

PUBLIC

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## **Issue Dated: 04 December 2020**

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# Administration/Clerical/Customer Service

**Business Services Assistant (5 posts)**

**JOB/20/03149**

**Grade 4 £18,561 per annum, pro rata • Various • Various locations**

Part Time • Permanent and Fixed Term Posts available, Post 5 - covering maternity leave • 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 available roles are detailed below:

Post 1 - Early Help & Safeguarding, CIC Disabled Residential 1 x 18 hours and 30 minutes based at The Getaway, Ilkeston - £9,280.56 per annum

Post 2 - Early Help & Safeguarding, CIC Residential 1 x 20 hours based at Glenholme Children's Home, Long Eaton - £10,032.24 per annum

Post 3 - Early Help & Safeguarding, CIC Residential 1 x 18 hours and 30 minutes based at Hopewell Children's Home, Clay Cross - £9,280.56 per annum

Post 4 - Early Help & Safeguarding, CIC Residential 1 x 20 hours based at Linden House, Swadlincote - £10,032.24 per annum

Post 5 - Early Help & Safeguarding, 1 x 37 hours based at Peter Webster Centre, Chesterfield - £18,561 per annum, fixed term to cover maternity leave

Please indicate in order of preference within the suitability section of the application form.

You would be working within a small residential children's home providing administrative support to a team who are responsible for the care and support of children. We are looking for a driven and focused individual to provide efficient and effective support to the teams within our Children's homes. This role will provide support to ensure targets are met and service quality standards are maintained. Previous experience in working in a busy children focused environment would be advantageous. You will need good organisational skills, with the ability to prioritise and meet deadlines and be able to work on your own initiative. Experience of administration practices and processes, working within organisational procedures and policies including an understanding of confidentiality, GDPR and 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.

Due to this post having access to children, candidates must be a minimum age of 21 years old and will be required to undertake a Disclosure and Barring Service check.

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.

Interviews are 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.

Provisional Interview Date: Week commencing 21 December 2020

**Closing Date** 13 December 2020

**Business Services Assistant****JOB/20/02890****Grade 4 £9,280.56 per annum • 18 hours and 30 minutes per week • Rowthorne Home for Older People, Swanwick**

Part Time • Permanent • Adult Social Care and Health

We are looking for a committed and flexible person who can work as a key member of the Business Services administration team based at Rowthorne Care Home in Swanwick. Working in a busy office, the successful candidate will require appropriate information & technology (IT) skills, which includes using a variety of IT systems. You will be required to work as part of a team undertaking a wide-range of duties from note taking, supporting social care functions, processing financial information to general administrative tasks. Communication skills, ability to work to deadlines and an understanding of confidentiality is essential to this post. Candidates should be qualified to vocational/NVQ or equivalent with significant experience. Working pattern: Wednesday pm, Thursday and Friday

**Closing Date** 13 December 2020**Business Services Assistant****JOB/20/03185****Grade 4 £18,561 per annum • 37 hours per week • County Hall, Matlock**

Full Time • Fixed Term - Due to funding 6 months from start date • Adult Social Care and Health

We are looking for a committed and flexible person who can work as a key member of the Business Services administration team based in Matlock. Working in a busy office, the successful candidate will require appropriate information & technology (IT) skills, which includes using a variety of IT systems. You will be required to work as part of a team undertaking a wide-range of duties from note taking, supporting social care functions, processing financial information to general administrative tasks.

Communication skills, ability to work to deadlines and an understanding of confidentiality is essential to this post. Candidates should be qualified to vocational/NVQ or equivalent with significant experience.

Interviews will be conducted via Microsoft Teams or Skype. The post holder will be expected to work from home as well as an office so it is essential to have good internet access at home.

Provisional Interview Date: Week commencing 28 December 2020.

**Closing Date** 20 December 2020**Business Services Officer****JOB/20/03223****Grade 8, £23,250 - £25,128 per annum • 37 hours per week • County Hall, Matlock**

Full Time • Fixed Term - Covering for secondment for 12 months from start date • Adult Social Care and Health

We are looking for a committed, dynamic and flexible person to be part of the Business Services Management team based at County Hall, Matlock. The successful candidate will be expected to supervise and manage staff, be effective in the delivery of an agenda for change and manage workloads within a performance management framework. Whilst working in collaboration with a range of internal and external partners the appointee will need to be forward thinking with a good working knowledge of information technology and financial management. The post holder will be responsible for delivering a wide-range of Business Services functions which includes estates management, health and safety, managing information systems and the provision of quality administrative support. Candidates will be expected to take minutes and should be qualified to vocational/NVQ or equivalent with significant experience at the required level.

