 'narrowing the gap' and raising achievement. The successful applicant will join the Virtual School who work with children in care 0-25. You will be working with a multi-agency team to increase access to learning and in partnership with the local authority, schools, carers and other agencies to make a difference to the life chances of vulnerable children and young people.

We are looking for someone with Secondary experience as well as experience at delivering interventions across the Secondary key stages. You will be working alongside the Virtual School Assistant Headteacher (Secondary) and other Education Support Officers, working with a number of schools and settings across Derbyshire, as well as out of county when necessary. This post involves extensive travel both in and out of Derbyshire and a willingness to travel is essential. Your work will be varied and will include attending Personal Education Planning Meetings, ensuring schools prioritise children for support/intervention, tracking and monitoring your cohort, working with children in care at risk of underachievement, exclusion and signposting appropriate interventions aimed at improving outcomes for our most vulnerable children. We are looking for someone who has experience of transitions and emotional well-being.

We can offer you:

- The support of a friendly, hardworking and committed team who readily embrace new ideas;
- Access to high quality professional development;
- The opportunity to play a significant role in the further development of the Virtual School

For more information please contact Helen Moxon, Virtual Headteacher on 01629 537816.

Provisional Interview Date: 27 September 2019

Closing Date 15 September 2019

Education - Youth & Adult Services

Adult Education Tutor

JOB/19/02052

FE JNC 3 - 5 £23.99 - £26.33 per annum • As and when required • Bolsover, Clay Cross and Chesterfield area

No Guaranteed Hours • Relief • Childrens Services

The Derbyshire Adult Community Education service is seeking to appoint suitably qualified and experienced tutors to work within the East area (Chesterfield, Bolsover District and North East Derbyshire) to teach the following subjects:

- Arts and Crafts
- Digital Film Making
- Performing Arts

Applicants should hold a recognised subject qualification and should already hold an adult teaching qualification. There is a requirement to undertake travel as part of this post.

Provisional Interview Date: Week commencing 16 September 2019

Closing Date 15 September 2019

Maintenance/Construction/Property Services

Surveyor

JOB/19/02550

Grade 11 £32,032 - £35,187 per annum • 37 hours per week • Chatsworth Hall, Matlock

Full Time • Permanent • Commissioning, Communities and Policy

We recognise that our workforce are our greatest asset and we are currently looking for inspired and proactive people who are committed to new ways of thinking and working. We are looking to appoint an experienced Quantity Surveyor, specifically for Disabled Facility Grants, to join our busy in-house design team.

The successful candidate will be:

- Overseeing and responding to issues identified with tenders, valuations and final accounts
- Extracting and reporting on data to provide accurate financial and performance management information
- 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. Working in local government is a highly satisfying and rewarding experience in so many ways, and you will enjoy an excellent range of benefits at Derbyshire County Council.

In return for your commitment, we can offer you:

- A supportive working environment
- Continuing professional development
- Competitive salary
- Membership of the Local Government Pension Scheme
- Generous holiday entitlement

If you would like further information about this post please contact Steve Walters on 01629 536283.

Closing Date 15 September 2019

Valuer**JOB/19/02582****Grade 13 £40,664 - £44,148 per annum • 37 hours per week • Chatsworth Hall, Matlock**

Full Time • Permanent • Commissioning, Communities and Policy

The Estates and Valuation section is seeking to appoint an experienced and qualified valuer to manage the Asset Valuation team. The asset valuation team is responsible for the valuation of the council's land and property assets in accordance with RICS and CIPFA standards for inclusion in the financial accounts. The successful candidate will be highly motivated and committed to develop, manage and implement the asset valuation programme ensuring that accurate valuations are delivered to agreed deadlines.

The successful candidate will be expected to travel throughout the County, therefore the ability to travel is essential to this post.

Closing Date 15 September 2019

Management

Group Manager**JOB/19/02878****Grade 15 £52,999 - £58,310 • 37 Hours per week • County Hall, Matlock**

Full Time • Fixed Term - Due to finite project for 12 months from start date • Adult Social Care and Health

To support us to strengthen and develop our countywide Quality and Compliance arrangements. We will need someone who is able to demonstrate a strong and detailed understanding of the current legislative framework and regulatory requirements for all of our directly provided registered services across the Adult Social Care and Health Directorate.

