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## Issue Dated: 11 September 2020

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# Administration/Clerical/Customer Service

**Business Services Assistant (8 posts)**

**JOB/20/01918**

**Grade 5 £18,933 - £19,311 per annum, pro rata • Various • Various**

Part Time and Full Time hours available • Permanent • Childrens Services

Our Business Service function is committed to having the right business support arrangements in place to meet the Department's current and future needs and following our recent review we have enhanced the existing structure to ensure that we can achieve this aim.

The new structure has given rise to an exciting opportunity, to recruit 8 permanent appointments to the role of:  
The available roles are detailed below:

Schools & Learning, DACES 1 x 11.75 hours based at Cotmanhay

Schools & Learning, Advisory Music Partnership/Finance 1 x 37 hours based at John Hadfield House, Matlock

Performance, Quality & Partnerships, Finance 1 x 37 hours based at County Hall.

Specialist Provision, Child Protection 2 x 37 hours based at Chatsworth Hall, Matlock

Specialist Provision, Child Protection 1 x 37 hours based at Godkin House, Riley

Specialist Provision, Child Protection 1 x 18.5 hours based at Clay Cross

Early help & Safeguarding, Fostering Panel 1 x 37 hours based at County Hall

## **PLEASE INDICATE IN ORDER OF PREFERENCE WITHIN THE SUITABILITY SECTION OF THE APPLICATION FORM.**

We are looking for driven and focused individuals to provide an efficient and effective administrative support to Children Services functions. This role will provide support to ensure targets are met and service quality standards are maintained, therefore it is essential that you will have experience in working in a busy office environment. You will need good organisational skills with the ability to prioritise and meet deadlines. Experience of DCC's administration practices and processes, council procedures and policies including an understanding of confidentiality, GDPR & Data Protection are all required along with excellent ICT skills.

In order to meet the needs of the service, there may also be a necessity to travel to other sites.

To ensure OFSTED compliance in relation to Fostering Panels, the role of Panel Administrator is to take responsibility for the arranging, organising, recording, updating of Mosaic and achieving the turnaround reduction in timescales to produce detailed Panel Minutes in short timescales. Supporting the sufficiency strategy by specifically attracting and retaining Foster Carers. The role is also to provide Business Services support to the Foster Panel and general Fostering Support Team. Excellent communication skills, the ability to work to tight deadlines and an understanding of confidentiality are essential along with minute taking skills. Knowledge of Mosaic would be an advantage.

Child Protection applicants must have excellent minute taking skills and must be competent in oral and written communication, be highly motivated, well organised and have the ability to work, at times, solely on their own initiative whilst observing confidentiality at all times. The main range of duties includes minute taking, conference booking, diary management and specific tasks associated with this role.

Child Protection Conferences are held throughout the authority therefore the post holder will be required to travel to various venues within Derbyshire.

If you require any further information or for an informal conversation, please email [csbs.review@derbyshire.gov.uk](mailto:csbs.review@derbyshire.gov.uk) and your query/request will be passed to the relevant service.

Provisional interview date: w/c 5<sup>th</sup> October

This is likely to be conducted via skype or Microsoft teams, arrangements will be confirmed with candidates. Please note additional vacancies may become available for either permanent or fixed term posts with full-time or part time working hours. Prior to applications being considered, applicants who have applied for the same job role and grade, will be notified of any additional vacancies so that they can be included within their preference list.

**Closing Date 27 September 2020**

**Contract Manager (Assistive Technology)****JOB/20/02154****Grade 11 £32,032 - £35,187 per annum • 37 hours per week • County Hall, Matlock**

Full Time • Permanent • Adult Social Care and Health

A Contract Manager vacancy has arisen in the Adult Care Community and Voluntary Sector Contracts team. We are looking for a strong team player with excellent communication skills.

The post will be focused on the procurement of a new service model for Assistive Technology including the subsequent contract management of a substantial and complex contract.

In addition the post holder will provide leadership to a small Assistive Technology team and work closely with the Commissioner for Assistive Technology to provide operational oversight. The role of this team is to triage referrals, deal with customer queries and provide specialist advice to professionals.

The post holder will be required to lead and provide guidance on procurement options, have experience in producing high quality tender documentation and a familiarity with the Public Contract Regulations and Council Standing Orders.

In addition the post holder will undertake contract negotiations and quality/performance monitoring using a risk based approach, and will also be required to develop and undertake market shaping activities to meet required Care Act responsibilities.

Knowledge of assistive technology would be beneficial, along with an understanding of adult social care and the ability to work well with a range of internal and external stakeholders.

Provisional Interview Date: Week commencing 28 September 2020.

**Closing Date** 20 September 2020

**Contract Manager (Home Care)****JOB/20/02155****Grade 11 £32,032 - £35,187 per annum • 37 hours per week • County Hall, Matlock**

Full Time • Permanent • Adult Social Care and Health

A Contract Manager vacancy has arisen in the Adult Care Community Contracts and Procurement team. We are looking for a strong team player with excellent communication skills.

The post will be focused on the design and implementation of a new procurement model for Home Care services including the subsequent contract management of a substantial and complex purchasing arrangement.

The Post Holder will be initially based in the Community Contracts and Procurement team to build a procurement approach for the provision of Home Care services in Derbyshire. Once established the officer will then work alongside quality monitoring officers to ensure effective implementation.

The post holder will be required to lead and provide guidance on procurement options, have experience in producing high quality tender documentation and a familiarity with the Public Contract Regulations and Council Standing Orders.

In addition the post holder will undertake contract negotiations and quality/performance monitoring using a risk based approach, and will also be required to develop and undertake market shaping activities to meet required Care Act responsibilities.

Knowledge of Home Care services would be beneficial, along with an understanding of adult social care and the ability to work well with a range of internal and external stakeholders.

Provisional Interview Date: Week commencing 5 October 2020.

**Closing Date** 20 September 2020

**Business Services Officer****JOB/20/02164****Grade 8 £22,628 - £24,455 per annum • 37 Hours per week • Chatsworth Hall, MATLOCK**

Full Time • Permanent • Commissioning, Communities and Policy

The post holder will be responsible for maintaining the Transport and Plant resources for the Authority's Direct Service Organisation throughout Derbyshire.

We are looking for a self-motivated individual with good verbal and written communication skills able to work to tight deadlines. You will need to demonstrate an understanding of vehicle and plant, specifications and maintenance requirements.

Previous experience of administration duties preferably in a local authority environment, together with the ability to use Microsoft Office and computerised fleet management software is desirable.

The successful applicant must also have excellent interpersonal skills and be capable of dealing with contacts at all levels with other Council departments, internal and external customers, government enforcement agencies, members of the public and suppliers of goods and services. You will be required to use your initiative to resolve a range of transport related issues and to ensure compliance with relevant transport legislation.

Provisional Interview date: 5 October 2020

**Closing Date** 27 September 2020

**Business Services Officer****JOB/20/02166****Grade 9 £25,064 - £26,890 per annum • 37 Hours per week • Chatsworth Hall, MATLOCK**

Full Time • Permanent • Commissioning, Communities and Policy

We are looking to appoint an experienced Business Services Officer to manage and deliver service improvement projects for CCP Property.