Interviews will be conducted via Microsoft teams or Sky. The post holder will be expected to work from home as well as an office so it is essential to have good internet access at home.

Provisional Interview Date: 17 December 2020.

**Closing Date** 13 December 2020

## Care/Social Work

Please note that if you already work in another health and social care setting (e.g. another care home, home care provider or hospital ward) and intend to remain in that job, we will be unable to offer you a post with us at the moment. This is due to Public Health England guidance that advises care staff should not move between facilities due to the risk of transferring coronavirus.

### Care Worker

**JOB/20/00723**

**Grade 5 £12,111.48- £12,353.28 per annum • 23 hours and 40 minutes per week • Florence Shipley Home for Older People, Heanor**

Part Time • Permanent • Adult Social Care and Health

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.

For informal enquiries please contact Unit Manager Paul Morris, telephone number 01629 531367.

**Closing Date** 13 December 2020

### Domestic

**JOB/20/00972**

**Grade 3 £11,802.60 per annum • 24 hours per week • Petersham Centre, Long Eaton**

Part Time • Permanent • Adult Social Care and Health

Responsible for contributing to the provision of a comfortable, safe and hygienic environment for residents and staff. Knowledge of health and safety is required. Must hold or be willing to gain NVQ I Cleaning.

**Closing Date** 20 December 2020

### Night Care Assistant

**JOB/20/01656**

**Grade 5 £9.81 - £10.01 per hour • As and when required • Petersham Centre, Long Eaton**

No Guaranteed Hours • Relief • Adult Social Care and Health

We are seeking a motivated and enthusiastic person to join our team of night care staff. You will be responsible for the security of the building overnight and may be required to assist in fire evacuations and emergency situations. In addition to this you will be completing cleaning and laundry duties. You will be required to assess and monitor the needs of the residents overnight, supporting with personal care tasks as required. You will need good communication skills and the ability to complete relevant documentation. You will need to hold a NVQ level 2 qualification in health and social care and be willing to undertake additional training as required.

**Closing Date** 20 December 2020

**Care Worker****JOB/20/02065**

**Grade 5 £12,649.20 - £12,901.68 per annum • 24 hours and 43 minutes per week • Thomas College House, Home for Older People, Bolsover**  
Part Time • Permanent • Adult Social Care and Health

We are recruiting a Care Worker 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 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 will give you all the training and support that you will need to do the job. There will also be ongoing support and mentoring from experienced staff.

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

**Closing Date** 13 December 2020

**Senior Care Worker (2 Posts)****JOB/20/02067**

**Grade 7 £17,195.52 - £18,753.84 per annum • 30 hours and 40 minutes per week • Thomas College House, Bolsover**  
Part Time • Permanent • 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.

**Closing Date** 13 December 2020

**Domestic****JOB/20/03003**

**Grade 3 £9.43 per hour • As and when required • Lady Cross House, Home for Older People, Sandiacre**  
No Guaranteed Hours • Relief • Adult Social Care and Health

Responsible for contributing to the provision of a comfortable, safe and hygienic environment for residents and staff. Knowledge of health and safety is required. Must hold or be willing to gain NVQ I Cleaning. Saturday and Sunday hours will be paid at plain time where it is part of your normal working pattern unless it is between 7.00pm and 7.00am, where enhanced rates of pay apply. Enhanced pay rates are paid for Bank Holiday working.

**Closing Date** 20 December 2020

**Social Worker****JOB/20/02720****Grade 9 - 11 £15,451.80 - £21,693.00 per annum • 22 hours and 12 minutes per week • Erewash Hub, DCC Mercian Close, Ilkeston**

Part Time • Permanent • Adult Social Care and Health

Erewash Mental Health Prevention and Personalisation team are looking to recruit a motivated social worker to work in the Erewash area.

Applicants will need to demonstrate their ability to contribute to social care assessments in line with the Care Act 2014 and other Legislation that is relevant, risk management, provide person centred support planning for eligible needs including both formal and informal services and networks.

The service covers people who live in the community, residential and nursing establishments and will also include facilitating safe and timely discharges from hospital settings. Experience of working in the Mental Health field is desirable, though not essential.