The post holder will need to ensure full compliance across all services with the Care Quality Commission regulations and be able to lead a team to monitor, audit and drive the improvement of quality.

Initially, whilst the post holder will need to ensure our governance and audit arrangements are robust and effective across all registered service areas, the main focus of the role will be to lead the team to ensure the quality and compliance systems/processes in our residential Care Homes are robust and fit for purpose.

The post holder will need to develop and lead a programme that reviews our current arrangements, setting up new arrangements, where necessary, that provide assurance to the Senior Management Team and Elected Members that our regulated services are delivering high quality and fully compliant care.

The post holder will need to develop systems, process and arrangements that deliver on the Council commitment to deliver good CQC outcomes across all of our services. The post holder will need to provide regular performance updates and progress on service improvements to relevant Service Directors and Elected Members.

We are committed to delivering care and support of the highest quality and if you share that commitment and believe that you have the relevant qualities to deliver to the requirements of this role we would welcome your application for this post.

For an informal discussion about this role please speak to Tanya Henson, Acting Service Director on 01629 532001.

Provisional Interview Date: Week commencing 30 September 2019

Closing Date 22 September 2019

Schools and Academies

Caretaking/Cleaning/Security

Cleaner (2 Posts)

JOB/19/02837

Grade 3 £7,657.80 per annum • 16 hours per week • Holbrook School for Autism

Part Time • Permanent

The Holbrook School for Autism is a specialist school for children and young people aged 4-19 with autism and associated difficulties.

The successful candidate will be required to ensure effective and efficient cleaning in an assigned area at both our Holbrook and Belper sites. Applicants should be able to work as part of a team.

Cleaning hours are required outside of the school day.

Closing Date 10 September 2019

Education - Non Teaching/Support Services

Midday Supervisor

JOB/19/02869

Grade 3 £3,949.32 per annum • 8 hours and 15 minutes per week, 38 weeks per year • Brimington Junior School

Part Time • Permanent

The Governors are looking to appoint a Midday Supervisor to join our team of lunchtime support. Applicants should have good verbal skills, be able to work as part of a team and be adaptable and flexible in their approach.

Experience of working with children would be an advantage. Duties include the supervision of children eating lunch and in the playground and to encourage interactive play whilst also ensuring the welfare and safety of the pupils during lunchtime.

Closing Date 8 September 2019

Teaching and Learning Assistant

JOB/19/02885

Grade 7 £12,148.80 - £13,249.32 per annum • 26 hours per week, 39 weeks per year • Hasland Hall Community School

Part Time • Permanent

We are seeking to appoint a Teaching and Learning Assistant to start as soon as possible. The applicant will be joining an experienced and committed SEND Department.

Hasland Hall is a genuinely comprehensive 11-16 community school on a pleasant and well-maintained site. It has a committed, unified staff and friendly and enthusiastic students.

Provisional Interview Date: 20 September 2019

Closing Date 11 September 2019

Teaching - Primary

Year 3/4 Class Teacher (SENDco)

JOB/19/02891

MPS/UPS • 1.00 FTE • South Wingfield Primary School

Full Time • Fixed Term - Covering for maternity leave

The Governors are looking for an experienced and highly motivated teacher to join a welcoming and friendly staff team from January 2020. The successful candidate will be expected to teach a mixed Year 3 and 4 class, as well as covering SENDco work (for which additional time will be given). South Wingfield Primary School was graded as Good by Ofsted in April 2017.

The successful candidate will be someone who:

- Has up-to-date knowledge of the Lower Key Stage 2 curriculum
- Has prior experience of being a SENDco
- Has proven they can teach to a high standard
- has knowledge of the current assessment process
- Is competent in ICT
- Is lively, enthusiastic and able to work as a team member
- Is able to work closely with parents involving them in their child's education
- Has excellent classroom management
- Has high organisational skills
- Will willingly contribute to extra-curricular activities

We are looking for someone who will bring and use their own interests to the benefit of the whole school but an interest or specialism in Computing, would be beneficial.

You are most warmly invited to apply and visits to the school are encouraged. Please call the school on 01773 832890.