You will have a good working knowledge of the systems and workloads delivered by Corporate Property and have proven ability to influence managers and deliver innovation in the organisation.

The ability to travel is essential to this post.

Provisional Interview date: Week commencing 2 October 2020

**Closing Date** 27 September 2020

**Business Services Officer****JOB/20/02167****Grade 8 £22,628 - £24,455 per annum • 37 Hours per week • Chatsworth Hall, MATLOCK**

Full Time • Permanent • Commissioning, Communities and Policy

We are looking to appoint an experienced Business Services Officer to manage and deliver service improvement projects for Corporate Property.

You will have a good working knowledge of the systems and workloads delivered by Corporate Property and have proven ability to influence managers and deliver innovation in the organisation.

The ability to travel is essential to this post.

Provisional Interview date: Week commencing 2 October 2020

**Closing Date** 27 September 2020

**Grade 5 £18,426 - £18,794 per annum • 37 Hours per week • Chatsworth Hall, MATLOCK**

Full Time • Permanent • Commissioning, Communities and Policy

We are looking to appoint an experienced Business Services Assistant to help deliver service improvement projects for CCP Property.

You will have a good working knowledge of the systems and workloads delivered by CCP Property and help to deliver innovation in the department.

Provisional Interview date: Week commencing 2 October 2020

**Closing Date** 27 September 2020

## Architects/Engineers/Surveyors/Technical

**Laboratory Technician****JOB/20/00864****Grade 7 £20,190.00 - £22,019.00 per annum • 37 hours per week • Highways Laboratory Ambergate,****Belper Full Time • Permanent • Economy, Transport and Environment**

Derbyshire County Council Highway Materials Laboratory have a number of vacancies for enthusiastic technically minded individuals.

The principle work of the highways laboratory, comprises the testing of materials used in the construction and maintenance of the County's 5,300km highway network, however Derbyshire as an 'Enterprising Council' are keen to develop a more commercial approach to marketing their laboratory services.

Successful applicants will need to demonstrate good communication skills, both written and verbal.

Working from our Highways Laboratory in Ambergate, you will be required to travel across the County visiting road construction and civil engineering sites and quarries as work demands.

Should you wish to discuss this opportunity then please contact Steve Isaacs on 01629 532910.

Provisional Interview date: 12 October 2020

**Closing Date** 27 September 2020

## Care/Social Work

**Social Worker****JOB/20/01536****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

Within the Adult Care Prevention and Personalisation North East Derbyshire Southern team, which cover the area of Derbyshire just to the South 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.

**Closing Date** 27 September 2020

**Unit Manager****JOB/20/01964****Grade 12, £36,266 - £39,503 per annum • 37 hours per week • Goyt Valley House Home for Older people, High Peak**

Full Time • Permanent • Adult Social Care and Health

An exciting opportunity has become available for a Registered Manager at Goyt Valley Care Home in New Mills, Derbyshire.

Goyt Valley is a local authority care home and offers residential care for older adults providing long term and short stay beds.

We are looking to recruit an experienced, innovative, forward thinking manager who has an understanding of caring for people with various age related conditions, including Dementia type illnesses in a residential environment and develop the service in line with the changing demographics of people in society.

This opportunity will include offering support for carers, working with key groups such as Dementia Friends, Stroke Association and the ability to liaise with multi professional teams necessary to provide person centred care for individuals alongside the Service Manager.

You will be responsible for the operational management of the care home and will provide management and leadership to a large team inclusive of Managers, Senior Care Workers, Care Workers, Catering and Domestic staff, continually working with the staff group to develop knowledge and skills when caring for people with long term conditions.

You will make effective use of resources within the allocated budget and have a good knowledge of residential care legislation, policies and procedures.

Your contract will be 5 days out of 7 with an expectation that you work alternate weekends. Shifts include 08.00 – 16.00 and 10.00 - 18.00 working alternately with the Deputy Unit Manager.

There will be an expectation that you will engage out of the core shift hours as and when necessary to provide cover, meet with staff for example.

You must hold as a minimum level IV Health and Social Care (Adults) or equivalent

**Closing Date 27 September 2020****Enablement Worker****JOB/20/02074****Grade 5, £18,426 - £18,794 per annum • 37 hours per week • Mercian Close, Ilkeston**

Full Time • Permanent • Adult Social Care and Health

An opportunity has arisen to apply for the position of Enablement Worker within the Mental Health Enablement service. The applicant will need to be a motivated, enthusiastic individual with the ability to provide a wide range of practical, social and general support services for individuals experiencing difficulties in managing their day to day lives. The successful applicant will typically work alone, and will provide support to clients on a 1:1 basis in the community in line with the agreed Personal Service Plan.

The post is based at Mercian Close Hub, although part of a wider team that covers South Derbyshire, Ilkeston, and Erewash locality. You will therefore be expected to travel throughout a large geographical area, and on occasion to other locations within Derbyshire. \*Please state if you are a car driver on your application.

The service predominately works with working age adults with a mental health need on a short term basis to support them through periods of crisis, to promote independence, connect people with their communities and to support discharge from hospital. The team of Enablement workers also provide some long term packages of support.

The service provides time limited support, highly focused on maximizing independence to reduce ongoing care and support needs. We aim to support clients to become more resilient in managing their mental health issues, and reduce risk by enabling them to gain skills, and build confidence in a way that empowers them to exercise maximum choice and control.

Inspiring confidence and motivation is a key factor, alongside regular goal setting to achieve daily living tasks such as self-care, money management, addressing hoarding issues, accessing public transport, referring to outreach services such as welfare rights, adult learning, housing etc., and assisting people to build social networks to promote a sense of well-being and belonging.

**Responsibilities include:**

- Acting in accordance with DCC policies and procedures, including that of safeguarding, confidentiality and Health & Safety.
- Lone working in the community with clients, following the risk assessments in place. • Planning own work schedule with support from the Senior Enablement Worker. • Completing all training requirements and ongoing development.
- Using electronic systems to record all work accurately and factually in line with the requirement of the DCC monitoring and evaluation process.
- Liaise with colleagues, contribute to team meetings/reviews, and maintain good working relationships with Adult Care Social Work Teams, Community Mental Health Teams, the Recovery and Peer Support Service and other agencies as appropriate.

**Closing Date** 27 September 2020

**Social Worker** **JOB/20/02114**

**Grade 9 - 11, £19191.48 - £26,942.64 per annum • 28 hours and 17 minutes per week • Clay Cross SS**

**Office NE Derbyshire, Chesterfield**

Part Time • Fixed Term • Adult Social Care and Health

The opportunity has arisen to appoint a Social Worker within the Local Authorities Mental Health Section 117 Review Team. The post will be on a 12 month secondment basis.

The successful applicant will require comprehensive assessment skills, recording and processing skills and be able to demonstrate the necessary skills, knowledge and experience to undertake this role.

You will require an awareness of the need to maintain a high level of confidentiality and have an understanding of the needs of older people, mental health and learning disabilities.

You will need to have the ability to work on your own initiative and also as a member of the team and take responsibility for planning and managing an individual workload.

You will carry out high levels of complex placement reviews in line with section 117 policy and procedures whilst working in conjunction with health professionals from the CCG. You will contribute to decision making relating to section 117 after care and attend regular 117 panel meetings.