The successful applicant will need to work in a team setting, cover part of a duty rota system and be expected to manage a busy caseload. They will also be expected to contribute to safeguarding investigations if felt appropriate. Good communication with other agencies including health colleagues is essential given the current health and social care agenda.

Successful applicants will be supported by an experienced management team who are committed to good support, advice, supervision and a nurturing team ethos. There are opportunities for career progression within the teams, with a strong commitment to training and personal development. As an employee of Derbyshire County Council you will be:

- Eligible to join the Local Government Pension Scheme where you pay your contributions and we pay too. It's a flexible scheme and an important part of your employment package providing an excellent range of benefits.
- Part of a generous annual leave and flexi-time scheme.
- Enjoy benefits including our occupational health, physiotherapy and counselling services and free childcare vouchers.

Derbyshire is a great place to live and work. It's only a short drive to Manchester, Nottingham, Sheffield and Derby but is also home to miles of beautiful countryside and has the Peak District National Park on its doorstep. The county enjoys house prices below the UK average and has great road and rail links.

Provisional Interview Date: 21 December 2020

**Closing Date** 13 December 2020**Deputy Unit Manager****JOB/20/03039****Grade 10 £14,340.96 - £15,916.96 per annum • 18 hours 30 and minutes per week • Lady Cross House, Sandiacre**

Part Time • Permanent • Adult Social Care and Health

The successful applicant will be responsible for assisting in the management of operational activities, supervising staff and managing resources including budgets. Supervisory and administrative skills are essential. Knowledge of residential care issues and relevant legislation is required together with experience of working with older people in residential care. Must hold NVQ Level III Health & Social Care (Adults).

**Closing Date** 20 December 2020

**Residential Social Care Worker****JOB/20/03044****Grade 9 £16,703.24 - £17,920.20 per annum • 24 hours per week • Newhall Bungalow, Swadlincote**  
Part Time • Permanent • Adult Social Care and Health

We are seeking an enthusiastic and motivated person to join our team as a Residential Social Care Worker at Newhall Bungalow.

The post holder will be required to work 24 hours per week over a 4 week rolling rota. Shifts will include evenings, weekends, nights and bank holidays.

You will be working within a small team assisting clients within the respite and life skills unit. You will be required to undertake personal care duties and must have a good understanding of moving and handling methods. A good understanding of health and safety within the workplace is also required.

Candidates should have good communication skills and be competent in using IT equipment and completing relevant documentation.

Ideally you will have a good understanding of adults with a learning disability.

Qualification required is NVQ Level III Health & Social Care (Adults), it is also a requirement that employees undertake additional training as required annually.

Provisional Interview Date: 6 January 2021.

**Closing Date 20 December 2020**

**Senior Practitioner****JOB/20/03045****Grade 12 £37,263 - £40,589 per annum • 37 hours per week • Depends on the location of the successful applicant.**

Full Time • Permanent • Adult Social Care and Health

We are seeking a qualified, skilled and experienced BIA (Best Interests Assessor) to be part of Derbyshire's Deprivation of Liberty Safeguards (DOLS) Team.

Your role will include undertaking BIA (and later AMCP) assessments, striving to uphold people's human rights. As a Senior Practitioner, you will assist the team and the local authority in numerous ways, including: providing advice to fieldwork colleagues and healthcare professionals, prioritising and co-ordinating our team's tasks and you will help ensure our policies and practices are as effective, efficient and robust as possible.

You will join our friendly and supportive team at an exciting time as we prepare for the Liberty Protection Safeguards (LPS). You will help plan and shape how LPS is introduced within Derbyshire. You will receive conversion training to become an AMCP.

Our team is spread countywide (and most are currently working from home). We aim to base workers in the Adult Care office that is most convenient to them (subject to permission being granted by the local manager).

For an informal conversation, please contact Carl O'Riordan, Service Manager, on 07790585976, or email [carl.oriordan@derbyshire.gov.uk](mailto:carl.oriordan@derbyshire.gov.uk)

Provisional Interview Date: Week commencing 4 January 2021

**Closing Date 20 December 2020**

**Residential Childrens Worker****JOB/20/03050****Grade 9 £12,876.48 - £13,814.52 per annum • 18 hours and 30 minutes per week • 3 Gables Childrens Home, Chapel en le Frith**

Part Time • Permanent • Childrens Services

A fantastic opportunity for the right candidate to join a caring and nurturing team at the 3 Gables Children's Home. We provide residential care for children, aged between 11-18yrs, with emotional and social challenges. We require a caring, empathic and nurturing individual to support the children, team and the work we do. Applications will be considered for part-time work.