Provisional Interview Date: Week commencing 7 October 2019

Closing Date 6 October 2019

Partner Organisations

South Derbyshire District Council

Democratic Services Officer

JOB/19/02870

£26,999 - £29,636 per annum • 37 hours per week • Civic Offices, Swadlincote

Full Time • Permanent

The Council is seeking to recruit a further experienced Democratic Services Officer to work within the Legal and Democratic Services Section.

You should have a sound knowledge of local government and have relevant experience of meetings administration. You will also need to demonstrate an understanding of the importance of political sensitivity.

The post holder will be required to administer and attend daytime and evening meetings, as required, as well as undertaking a range of associated tasks involving Elected Members and Officers from all the Council's Directorates.

A flexible working hours scheme is operated by the Council.

This post is politically restricted.

For an informal discussion about the position, please contact Roopy Pabla, Senior Democratic and Electoral Services Officer, on 01283 595848.

Provisional Interview Date: 17 September 2019.

Closing Date 12 September 2019

Charities and Not for Profit

Adult Services Development Manager

JOB/19/02877

Scale 28 £12.76 per hour within scales 28 - 30 • 37 hours per week • Derby

Full Time • Fixed Term until the end of October 2022

Initially funded by Lloyds Bank Foundation. We recently worked with a consultant who carried out a review of our Adult Services Project. Following this, we are now seeking someone to join the team to implement the changes and develop the project in this exciting role ensuring that young adults with disabilities:

- Gain skills and experience to enable them to exercise as much independence as possible and, including volunteering and employment opportunities. Including sleepovers and residential activities
- Are empowered to make informed choices about their lives, including choice about future accommodation and helping the young adults with learning disabilities to navigate dating and loving relationships
- Gain outside recognition for their achievements, by accrediting training and achieving external awards

Key Tasks:

- Implement the findings of the Adult Services Review
- Develop social enterprise opportunities
- Identify suitable premises for small, group activities
- Explore opportunities to use, hire or create a 'practice home' or home-style space
- Work with local colleges of further education and other training providers to identify ways of gaining accredited qualifications
- Identify additional funding to pay for additional activities
- Organise celebration event(s) for the young adults
- Work with Local Authorities, Health and other providers
- Ensure the completion of necessary monitoring and evaluation for funders and commissioners
- Effectively promote and market the service
- Line manage staff within the project
- Act as manager on call, supporting front line staff as necessary out of office hours
- Undertake home visits to young adults to assess need

Based in Derby, this post is an essential car user position. Comprehensive induction will be provided.

For all roles, candidates must have:

- Relevant level 3 qualification (Health and Social care, Teaching, etc)
- Experience of working with parents/carers and/or young adults with disabilities or additional needs.
- Experience of managing a project
- Knowledge of services for families within Derby City and Derbyshire.
- Excellent communication and speaking skills

For a full job description and application form, please email kristinc@umbrella.uk.net

Provisional Interview Date: Week commencing 30 September

Closing Date 17 September 2019

Derbyshire Dales District Council

Licensing Assistant

JOB/19/02844

Grade 4 (SCP 4 - 6, £18,426 - £19,171 per annum) • 37 hours per week • Town Hall, Matlock
Full Time • Fixed Term - Covering for maternity leave

We are looking for a highly motivated person with relevant knowledge and experience to join the District Council's Licensing Team to cover a period of Maternity Leave.

The post is based in the Licensing Team within Regulatory Services, at the Town Hall in Matlock.

Candidates need to be well-organised, confident and able to communicate effectively, both verbally and in writing. They must be computer-literate; experience working with databases would be an advantage.

The successful applicant, who must be able to work in a team environment, will be required to advise applicants and licence holders, check and process a wide range of licence applications, and act as second point of contact for requests for service and complaints. Licensing types we deal with include alcohol, entertainment and late night refreshment, animal welfare, taxis, gambling, cosmetic piercing, scrap metal, street trading and street collections etc.

For more information please contact Eileen Tierney, Licensing Manager via 01629 761374 or email eileen.tierney@derbyshiredales.gov.uk

If you would like to apply, please contact Corporate Support, Town Hall, Matlock via 01629 761325 or email corporatesupport@derbyshiredales.gov.uk for an application form and supporting documents.