You will need to be an essential car user and have an ability to be flexible as this role is county wide and will require you to travel.

**Closing Date** 27 September 2020

**Care Worker (Community) (5 Posts)** **JOB/20/02131**

**Grade 5, £9.55 - £9.74 per hour • 4 Posts - 16 hours per week, 1 Post 20 hours per week • Municipal**

**Building, Glossop**

Part Time • Permanent • Adult Social Care and Health

Could you make a difference to the life of an older or disabled person?

We are looking for people to join our valued care teams helping Derbyshire residents lead independent, dignified lives. Vacancies are available based in and around various areas including: Glossop, Gamesley & Hadfield. 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' will 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.

**Closing Date** 27 September 2020

**Care Worker (Community) 18 Posts**

**JOB/20/02135**

**Grade 5, £7,967.40 - £8,126.52 per annum • 16 hours per week • Cemetery Lane, Ripley**  
Part Time • Permanent • Adult Social Care and Health

Could you make a 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.

**Closing Date** 27 September 2020

**Care Worker (Community) (12 Posts)**

**JOB/20/02151**

**Grade 5 £18,426 - £18,794 per annum pro rata • 10 Posts - 16 hours per week, 2 Posts - 20 hours per week**  
• Erewash Hub, DCC Mercian Close, Ilkeston  
Part Time • Permanent • Adult Social Care and Health

Could you make a 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 Erewash 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.

2 Posts x 20 hours per week £9,959.28 - £10,158.12 annual salary per annum.  
10 Posts x 16 hours per week £7,967.40 - £8,126.52 annual salary per annum.

**Closing Date** 27 September 2020

**Care Worker (Relief)**

**JOB/20/02156**

**Grade 5 £9.55 - £9.74 per hour • As and when required • The Grange Home for Older People, Eckington**  
No Guaranteed Hours • Relief • 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.

Provisional Interview Date: 25 October 2020

**Closing Date** 20 September 2020

**Domiciliary Services Organiser** **JOB/20/02179**

**Grade 9 £25,753 - £27,629 per annum • 37 hours per week • South Derbyshire District Council (DCC), Swadlincote**

Full Time • Permanent • Adult Social Care and Health

The successful applicant will be responsible for providing overall day to day management of a team of Care Workers (Community). The job involves delivering a range of domiciliary care services to people with complex care needs using a person-centred approach that maximises independence and reduces the need for more institutional types of care. The successful applicant will need to be able to work under their own initiative, be self-motivated and possess outstanding communication and organization skills.

The successful applicant must have experience in a Domiciliary/Homecare environment and be business minded with an enthusiasm to succeed; In particular, the role requires the person to take overall responsibility for ensuring that all activities are carried out in accordance with statutory requirements and organisational policies and procedures. They must embrace and follow all CQC outcomes and lead services towards an Outstanding CQC rating, though delivery of excellent care and efficient running of services.

The successful applicant must hold or be willing to gain NVQ III Care, Health and Social Care Level 4.

Provisional Interview Date: 1 October 2020.

**Closing Date** 27 September 2020

**Community Care Worker** **JOB/20/02184**

**Grade 8, £18,346.80 - £19,828.08 per annum • 30 hours per week • Municipal Buildings, Glossop**

Part Time • Fixed Term • Adult Social Care and Health

A vacancy has arisen for a community care worker to join the High Peak Hospital discharge team. This team is aligned to Adult Social Care and Health, prevention and personalisation department. Our work is underpinned by legislation and policy including Human Rights Act, Equality Act, Care 2014 and Mental Capacity Act.

The role involves discharge planning/assessment and arranging suitable support for Derbyshire residents admitted in acute hospitals or community hospitals. We work closely with hospitals to ease pressure for beds by facilitating safe and timely hospital discharges for people who no longer need clinical input using a discharge to assess model. You will work closely with the individuals, their carers, nurses, discharge trackers, doctors, therapists and care providers to identify needs and risks.

This is a fast paced role. Applicants should demonstrate their ability and experience in working with vulnerable people, professional autonomy and accountability. The ability to maintain and develop professional relationships with other professionals, good IT skills and time management.

We are looking for an individual who is motivated, enthusiastic and who embraces ongoing improvement and development. This individual will promote a strength based approach and be able to encourage a shared commitment to supporting people to maintain independence, choice and control over their own lives. The post may require some weekend working as we offer 7 day assessment and discharge.

Please contact me if you have questions related to this role: Maggie Robinson 01629 531215.

**Closing Date** 27 September 2020

## Catering

### Catering Supervisor

**JOB/20/02091**

**Grade 5 £9,867.24 - £10,064.16 per annum • 23 hours and 45 minutes per week, 38 weeks per year •**

**Matlock Bath Holy Trinity CE Primary School, Matlock Bath**

Full 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.

**Closing Date** 27 September 2020

## Childrens Social Care/Social Work

### Assistant Early Help Practitioner (3 Posts)

**JOB/20/02210**

**Grade 5 £18,933 - £19,311 per annum pro rata • 1 Post 37 and 2 Posts 29 hours and 36 minutes per week**

**• Eckington Children Centre, Eckington**

Part Time and Full Time hours available • Fixed Term - Covering for maternity leave 2 Posts are Permanent, 1 Part time post Fixed Term • Childrens Services

We are offering three separate positions in the role of Assistant Early Help Practitioner in the Parenting and Family Time Team (PAFT):

Post 1.1 x Full Time post (37 hrs per week) Monday-Friday - permanent, Annual Salary £18,933 - £19,311 per annum

Post 2. 1 x four days per week (29 hours and 36 minutes per week) - temporary up to 12 months due to worker on secondment; Annual Salary £15,146.40 - £15,448.80 per annum pro rata.

Post 3. 1 x four days per week (29 hours and 36 minutes per week) - temporary from December 2020 covering maternity leave. Annual Salary £15,146.40 - £15,448.80 per annum pro rata.

The team and posts are based at The Grange Children's Centre, Eckington in North East Derbyshire and Bolsover Locality and is co-located with our Social Care colleagues.

The successful applicants will undertake professional practice and within a designated area of service (Parenting and Family Time Team) planning and supporting Family Time Sessions (Contact) and the Early Help Practitioners in the team.

The role includes assisting the Early Help Senior Practitioner in the efficient and effective delivery of Children's Services Early Help Service, demonstrating and championing evidence based practice. You will apply Derbyshire's operating model into all Early Help practice in order to improve outcomes for children, young people and families.

**Closing Date** 20 September 2020

**Leaving Care Worker** **JOB/20/02238**  
**Grade 8 £23,250 - £25,128 per annum • 37 hours per week • Long Eaton Family Support Centre, Long Eaton Full Time • Permanent • Childrens Services**

The Leaving Care Service is now delivered by Derbyshire Children's Services and we are excited about the service that is being developed for our care leavers. This post is based in the South Derbyshire and Erewash Team with a base in Long Eaton. You will have experience of working with young people and work to:

- Children and Social Work Act 2017
- Keep on Caring 2016
- Corporate Parenting Principles

We will expect you to understand and evidence the centrality of relationships with our young people using strength based practice to help achieve positive outcomes. You will have knowledge of, and be committed to work systemically, restoratively and understand and apply social pedagogy.