The successful candidate will be given the opportunity to participate in team meetings and appropriate additional training courses - designed to help us enhance our understanding of the ways our children express their emotional unmet needs and how we can all support them with this.

We pride ourselves on the beautiful home we have created and the 'family' culture we promote. We look forward to meeting you at interview. If you have any questions, please do not hesitate to contact Richard Tong – 01629 531567

Provisional Interview Date: Week commencing 4 January 2021

**Closing Date** 20 December 2020**Senior Care Worker (2 Posts)****JOB/20/03106****Grade 7, £10,441.68 - £11,388 per annum • 21 hours 45 minutes per week • Castle Court, Castle Gresley**

Part Time • Fixed Term • 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** 20 December 2020



**Care Worker (2 Posts)****JOB/20/03120**

**Grade 5 Post 1 £10,182.12 - £10,385.52 per annum, Post 2 £8,766.00 - £8,940.96 per annum • Post 1 -19 hours and 54 minutes per week, Post 2 - 17 hours and 8 minutes per week • Hazelwood Home for Older People, Ilkeston**

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 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 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 based on a three-shift pattern, a week of 7.00am - 2.15pm, a week of 2.00pm -10.00pm and a week of nights 10.00pm – 7.00am on a rolling rota. 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: 6 January 2021

**Closing Date** 20 December 2020

**Senior Care Worker****JOB/20/03139**

**Grade 7, £14,577.48 - £15,898.56 per annum • 26 hours per week • Goyt Valley House, New Mills, High Peak**

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

**Closing Date** 20 December 2020

**Deputy Unit Manager****JOB/20/03132****Grade 10 £14.87 - £16.50 per hour • as and when required • New Bassett House (Park Avenue), Shirebrook**

No Guaranteed Hours • Relief • Adult Social Care and Health

Derbyshire County Council operates 27 Residential Care homes across a diverse County, ranging from urban to rural communities. We pride ourselves on offering high-quality person-centred care and treating our residents with dignity and respect. We currently have various exciting management opportunities in our Residential Care Homes for Older People.

We welcome applications from candidates who are innovative and dynamic, to progress the service in line with the changing key demographic and regulatory requirements, alongside providing effective operational direction and leadership to the home. Supported by both a localised and centralised leadership function, the successful candidates will work to ensure a high level of care and support is provided to the residents of the home, and that the provision is compliant with legislation and policy.

Successful candidates will hold a Health & Social Care qualification, as well as be knowledgeable and experienced in management of staff, budgets and embedding change. A knowledge of relevant legislation and policy is also essential.

Go to [www.derbyshire.gov.uk/working-for-us/jobs/find-a-job-with-us](http://www.derbyshire.gov.uk/working-for-us/jobs/find-a-job-with-us) for more information and to apply for these roles.

We work hard to be an excellent employer and offer a range of benefits which make Derbyshire a great place to work, these include:

- A range of flexible working options (where applicable)
- Training and development opportunities
- Enhanced rates of pay for weekend and night working
- Opportunity to join the Local Government Pension Scheme

Please note that if you already work in another health and social care setting (e.g. another care home, home care provider or hospital ward) and intend to remain in that job, we will be unable to offer you a post with us at the moment. This is due to Public Health England guidance that advises care staff should not move between facilities due to the risk of transferring coronavirus.

Provisional Interview Date: 20 December 2020.

**Closing Date** 13 December 2020

**Care Worker****JOB/20/03140****Grade 5 £7,675.44 - £7,828.68 per annum • 15 hours per week • Holmlea Home for Older People, Tibshelf 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.

*(For further information please see overleaf)*

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: 05 January 2021

**Closing Date** 20 December 2020

**Care Worker** **JOB/20/03141**

**Grade 5 £7,675.44 - £7,828.68 per annum • 15 hours per week • Holmlea Home for Older People, Tibshelf**  
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.

Provisional Interview Date: 05 January 2021.

**Closing Date** 20 December 2020

**Care Worker (Community) (3 Posts)** **JOB/20/03162**

**Grade 5 Posts 1 and 2 - £10,233.24 - £10,437.60 per annum, Post 3 - £8,186.64 - £8,350.08 per annum •**  
**Posts 1 and 2 - 20 hours per week, Post 3 - 16 hours per week • The Arc, Clowne**  
Part Time • Permanent • Adult Social Care and Health

Could you make a make a difference to the life of a person living with Dementia? We are looking for people to join our valued care team helping Derbyshire residents with Dementia lead independent lives.