Provisional Interview Date: Week commencing 16 September 2019

Closing Date 5 September 2019

Clean and Green Assistant - Litter and Public Conveniences (South)

JOB/19/02825

Grade 4 SCP 4 - 6, £18,426 - £19,171 per annum • 37 hours per week on a rota basis to include weekends and bank holidays (10 days on 4 days off) • Ashbourne
Full Time • Permanent

We require an enthusiastic, positive, hard-working individual who is committed to providing good Clean & Green Services to undertake the following duties:

- To remove refuse from litter bins on a daily basis, leaving the bins and their surroundings clean and tidy.
- To complete a daily litter bin round, using a caged tipper vehicle, ensuring all bins listed for that day are cleansed
- To maintain the public toilets in a clean & attractive condition reporting any disrepair or defects promptly.
- On request to be able to fully fulfil any other duties of a Clean and Green Operative in an efficient and effective manner. For example mowing, litter picking, assisting with grave digging, street sweeping etc.

You will be required to have a full driving licence with a category B entitlement. It is essential that you have good customer service skills and a good knowledge of Health & Safety. It is desirable but not essential that you have 3 years relevant experience and City & Guilds Level 1 or NVQ Level 2. This job involves working on a rota pattern which will include weekends and Bank Holidays.

For an informal discussion regarding the job role contact Helen Dennis on 01629 733622

Closing Date 2 September 2019

North East Derbyshire District Council

Casual Catering Assistant

JOB/19/02849

Grade 3 £9.55 per hour • As and when required • Dronfield Sports Centre

No Guaranteed Hours • Casual

We are looking for a number of enthusiastic individuals to supplement our team for the opening of our new Coffee and Snack Bar in October. The position offers a degree of flexibility and would possibly suit students or anyone wanting additional employment.

The successful candidates will undertake the day to day preparation of hot and cold refreshments for customers and for meetings, monitor stock levels, maintain a high level of hygiene, cleanliness and presentation and undertaking of cleaning duties. There will also be a requirement to support other centre staff where the need arises.

To be shortlisted for interview candidates must possess the following:

- Basic knowledge of food and drink preparation
- Food Hygiene and Safety Certificate Level 2 or Basic Food Hygiene Certificate or equivalent (or willing to work towards within one month of commencing in post)
- Previous experience of dealing with customers, handling cash and basic refreshment preparation
- Previous experience of dealing with customers in an often busy environment
- Ability to work with a wide range of customers in an often busy environment
- Ability to work as part of a team and with minimum supervision
- Ability to learn new skills relevant to the role

The successful candidates will be subject to a Disclosure carried out by the DBS at the Basic Level.

For an informal discussion about the post, please contact Cheryl Tooby Duty Officer on (01246) 217222 or cheryl.tooby@ne-derbyshire.gov.uk

Closing Date 8 September 2019

Casual Leisure Attendant

JOB/19/02851

Grade 5 £9.94 - £10.34 per hour • As and when required • Dronfield Sports Centre, Sharley Park Leisure Centre, Eckington Swimming Pool and Fitness Centre

No Guaranteed Hours • Casual

Candidates must be sports orientated, have a good understanding of a wide range of sports and activities and must hold the RLSS UK National Pool Lifeguard Award. A formal coaching qualification in ball/racket sports, together with some teaching or coaching experience would be an advantage.

The successful candidates will be subject to a Disclosure carried out by the DBS at the Enhanced Level. Section 7(2) (b) of the Sex Discrimination Act 1975 applies to this post.

For an informal discussion about the post, please contact one of the following:

- Cheryl Tooby - Duty Officer at Dronfield Sports Centre on 01246 217222
- Darren Ward - Lead Facility Officer at Eckington Swimming Pool & Fitness Centre on 01246 217484
- Malcolm Reed – Senior Facility Officer at Sharley Park Leisure Centre on 01246 217278

Closing Date 15 September 2019

Casual Swimming Instructor**JOB/19/02874****Grade 6 £10.34 - £11.19 per hour • As and when required • Dronfield Sport Centre, Sharley Park Leisure Centre, Eckington Swimming Pool , Fitness Centre**

No Guaranteed Hours • Casual

Candidates will need to hold a current A.S.A. or STA Level 2 teaching certificate, be flexible, customer focused, and be prepared to work on your own initiative. A good knowledge of the STA International Learn to Swim Programme would be beneficial.