For a discussion about this post, please contact [Claire.connolly-weston@derbyshire.gov.uk](mailto:Claire.connolly-weston@derbyshire.gov.uk)

Provisional Interview Date: 1 October 2020

**Closing Date** 27 September 2020

**Team Manager (Internally)** **JOB/20/02247**  
**Grade 13 £41,782 - £45,362 per annum • 37 hours per week • County Hall, Matlock**  
Full Time • Fixed Term - Pending restructure 2 years from start date. • Childrens Services  
Fostering team manager (Mainstream Assessment Team- Form F's)

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 fostering services.

Derbyshire already has a strong fostering service with amazing foster carers, great staff and managers and is committed to continuous improvement of practice and service provision.

The key roles of this post are:

- Leading and managing Social Care Fostering Team for Children's Services, including assessment and appropriate management of risk.
- Involving Carers in the development of the Fostering Service.
- Deputising for, and supporting other Managers, including the Operational Manager as required.
- Using strong professional leadership.

This part of the Fostering service currently current approves 35 fostering applications per year and the team is made up of a skilled and experienced social workers and committed business service staff.

During our Ofsted inspection earlier this year, the inspectors noted that ' The local authority fostering service is a strength, and foster carers state that they feel well supported and respected as professionals, and they speak very highly of the supervising social workers'.

The successful candidate will assist the Head of Service and Operational Manager in the efficient and effective delivery of Children's Services - Social Work Fostering Service to meet legislative and policy requirements.

To arrange an informal chat about this role please email Luke Impey on [luke.impey@derbyshire.gov.uk](mailto:luke.impey@derbyshire.gov.uk)

Provisional Interview Date: 29 September 2020.

Due to this post having access to children and/or vulnerable adults, the successful candidate 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. Click here to see our policy on criminal background checks.

**Closing Date** 20 September 2020

## Education - Youth & Adult Services

**Programme Development Manager**

**JOB/20/02078**

**Grade 11 £32,032 - £35,187 per annum • 37 hours per week • Derbyshire Adult Community Education Service, The Hub, South Normanton**

Full Time • Permanent • Childrens Services

DACES wishes to recruit a Programme Development Manager to take a service wide lead for managing our teaching and learning focussed staff development and our digital and online learning resources.

Following our recent Ofsted inspection DACES is required to ensure our service managers and teaching learning and assessment practitioners are fully engaged in continuous professional development relevant to the adult learning sector professional standards; as defined by the sector lead body; Education Training Foundation (ETF). This will improve the learning outcomes for all DACES learners.

The post will need to use high level digital skills to facilitate delivery, including development and promotion of a range of online resources. This is particularly necessary in the changing environment adult learning providers now face.

The post will deliver a workforce that is equipped to meet the challenges of working with vulnerable learners in a range of settings and enable staff to engage with learners using appropriate digital platforms and resources.

**Closing Date** 20 September 2020

## Leisure/Tourism/Community

**Deputy Superintendent Registrar/Deputy Registrar BDM**

**JOB/20/02119**

**Grade 7 £16,370.04 - £17,853.00 per annum • 16 hours per week • Derbyshire Register Office (Chesterfield), Town Hall Rose Hill**

Part Time • Permanent • Commissioning, Communities and Policy

We are looking to recruit a reliable, enthusiastic and pro-active individual to become a part-time Deputy Registrar / Deputy Superintendent Registrar of Births, Deaths, Marriages and Civil Partnerships, to be based at Derbyshire Register Office, Chesterfield. The days of work are Monday, Wednesday and Saturday mornings. The post holder may also be required to work additional hours including Saturdays, Sundays and Bank Holidays as required.

The successful candidate will be experienced in the law and practise of registration matters and will undertake the full range of duties as required in the provision of The Registration Acts, in addition to supporting and deputising for the Superintendent Registrar and Registrar, together with all associated tasks.

The Hours of work are Monday and Wednesday 9.00am - 5.00pm with 1 hour for lunch and 9.00am - 11.00am on Saturday

**Closing Date** 27 September 2020

# Libraries

## Assistant in Charge

**JOB/20/02122**

**Grade 7, £10,095.00 - £11,009.52 per annum • 18 hours and 30 minutes per week • Bolsover Library, Chesterfield**

Part Time • Permanent • Commissioning, Communities and Policy

The successful candidate will provide through the efficient organisation of staff, Library stock and building an effective service to all library customers in conjunction with Senior Library Managers.

**Closing Date** 27 September 2020

## Library Assistant

**JOB/20/02147**

**Grade 5, £7,071.96 - £7,213.20 per annum • 14 hours and 10 minutes per week • Matlock Library**

Part Time • Permanent • Commissioning, Communities and Policy

The successful candidate will enjoy working with people, be committed to high standards of customer care and be enthusiastic about libraries and reading. Basic ICT skills are essential.

**Closing Date** 27 September 2020

## Library Assistant

**JOB/20/02149**

**Grade 5 £9466.56 - £9,655.56 per annum • 18 hours and 30 minutes per week • Belper Library, Belper**

Part Time • Permanent • Commissioning, Communities and Policy

The successful candidate will enjoy working with people, be committed to high standards of customer care and be enthusiastic about libraries and reading. Basic ICT skills are essential.

Provisional Interview Date: 29 September 2020.

**Closing Date** 27 September 2020

## Library Assistant

**JOB/20/02215**

**Grade 5 £3,326.52 - £3,393.00 per annum • 6 hours and 30 minutes per week • Ilkeston Library, Ilkeston**

Part Time • Permanent • Commissioning, Communities and Policy

The successful candidate will enjoy working with people, be committed to high standards of customer care and be enthusiastic about libraries and reading. Basic ICT skills are essential. Provisional Interview Date: 6 October 2020

**Closing Date** 27 September 2020

# Maintenance/Construction/Property Services

## Building Tradesperson

**JOB/20/01931**

**Grade 5, £18,426.00 - £18,794.00 per annum • 37 hours per week • Dove Holes Business Unit, Buxton**

Full Time • Permanent • Commissioning, Communities and Policy

Grade 5 £18,426 - £18,794 per annum with the potential to increase earnings with banked hours and overtime Working in local government is a highly satisfying and rewarding experience in so many ways, and you will enjoy an excellent range of benefits at Derbyshire County Council.

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

As a Building trades-person (laborer) with us, you'll be working within a dynamic, challenging and stimulating environment, with the opportunity to apply your growing knowledge and expertise to a wide range of exciting projects. You will be involved in repair and maintenance of Building disciplines in minor building/roofing projects ( refurbishment), and work on buildings owned by the Council, such as schools, care homes libraries etc.

In return for your commitment, we can offer you:

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

If you would like further information about this post please contact Alex Bramwell on 01629539948  
Or [alex.bramwell@derbyshire.gov.uk](mailto:alex.bramwell@derbyshire.gov.uk)

**Closing Date** 20 September 2020

## Management

### **Business Services Manager (2 Posts)**

**JOB/20/02165**

**Grade 10 £27,914 - £30,980 per annum • 37 hours per week • Chatsworth Hall, MATLOCK**

Full Time • Permanent • Commissioning, Communities and Policy

We are looking for 2 highly motivated individuals to work in the new Statutory Compliance Team within CCP Property.