As a Care Workers (Community) you will be ensuring people stay healthy, happy and well in their own homes by helping them with a variety of everyday tasks including assisting with medication. You don't need previous experience as we will give you all the training and support you need to do the job. The Dementia team cover the whole of Bolsover area. You could be covering calls in Glapwell, Shirebrook, Bolsover, Mastin Moor, Barlborough, Whitwell, Clowne, Elmtton, Creswell, Hodthorpe, Pinxton, Alfreton, South Normanton, Tibshelf and Newton.

Provisional Interview Date: 15 December 2020

**Closing Date** 13 December 2020

**Care Worker****JOB/20/03150****Grade 5 £17,142.00 - £17,484.24 per annum • 33 hours and 30 minutes per week • Holmlea Home for Older People, Tibshelf**

Part Time • Permanent • Adult Social Care and Health

We are recruiting a Care Worker 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 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 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: 8 January 2021

**Closing Date** 20 December 2020

**Domiciliary Services Organiser (Relief)****JOB/20/03182****Grade 9 £13.35 - £14.32 per hour • As and when required • Ecclesfold Resource Centre, Chapel En Le Frith**  
No Guaranteed Hours • Relief • Adult Social Care and Health

When required 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, but contribute to the team. They must be self-motivated and possess outstanding communication and organization skills

The successful applicant ideally will have experience in a Domiciliary/Homecare environment, 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 QCF Level 2 or equivalent and potentially be willing to work towards gaining the QCF Level 3 Diploma in Health and Social Care (Adults) or equivalent.

Provisional Interview Date: 7 January 2021.

**Closing Date** 20 December 2020

# Catering

## Catering Supervisor

JOB/20/03047

**Grade 5 £10,672.56 - £10,885.56 per annum • 25 hours per week • Darley Dale Primary School**  
Part Time • Permanent - Due to midyear vacancy • 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 position is also to cover in Chesterfield, Alfreton and Matlock areas.

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** 20 December 2020

## Catering Assistant

JOB/20/03004

**Grade 2 £3,857.04 per annum • 8 hours per week • Lady Cross House, Home for Older People, Travers Road, Sandiacre**  
Part Time • Permanent • Adult Social Care and Health

You will be working in a busy production kitchen assisting with the preparation, cooking and service of the residents meals your role will include assisting the Catering Supervisor with the preparation of meals, preparing basic meals and cleaning duties within the kitchen.

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.

The job may require unsocial hours working including weekends and Bank Holidays. Payment arrangements will be detailed in any contract offer made.

Saturday and Sunday hours will be paid at plain time where it is part of your normal working pattern unless it is between 7.00pm and 7.00am, where enhanced rates of pay apply. Enhanced pay rates are paid for Bank Holiday working.

**Closing Date** 20 December 2020

## Catering Assistant

JOB/20/03117

**Grade 2 £9,050.28 per annum • 22 hours and 30 minutes per week • Woodbridge Junior School, Alfreton**  
Part Time • Permanent • Childrens Services

A vacancy has arisen to work in a very busy school kitchen, which caters for onsite meals and 2 additional schools export meals. You will be assisting with the preparation and serving of lunches, you will be expected to put up furniture. You will need to demonstrate all round catering experience and have good communication skills. Working to pre-planned menus, it is essential that potential candidates possess an awareness of portion and cost control.

**Closing Date** 20 December 2020

**Catering Assistant (3 Posts)****JOB/20/03118****Grade 2 £3,016.80 per annum • 7 hours and 30 minutes per week • Brigg Infant School, South Normanton**  
Part Time • Permanent - Due to midyear vacancy • Childrens Services

A vacancy has arisen for a catering assistant to work in a school kitchen, assisting with the preparation and serving of lunches, you will be expected to put up furniture. You will need to demonstrate all round catering experience and have good communication skills. Working to pre-planned menus, it is essential that potential candidates possess an awareness of portion and cost control.

**Closing Date** 20 December 2020**Catering Assistant****JOB/20/03135****Grade 2, £17,840 per annum, pro rata • Post 1 - 20 hours permanent and Post 2 -10 hours Fixed Term • Newhall Infant and Nursery School, Swadlincote**

Part Time • Permanent and Fixed Term due to funding for one year from start date • Childrens Services

We are looking for two motivated individual to join our team of staff at Newhall Infant and Nursery School serving approx. 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. As part of your duties you will be required to erect 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.