It is essential all candidates are prepared to work unsocial hours including evenings and weekends and work at any of the Council's establishments, as required.

The successful candidate's will be subject to a Disclosure carried out by the DBS at the Enhanced Level. Section 7 (2) (b) of the Sex Discrimination Act 1975 applies to both posts.

For an informal discussion about the post, please contact Stephen Birds, Swimming Development Officer on 01246 217570 or stephen.birds@ne-derbyshire.gov.uk

Closing Date 15 September 2019**Refuse LGV Driver/Labourer****JOB/19/02840****Grade 7 £21,589 - £23,836 per annum • 37 hours per week • Eckington Depot and Doe Lea**

Full Time • Permanent

The role involves working in the Council's Refuse and Cleansing service primarily undertaking the collection of waste from household and commercial properties.

Successful applicants should possess and demonstrate experience in:

- Knowledge and experience of undertaking the collection of waste from household and commercial properties
- Experience in the operation of industrial refuse container, lifting equipment
- Ability to sustain high levels of physical output over prolonged periods
- Full clean Driving Licence with licence category C
- Knowledge and experience of driving Refuse Collection and light commercial vehicles would be advantageous
- Experience of team working
- Experience of working to pre-targeted work schedules and to tight deadlines

The successful applicants will be required to operate primarily from depot facilities in Eckington and Doe Lea, but must be prepared to work at any operating facility as required.

For an informal chat regarding this vacancy please contact Darren Mitchell, Joint Street Scene & Waste Services Manager on (01246) 217285.

Closing Date 8 September 2019

Peak District National Park Authority

Building Surveyor

JOB/19/02871

£26,317 - £28,785 per annum • 37 hours per week • Aldern House, Bakewell

Full Time • Permanent

An exciting opportunity has arisen for a Building Surveyor to join the Peak District National Park Authority and efficiently manage our key corporate properties. You will join the Authority at a time of change in how property is managed and will play a key role in ensuring that we achieve our aim of making Assets a cornerstone of how we operate. The role will present an opportunity to work around the National Park, contributing to the management of our diverse property portfolio.

The post is a permanent position, based in Bakewell, Derbyshire. The successful candidate will have access to a wide range of benefits and support including; flexible working arrangements that are second to none, a generous holiday entitlement, pension scheme and staff development programme.

Working within a newly structured small but busy team, you will be a professional Surveyor with a relevant qualification (RICS/CIOB/or construction related Degree or HNC). You will be responsible for the delivery of a focused Building Surveying service potentially including the completion of condition surveys, implementation of maintenance programmes and the management of development projects. The additional building surveyor support is required as the Authority looks to develop its assets as part of a move towards realising their commercial potential and accommodate the changing nature of the Authority.

Self-motivated, you must have good organisation and communication skills and be able to demonstrate practical and technical experience in a range of work including all types of modern and traditional construction, condition surveys, preparation of CAD plans, project monitoring and management. The ability to lead projects and manage your own workload and ways of working is essential.

If you would like to discuss this position please contact Matt Freestone, Corporate Property Manager on 01629 816276

Provisional Interview Date: 25 September 2019

Closing Date 16 September 2019

Conservation Works Officer**JOB/19/02819****£21,589 - £23,836 per annum • 37 hours per week • RSPB Dovestone Estate, near Saddleworth**

Full Time • Fixed Term until the end of April 2020

If you are passionate about the Peak District National Park and want to make a real and lasting contribution to the health and survival of the landscape of the Peak District and South Pennines then the Moors for the Future Partnership would like to hear from you. For over 15 years the Partnership has been leading on landscape scale conservation projects within the internationally important South Pennine Moors Special Area of Conservation.

The successful applicant will be employed by the Peak District National Park Authority, working closely with the Royal Society for the Protection of Birds within the Moors for the Future Partnership. The post holder will develop and deliver creative land management solutions to affect landscape scale change. There will be some desk-based work but the emphasis will be upon the management and monitoring of conservation projects in the field.

Applicants will be computer literate, have knowledge of GIS systems and an HND in an environmental or related subject – or equivalent – with at least 2 years' countryside management experience.

Applicants will need to be capable of leading on projects without close supervision, with experience of land management, preferably within the uplands.