You will have a good working knowledge of the systems and workloads delivered by Property and have proven ability to influence managers and deliver innovation in the organisation.

You must be highly organised, have excellent planning skills and be able to set and achieve targets through regular performance review.

The successful applicant must also have excellent interpersonal skills and be capable of dealing with contacts at all levels with other Council departments, internal and external customers.

You must have proven literacy and numeracy skills and be highly proficient in using a range of IT systems and packages, especially MS Office. You must be able to work effectively as part of a team, be self-motivated and willing to adopt a flexible approach to meet priorities and deadlines.

Provisional Interview date: Week commencing 2 October 2020

**Closing Date** 27 September 2020

## Public Health

### **Service Development Officer**

**JOB/20/00763**

**Grade 10 £27,914.00 - £30,980.00 per annum • 37 hours per week • The Arc, Clowne**

Full Time • Permanent • Adult Social Care and Health

We are looking for highly motivated individuals with excellent communication skills, who can contribute to the delivery of Community Health Development in Bolsover locality. You will use a community development approach to support local statutory and voluntary organisations and communities of interest to develop sustainable initiatives, projects and activities to improve health and wellbeing and reduce inequalities in local communities.

You will help identify the health needs of communities, build and maintain effective partnership working to influence and strengthen Public Health work, influence, encourage and support sustainable community development through capacity building, engagement and participation. You will assist health professionals, community groups and others appropriately with research, evidence, support and advice and contribute to the commissioning cycle through seeking views of residents and community organisations.

**Closing Date** 27 September 2020

## Amber Valley Borough Council

### Conservation/Environment

#### **Landscape Operative Grade 2 and Grade 3**

**JOB/20/02226**

**Grade 3 - £18,933 to £20,092 per annum, Grade 2 - £18,198 - £18,933 per annum • Grade 3 post - Monday to Friday (42 hours in summer over 5 days and 29 hours in winter over 4 days), Grade 2 post 37 hours per week over 5 days • Any location with the Borough of Amber Valley Full Time • Permanent**

We are seeking two enthusiastic and well-motivated people to join our Landscape Services Operations teams for grounds maintenance and cemeteries. The successful applicants will undertake general grounds maintenance duties and occasional cemetery duties, either working within a team or individually throughout the Borough.

Grounds maintenance and cemetery duties include but are not limited to grass cutting, shrub bed preparation & maintenance, litter picking, grave digging and interment preparation, litter bin emptying, sports pitch preparation and maintenance, changing room cleansing duties and play area inspections, all using a wide range of hand and mechanical tools.

You will need to have a good general education with good customer care and communication skills. A full clean driving licence to drive commercial vehicles of 3.5 tonne for the Grade 2 position is essential, applicants should possess NVQ Level 2 in Horticulture or be able to show evidence of working towards this qualification and possession of PA1 & PA6 certificate to apply pesticides would be an advantage. For the Grade 3 position a full clean driving licence to drive commercial vehicles of 3.5 tonne whilst towing a trailer is essential and the ability to drive a vehicle of 7.5 tonne is desirable. Applicants must possess NVQ Level 2 in horticulture and a PA1 & PA6 (or equivalent) certificate for pesticide application.

Hours of work – for grounds maintenance this post works seasonal hours Monday to Friday; 42 hours in summer over 5 days and 29 hours in winter over 4 days. The Grade 2 post will predominantly be based within the burial service which works a 37 hour 5-day week throughout the year.

To apply, please visit Amber Valley Borough Council's website at: [www.ambervalley.gov.uk/jobs](http://www.ambervalley.gov.uk/jobs)

CV's are not accepted.

**Closing Date** 20 September 2020

## Bolsover District Council

### Administration/Clerical/Customer Service

#### **Customer Advisor**

**JOB/20/02254**

**£22,011 to £24,428 per annum, Grade 5 • 18 hours and 30 minutes per week • Any of the Councils Contact Centres in South Normanton, Shirebrook, Clowne or Bolsover Part Time • Permanent**

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

We are looking for a highly motivated individual with excellent customer service skills to work in our busy and challenging Customer Services Department. The successful candidate will provide a high quality information and advice service to all customers, including enquiries, service requests and complaints relating to all aspects of the Council's services.

To be short-listed for interview you must be able to demonstrate practical working experience of handling and responding to queries and complaints, reception and greeting of visitors and processing of payments. You should have excellent customer service skills, IT skills and a willingness to train and develop in the role.

Applicants must also have a flexible approach to working hours to meet the needs of the service and you should have your own transport/current full driving licence in order to work at any of the Councils Contact Centre locations.

For an informal discussion about the post, please contact Lesley Botham, Customer Services Manager on (01246) 242230 or email [lesley.botham@bolsover.gov.uk](mailto:lesley.botham@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 <https://jobs.derbyshire.gov.uk/>

Please read the Guidance Notes provided before completing any application.

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@nederbyshire.gov.uk](mailto:humanresources.bdc&neddc@nederbyshire.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](mailto:humanresources.bdc&neddc@ne-derbyshire.gov.uk) by the advertised closing date.

If you have not received any communication from us within 4 weeks of the closing date, assume you have been unsuccessful and we thank you for your application.

We welcome applicants from all sections of the community

**Closing Date** 20 September 2020

## Legal Services

### Legal Team Manager

**JOB/20/02265**

**£43,467 to £46,129 per annum - Grade 10 or £49,936 to £49,442 per annum - Grade 11, dependent on qualifications • 37 hours per week • The Arc, High Street, Clowne Full Time • Permanent**

Work for a Council Company dealing with Housing. The Council is recruiting for an enthusiastic and committed Team Manager to lead the Contentious Team within Legal Services.

The Legal Service is structured into two teams dealing with either contentious or non-contentious matters. However the two Teams work closely together.

This role will appeal to candidates who have the drive to lead a small team of lawyers within the Contentious Team as well as conducting a full caseload personally.

As the successful candidate leading the Contentious Team your time will be spent managing the team and its relationship with clients, reviewing cases, providing advice and undertaking advocacy for a wide range of housing cases, other civil cases and prosecutions. You will be required to conduct civil litigation matters in the County Court as there will be a strong emphasis on social housing and community safety. Legal Services provide advice to both Councils as well as North East Derbyshire District Council's Company "Rykneld Homes Limited".



The post holder will also assist where necessary in the role of advising elected Members at meetings of Council, Executive and Committees. There may also be the possibility of being designated as Deputy Monitoring Officer at one or both Councils, depending upon skills, abilities and experience.

The technical skills are important but equally the right candidate will be decisive, collaborative and adept at building effective relationships and partnerships. You should be committed to service improvement and providing top class services to clients, partners and elected members.

You must have a relevant qualification and experience of working within a similar area of work. A willingness to contribute to a wider joint service is essential.

The Council operates a flexible working policy.

For an informal discussion about this post please contact Sarah Sternberg, Joint Head of Corporate Governance and Monitoring Officer on (01246) 242414, [sarah.sternberg@bolsover.gov.uk](mailto:sarah.sternberg@bolsover.gov.uk) or Vicky Dawson Team Manager (Legal) on (01246) 242231 or 07870972242, [victoria.dawson@bolsover.gov.uk](mailto:victoria.dawson@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 <https://jobs.derbyshire.gov.uk/>

Please read the Guidance Notes provided before completing any application.

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@nederbyshire.gov.uk](mailto:humanresources.bdc&neddc@nederbyshire.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](mailto:humanresources.bdc&neddc@ne-derbyshire.gov.uk) by the advertised closing date.

If you have not received any communication from us within 4 weeks of the closing date, assume you have been unsuccessful and we thank you for your application.

**Closing Date** 27 September 2020

## Erewash Borough Council

### Architects/Engineers/Surveyors/Technical

**Building Control Support Officer**

**JOB/20/02229**

**Grade C, £19,312 - £20,092 per annum pro rata • 20 hours per week • Town Hall, Derby Road, Long Eaton**  
Part Time • Permanent

Erewash and West Nottinghamshire Building Consultancy is a joint venture between Erewash, Broxtowe, Mansfield and Ashfield Councils to provide high quality building control services across the four borough areas. We are seeking to appoint a customer focused Building Control Support Officer to join our team and further our local reputation for service excellence.

The post is based at the Town Hall, Derby Road, Long Eaton.

Experience of data entry, data systems, an eye for detail and working to deadlines and procedures is essential. Previous knowledge or experience of Building Control or working within a Local Authority is desirable. Above all you will need to be a team worker who takes pride in delivering a quality local authority building control service and who is receptive to change.

The working pattern is 4 hours per day (start and finish times can be negotiated).

For an informal discussion about this excellent opportunity please call Peter Baker, Building Control Manager, on 07980 797804.

Closing date is **18 September 2020**.

To apply online please follow the link on this page.

Alternatively an application form and job description are available from Personnel, Erewash Borough Council, Town Hall, Wharncliffe Road, Ilkeston, Derbyshire DE7 5RP. Telephone: 0115 931 6049 (24-hr voicemail) or e-mail: [jobs@erewash.gov.uk](mailto: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** 18 September 2020

## North East Derbyshire District Council

### Leisure/Tourism/Community

#### Part-time Leisure Attendant

**JOB/20/02216**

**Grade 5, £10.21 to £10.62 per hour pro rata • 18 hours and 25 minutes per week • Dronfield Sports Centre Part Time • Permanent**

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. Dependant on the successful recruitment to the post it may be necessary to appoint a second candidate to backfill posts at interview

For an informal discussion about the post, please contact

Mark Rocca, Lead Facility Officer at Dronfield Sports Centre on (01246) 217284 [mark.rocca@ne-derbyshire.gov.uk](mailto:mark.rocca@ne-derbyshire.gov.uk) or

Cheryl Tooby, Duty Officer at Dronfield Sports Centre on 01246 217222 or [cheryl.tooby@ne-derbyshire.gov.uk](mailto:cheryl.tooby@ne-derbyshire.gov.uk)

If you are interested in this post, please visit the Jobs pages on the NEDDC website. <https://www.ne-derbyshire.gov.uk/index.php/your-council/>

Applicants are advised to read the guidance notes prior to completing an application form

<https://www.nederbyshire.gov.uk/component/edocman/guidance-notes/viewdocument?Itemid=>

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: NEDDC Contact Centre on 01246 217640.
- Email [humanresources.bdc&neddc@ne-derbyshire.gov.uk](mailto: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](mailto:humanresources.bdc&neddc@ne-derbyshire.gov.uk) by the advertised closing date.

If you have not received any communication from us within 4 weeks of the closing date, assume you have been unsuccessful and we thank you for your application.

We welcome applications from all sections of the community.

**Closing Date** 4 October 2020

## Schools and Academies

## Caretaking/Cleaning/Security

### **Cleaner (2 Posts)**

**JOB/20/02270**

**Grade 3 Post 1 £6,467.64 per annum Post 2 £9.43 per hour • Post 1, Permanent x 15 hours per week, 40 weeks per year: Post 2, Relief as and when required • Highfields School, Matlock Various hours available • Term Time**

We are looking to recruit adaptable and reliable cleaning staff to join our existing team. You will be responsible for cleaning designated areas, ensuring that they are maintained to a cleaned and hygienic standard. You should be able to use your own initiative and although experience would be desirable, full training will be given if needed.

We also have a permanent post available for 15 hours per week. Please state on the application form if you are interested in the relief or permanent post.

At Highfields we look to appoint staff who are willing to contribute fully to the life of the school and who are committed to safeguarding and promoting the welfare of children and young people.

Highfields is a vibrant, popular school and has a strong partnership with the community and local schools.

**Closing Date** 16 September 2020

## Education - Non Teaching/Support Services

### **Teaching and Learning Assistant**

**JOB/20/02248**

**Grade 7, £15,603.84 - £17,017.92 per annum • 1.00 FTE • Cotmanhay Infant and Nursery School, Ilkeston Full Time • Fixed Term - Due to pupil numbers until the end of August 2021**

The Governors wish to appoint an experienced, highly motivated, skilled and enthusiastic Teaching and Learning Assistant to come and work in our school.

This will be for a fixed term Post for 1 year until 31<sup>st</sup> August 2021.

Cotmanhay Infant & Nursery School has a magical ethos and a commitment to the best possible provision for our children and staff.

Provisional Interview Date: 2 October 2020.

**Closing Date** 27 September 2020

**Higher Level Teaching Assistant (2 Posts)****JOB/20/02250****Grade 7, Post 1 - £14,017.44 - £15,287.76 per annum, Post 2, £10,932.60 - £11,923.44 per annum - • Post 1 - 25 hours per week 39 weeks per year, Post 2 - 19 hours and 30 minutes per week 39 weeks per year •****Lons Infant School, Ripley**

Part Time • Permanent

We are a small school looking to appoint two enthusiastic, positive and committed teaching assistants to work in our school. The positions are to work across the school supporting teachers and children. We also require someone with the ability and confidence to cover classes when required.

The successful candidates will:

- have a desire to help children succeed;
- show initiative and creativity;
- be happy to take on responsibility;
- be a team player with a sense of humour;
- expect high standards of attainment and behaviour;
- be flexible to be part of our team;
- understand safeguarding and wellbeing of children.

We can offer:

- A warm and friendly school;
- Hard working, supportive and friendly staff;
- Teamwork;
- Supportive Governors and parents.

School visits are welcome, adhering to social distancing guidelines. Please contact the school office by phoning 01773 744319, or emailing [info@lons.derbyshire.sch.uk](mailto:info@lons.derbyshire.sch.uk) to arrange an appointment.

**Closing Date** 16 September 2020**Midday Supervisors****JOB/20/02257****Grade 4, 3758.76 per annum • 8 hours and 45 minutes per week (1 hour 45 minutes each day, either between 11.45am - 13.30pm or 12.00pm - 13.45pm) 38 weeks per year • Holbrook School of Autism**

Part Time • Permanent

We are looking to appoint Midday Supervisors for the supervision of pupils throughout the midday break in classrooms, the dining hall and on the playground.