The post is based at the RSPB office at Uppermill, Oldham, with most of the work taking place on the RSPB Dovestone estate, near Saddleworth. Some travel to the Moorland Centre in Edale, Derbyshire, will also be necessary. Some of the work will involve physical labour, in remote outdoor locations in poor weather.

Closing Date 3 September 2019**Conservation Works Officer (Casual)****JOB/19/02826****£10.14 - £10.97 per hour • As and when required • Throughout the Peak District National Park**

No Guaranteed Hours • Casual

If you are passionate about the Peak District National Park and want to make a real and lasting contribution to the health and survival of the landscape of the Peak District and South Pennines then the Moors for the Future Partnership would like to hear from you. For over 15 years the Partnership has been leading on landscape-scale conservation projects within the internationally important South Pennine Moors Special Area of Conservation.

The post holders will assist the Moors for the Future Partnership staff in developing and delivering creative land management solutions to affect landscape scale change. This will include working on extensive moorland restoration works across the Dark Peak and South Pennines SSSI, through the management of various conservation contracts. These posts will provide excellent experience of managing conservation works projects. There will be some desk-based work but with an emphasis upon the management and monitoring of conservation projects in the field. Some homebased working may be possible. You may be required to work closely with, and be lifted onto the moors in, helicopters.

Applicants will be computer literate, have knowledge of GIS systems and an HND in an environmental or related subject – or equivalent – with, ideally, 2 years' countryside management experience (preferably within the uplands) and will have an understanding of countryside issues, with good navigational skills. Successful applicants will be able to lead on projects without close supervision.

The post holders will be expected to work across the Peak District and South Pennines, with some travel to the Moorland Centre in Edale, Derbyshire. We would particularly welcome applicants who live north of the A62 road (between Oldham and Huddersfield) who are able to work with a high degree of independence.

Closing Date 6 September 2019

Visitor Experience and Cycle Hire Assistants**JOB/19/02834****£8.82 - £9.74 per hour • As and when required • Various**

No Guaranteed Hours • Casual

We're looking for passionate, enthusiastic and highly motivated Visitor Experience and Cycle Hire Assistants to work in our centres at key locations within the Peak District National Park.

We welcome over 400,000 visitors to our centres each year and our Visitor Experience teams provide help, advice and exceptional standards of service to ensure our visitors enjoy a memorable and sustainable experience in the National Park.

If you're passionate and enthusiastic about providing a warm welcome and exceptional service, love the Peak District National Park and want to inspire people of all ages and backgrounds to enjoy and support this special place – we'd like to hear from you. Weekend and bank holiday working will be required.

If successful, there will be the opportunity for you to work across our Visitor Centres at Bakewell, Castleton, Edale and Derwent and our Cycle Hire Centres at Ashbourne, Derwent, Manifold and Parsley Hay.

Closing Date 2 September 2019**Corporate Property Support Officer****JOB/19/02846****£21,589 - £23,836 per annum, pro rata • 18 hours and 30 minutes per week • Aldern House, Bakewell**

Part Time • Permanent

An exciting opportunity has arisen for a Corporate Property Support Officer to join the Peak District National Park Authority and efficiently manage our key corporate properties. You will join the Authority at a time of change in how property is managed and will play a key role in ensuring that we achieve our aim of making Assets a cornerstone of how we operate. The role will present an opportunity to work in the National Park, contributing to the management of our diverse property portfolio.

The post is a permanent part time position, based in Bakewell, Derbyshire. The successful candidate will have access to a wide range of benefits and support including; flexible working arrangements that are second to none, a generous holiday entitlement, pension scheme and staff development programme.

Working within a newly structured small but busy team, you will be educated to A level or equivalent and have an IT qualification. You will be responsible for providing technical support to the Corporate Property Team, including being responsible for the property database, using AutoCAD and GIS to create plans and maps, developing technical information, creating and checking tender documents, and being the first point of contact in the absence of property managers.

Self-motivated, you must have good organisation and project management skills and be able to demonstrate experience in a range of work including an understanding of property management, working with maps, and developing and using databases. The ability to manage your own workload and work under pressure is essential.

If you would like to discuss this position please contact Matt Freestone, Corporate Property Manager on 01629 816276

Provisional Interview Date: 24 September 2019

Closing Date 13 September 2019