Holbrook School for Autism is a successful school and is proud to meet the educational and social needs of pupils aged 4 – 19 with Autism Spectrum Disorder, Severe Learning Difficulties and who have challenging behaviour as a result of their communication difficulties and their lack of social understanding. The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Applicants should enjoy working with children and young people and be able to work as part of a team. Knowledge of working with children and young people with autism, learning difficulties and/or challenging behaviour is desirable but not a necessity. In-service training will be provided

Closing date for applications is **Monday 21<sup>st</sup> September.**Interviews will be held on **Thursday 24<sup>th</sup> September.****Closing Date** 21 September 2020

**NJC point 7 -11 • 17 hours and 30 minutes per week, 39 weeks per year • Hilton Primary School**

Part Time • Fixed Term - Due to funding until the end of August 2021

Are you the sort of Teaching Assistant who can engage the most reluctant learner? Can you make learning the 8 times tables seem like a trip to Disneyland? Would you dress up as Gangsta Granny to encourage an unwilling reader? If so we want to hear from you!

We are looking for a Teaching Assistant to support some children with SEN initially in KS2. The children all work as part of the mainstream class but benefit from a bit of extra support in the classroom. One of the children has a profound hearing loss so any experience in this area would be advantageous.

We are looking for someone who

- Is creative and can think on their feet.
- Who is resilient and doesn't take the behaviour of children personally.
- Sincerely values every child and supports them to achieve their potential.

Please contact the office on 01283 732334 to come and meet the team and to see what the largest primary in Derbyshire has to offer you.

Please apply using the online application form, which can be found at <http://www.satrust.com/vacancies>. In line with safer recruitment policies references will be called for prior to interview.

Provisional Interview Date: 223 September 2020.

Please do not apply via The Derbyshire County Council Website.

**Closing Date** 18 September 2020

**Specialist Teaching & Learning Assistant (5 Posts)****JOB/20/02266****Grade 8 £23,250 - £25,127 per annum • 37 hours per week, 39 weeks per year • Stubbin Wood School and Nursery**

Full Time • Fixed Term - Due to finite funding 1 year from start date

TEAM (Together Everyone Achieves More) Education Trust have an exciting opportunity for Specialist Teaching Assistants wishing to join our Stubbin Wood School & Nursery site.

There are 5 Specialist Teaching Assistant roles to be filled across KS1-5, depending upon the applicant's experience. Applicants are asked if they have a preference to confirm which key stage area they wish to apply for within the job application form.

One of the roles is specifically to be part of The Den, a new KS2 unit to support pupils with complex behaviour needs; in particular autism. The role will include supporting the KS leader in planning and delivering a bespoke package to support pupils with complex behavioural needs. The role will include working within a team setting across the department and supporting class teachers with transitioning pupils moving from The DEN to other classes within school and into new settings. The role will include working with groups of pupils within KS 2 in addition to supporting the DEN. The role will also include attending meetings in the absence of KS leader and provides an exciting opportunity to support pupils in our TEAM schools with outreach support when needed. Candidates will be expected to complete medical and SCIP training to support the needs of our children and have some level of experience of working with special educational needs.

Stubbin Wood School & Nursery provides education for pupils aged 2-19. Stubbin Wood School is an area Special School within Derbyshire, that leads a newly formed Trust – TEAM Education Trust, and support pupils from Nursery age up to Year 14. All pupils on the main site have a statement of educational needs (SEN) which are gradually being transferred to Educational Health Care Plans.

We welcome applicants to visit school prior to applying for the role, please contact school to arrange an appointment.

**Closing Date** 18 September 2020

**Specialist Teaching and Learning Assistant****JOB/20/02268****Grade 8 £23,250 - £25,127 per annum • 37 hours per week, 39 weeks per year • Creswell C.E. Infant and Nursery**

Full Time • Fixed Term - Due to finite funding until end August 2021

The Governing Board of Creswell C of E Infant & Nursery School are looking to appoint a highly motivated and skilled Specialist Teaching Assistant to work in our busy Foundation Unit with our 3-4 year old children. You will be working with a small group of children who require a more tailored approach to learning so you must have previous experience.

You will have strong behavioural management skills and be able to build excellent relationships with the pupil, parents/carers, outside agencies etc. You will have high expectations of yourself and others with enthusiasm, initiative and commitment to support the ethos of our Church of England school. We are looking for someone who is committed to high standards in the classroom therefore you should have good verbal and written communication skills and be able to work as part of a motivated and written communication skills and be able to work as part of a motivated and supportive team. Strong English and Maths skills are essential.

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

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

**Closing Date** 20 September 2020**Midday Supervisor****JOB/20/02269****Grade 3 £3,417.24 per annum • 8 hours and 20 mins per week, 38 weeks per year • Highfields School**

Part Time • Permanent

We are looking to recruit a positive and friendly midday supervisor to join our team. As a midday supervisor at Highfields, you will assist and supervise students at lunchtime and encourage responsible and appropriate behaviour. You should enjoy helping young people and be enthusiastic, patient and discreet as well as being able to work as part of a team.

The students and staff at Highfields School make it a fantastic place to work. Our students are friendly and confident, and we strive to ensure that they achieve the success that they deserve.

We look to appoint staff who are committed to safeguarding and promoting the welfare of children and young people.

**Closing Date** 20 September 2020**Family Support Officer (Early Help Officer)****JOB/20/02273****Grade 8 £23,250- £25,127 per annum • 37 hours per week • Stubbin Wood School and Nursery**

No Guaranteed Hours • Fixed Term - Due to pupil numbers 1 year from start date

TEAM (Together Everyone Achieves More) Education Trust have an exciting opportunity for an Early Help Officer to join our Early Help team to support our Trust schools, and other local Primary Schools who are supported by the Early Help provision. The team is based at Stubbin Wood School main site in Shirebrook.

We wish to recruit a suitably experienced and professional Early Help Officer to support the School Resource and Community Manager who manages this service.

Stubbin Wood School & Nursery provides education for pupils aged 2-19. Stubbin Wood School is an area Special School within Derbyshire Local Authority with children from Nursery age up to Year 14. All pupils on the main site have a statement of educational needs (SEN) which are gradually being transferred to Educational Health Care Plans. Our other Trust schools are all in and surrounding the Shirebrook area.

The postholder will provide support to both Stubbin Wood School and Nursery as well as other local primary schools in the local community.

The Early Help Officer will provide early help and preventative support for whole families to become resilient and to break the cycle of neglect and deprivation so that their lives are turned around. This will ensure children and young people get the best start in life. This will include working closely with local initiatives and agencies to improve family outcomes. This position, more than ever, is vital to enable us to support our pupils and families during this unprecedented time.

We welcome applicants to arrange a virtual discussion with the service manager prior to applying for the role, please contact school to arrange an appointment.

**Closing Date** 18 September 2020

### **Teaching and Learning Assistant**

**JOB/20/02274**

**Grade 7, £3121.09 - £3404.04 per annum • 6 hours and 30 minutes per week • Brassington Primary School Part Time • Fixed Term - Covering for maternity leave**

We are looking for a creative and enthusiastic Teaching Assistant to join our team at Brassington Primary School. We need professionals who are committed to providing a creative curriculum which supports all children to learn and think creatively. Everyone who visits us, comments on the calm, purposeful atmosphere, the enthusiasm our children have for learning and the great sense of team amongst staff and children alike.

We are a school that values every individual and puts our children at the heart of everything we do. We pride ourselves in knowing our children and families well. We have a strong ethos of continuing professional development across all roles. Leaders know that children succeed because of the commitment, knowledge and professionalism of our team who provide high quality learning experiences.

We need a teaching assistant who:

- Has high expectations for themselves, colleagues and all children
- Are committed to providing high quality, creative learning experiences for all
- Have excellent communication skills
- Have a strong belief in positive behaviour management
- Are innovative and creative
- Know that we are all learners and are committed to continued professional development
- Have a good sense of humour (it helps!)

Provisional Interview Date: 1 October 2020

**Closing Date** 27 September 2020

## **Teaching - Deputy & Leadership**

### **Director of English with Whole School Literacy**

**JOB/20/02234**

**Leadership Scale 5-9 • 1.00 FTE • Whittington Green School, Chesterfield**

**Full Time • Permanent**

Are you an inspirational English teacher with excellent leadership qualities looking for career progression? We are an improving school and are seeking to appoint an outstanding Director of English who is ambitious, dynamic and dedicated to ensuring the continuing improvement of standards in our department. This role offers an exciting opportunity for a well-qualified and excellent teacher to join the leadership team who are all strongly committed to the achievement of our students.

English carries significant weight in the national performance indicators, the role Director of English consequently warrants a high profile position within the school, and we believe that our offer reflects this. Overseeing existing TLR holders, you will be responsible for securing the best possible outcomes for our students. We expect all of our students to be challenged, to be inspired and to achieve beyond expectation; this will be your focus.

As the leading member of the English department, you will be responsible for delivering outstanding lessons and contributing to the wider education agenda: inspiring learners and raising standards.

The right candidate will share our vision and values of achieving excellence and raising further the standards of teaching and learning in a dedicated and forward looking team.

If you would like to an informal chat and/or a tour of the school please contact Catherine Swain on 01246 450825  
The post holder will be expected to undertake duties in line with the professional standards for qualified teachers.

Whittington Green School:-

- welcomes applications regardless of age, gender or religion
- is committed to the protection and safety of its students
- undertakes enhanced CRB checks on all applicants
- only accepts applications submitted on approved application forms
- 

Provisional Interview Date: Week commencing 19 October 2020

**Closing Date** 7 October 2020

## Teaching - Pre school and Nursery

**Class Teacher**

**JOB/20/02213**

**MPS • 1.00 FTE • Parklands Infant and Nursery School, Long Eaton**

Full Time • Fixed Term - Covering for maternity leave

The Governors wish to appoint an enthusiastic, creative and highly motivated teacher who is committed to working as part of a team. We are a friendly, forward-looking school, committed to the care of our children and to ensuring high achievement. The appointed person will be an inspirational teacher who can motivate our children. He or she will be someone who can build excellent relationships with our children, parents and staff. This position is for Year 1 maternity leave cover commencing 30.11.2020 (this can be postponed until the start of Spring Term 1 4.1.21 if necessary).

The school is committed to safeguarding and promoting the welfare of all children and ensuring that every child reaches their potential in a stimulating, fun and caring environment. As part of our commitment to safeguarding our learners, all our children understand that under no circumstance should they keep an adult's secret.

Visits to the school are warmly welcomed. To arrange an appointment please contact the school on 0115 9732667

Provisional Interview Date: 30 September 2020

**Closing Date** 20 September 2020

## Teaching - Primary

**Year 6 Teacher with the possibility of KS2 Leader**

**JOB/20/02224**

**MPS and TL2.1 if a KS2 leader is appointed • 1.00 FTE • Whitfield St James CE VC Primary School,**

**Glossop Full Time • Permanent**

The governors are very pleased to be advertising this post. This is an exciting time for our school and we are making rapid progress in returning to good in terms of Ofsted. We have a dedicated and committed staff and governing body and we are looking for a professional, proactive and skilled year 6 teacher to join our team.

However, for the right candidate, we are offering a TLR 2.1 for a forward thinking, dynamic and professional leader to lead KS2.

We are offering;

- A friendly, supportive and committed governing body, SLT, staff and school community.
- A bespoke CPD package to support your needs.
- TLR 2.1 for the KS2 leader position.
- One afternoon non-contact time for the KS2 leader position.



This job advert is unusual and we need to make clear that we are looking for the best year 6 teacher. Our desirable outcome would be the best year 6 teacher and the best KS2 leader. This role is exciting and suitable for candidates starting their career or experienced teachers and leaders. This is a truly exciting role and it is recommended that you contact the headteacher to arrange to discuss the post. We very much look forward to seeing your application and welcoming you to our team.

Attached to the advert is a job description and person specification for the class teacher role and KS2 leader position. The vacancy is for a year 6 teacher, if you are also applying for the KS2 leadership position, please make this clear in your application.

Headteacher's details:

Craig Woodward – [cwoodward@st-james.derbyshire.sch.uk](mailto:cwoodward@st-james.derbyshire.sch.uk)

To start January 2021 or sooner.

**Closing Date** 27 September 2020

### **Class Teacher**

**JOB/20/02255**

**MPS • 1.00 FTE • Long Lane Church of England Primary School, The Acorn Federation**

Full Time • Permanent

From January 2021 the Governors are looking to appoint a talented individual committed to giving the best start in education to our Garden Class (Reception, Year 1 and Year 2). We are looking for a team player who believes in making education a positive, enjoyable and successful experience for all children. Would you like to join a supportive, welcoming staff team?

Are you a flexible and enthusiastic teacher who wants to join our Federation from January 2021? The successful candidate will be highly motivated with a strong track record of teaching. They will be expected to take on the responsibility for several areas of the curriculum. We welcome applications from all who feel they have the qualities and enthusiasm to contribute to our Federation.

Visits by are warmly welcomed and encouraged by prior arrangement, please call 01332 824339

Provisional Interview Date: 19 October 2020.

**Closing Date** 11 October 2020

## **South Derbyshire District Council**

### **Finance**

#### **Accountant**

**JOB/20/02223**

**£19,312 to £30,451 per annum, plus essential car user allowance • 37 hours per week • Civic Offices, Swadlincote**

Full Time • Permanent

An exciting opportunity has arisen for an enthusiastic, competent individual to join our Corporate Finance Team. We are ideally looking for a qualified Accountant but would consider an exceptional candidate that is qualified by experience to work as part of a team that provides financial support. You will assist with a wide range of technical accounting, VAT, projects, budgeting, treasury and financial management duties across all service areas.

Reporting into the Chief Accountant, you will work alongside 3 Accountants to assist in the provision of excellent and effective accounting services, in particular the post holder will be responsible for revenue and capital budget monitoring and setting. The successful candidate will be responsible for providing and reporting on key financial data within the organisation to both financial and non-financial managers.

Applicants for this post must have proven experience of working in a finance department and within a similar role. Any informal queries relating to the post can be emailed to Charlotte Jackson, Chief Accountant at [charlotte.jackson@southderbyshire.gov.uk](mailto:charlotte.jackson@southderbyshire.gov.uk)

Provisional Interview Date: 2 and 5 October 2020.

**Closing Date** 21 September 2020