Please note, the 20 hour post has a deputising element for the Catering Supervisor in their absence and this person must assume their responsibilities in running the unit. This will include ordering, preparing, cooking and the serving of food for up to 300 meals per day. This also means that an early start will be necessary on these occasions. Leading the team through their daily routine and security of the unit comes along with this.

**Closing Date** 20 December 2020**Catering Assistant****JOB/20/03136****Grade 2 £7,542.60per annum • 18 hours 45 minutes per week, 38 weeks per year • St Edwards Catholic Primary School, Swadlincote**

Part Time • Permanent • Childrens Services

We are looking for a motivated individual to join our team of staff at St Edwards Catholic Academy School serving approx. 150 meals a day. Food hygiene awareness and a good standard of customer service is essential. You will be required to prepare, cook and serve food following all our policies and procedures.

You will be required to deputise for the catering supervisor in their absence. Ordering, preparing and cooking 150 plus lunches per day following strict laid down procedures. You will also have to start early on these occasions and run the unit whilst leading the team. 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 in catering and 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: 21 January 2021

**Closing Date** 20 December 2020

**Catering Supervisor****JOB/20/03138****Grade 5 £9.81 - £10.01 per hour • As and when required • Goyt Valley House, Home for Older People, New Mills**

No Guaranteed Hours • Relief • Adult Social Care and Health

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

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

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

**Closing Date** 20 December 2020**Catering Assistant****JOB/20/03184****Grade 2 £9.25 per hour • As and when required • St George's CE Controlled Primary School, Church Gresley**

No Guaranteed Hours • Relief • Childrens Services

We are looking for motivated individuals to join our team of staff serving approximately 150 meals a day. Flexibility is required as you may be required to go to other units in the area. Food hygiene awareness and a good standard of customer service is essential. 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. Interviews will held on Microsoft Teams.

Provisional Interview Date: 21 January 2021

**Closing Date** 20 December 2020**Childrens Social Care/Social Work****Residential Childrens Worker (2 Posts)****JOB/20/02318****Grade 9 £13.35 - £14.32 per hour • As and when required • The Getaway, Ilkeston**

No Guaranteed Hours • Relief • Childrens Services

The Getaway is a purpose built home located in Kirk Hallam, Ilkeston delivering short breaks or shared care to disabled children and young people aged from 9 to 17 years old. 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 this service.

Minimum age requirement is 21 years old, due to the ages of the young people.

The job will include working unsocial hours including weekends and Bank Holidays. Payment arrangements will be detailed in any contract offer made. We would welcome any applicant to visit pre interview or appointment to discuss this role and to visit The Getaway. The Managers are available to discuss the role and the responsibilities of the advertised post.

Ability to speak fluent English in order to be able to communicate fully in the role with clients and the public.

**Closing Date** 20 December 2020

**Night Care Assistant****JOB/20/02464**

**Grade 5 £9,466.56 - £9,655.56 per annum A temporary \*market supplement of £1,024 per annum (pro rata for part time hours) is currently payable to 31 March 2021 • 18 hours and 30 minutes per week • The Getaway, Ilkeston**

Part Time • Permanent • Childrens Services

The Getaway is a purpose built home located in Kirk Hallam, Ilkeston delivering short breaks or shared care to disabled children and young people aged from 9 to 17 years old. 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 this service.

Minimum age requirement is 21 years old, due to the ages of the young people.

Payment arrangements will be detailed in any contract offer made. We would welcome any applicant to visit pre interview or appointment to discuss this role and to visit The Getaway. The Managers are available to discuss the role and the responsibilities of the advertised post.

Ability to speak fluent English in order to be able to communicate fully in the role with clients and the public. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according the nature of the role and information provided.

A temporary \*market supplement of £1,024 per annum (pro rata for part time hours) is currently payable to 31 March 2021

<b>Plain/enhanced hours</b>	<b>Basic hourly rate</b>	<b>Unsocial hours enhancement</b>	<b>Market supplement</b>	<b>Total hourly rate</b>
Monday to Sunday 7am-7pm: plain time	£9.81 - £10.01 hr	£0	£0.53 hr	£10.34 - £10.54 hr
Monday to Sunday 7pm-7am: plain time plus one third	£9.81 - £10.01 hr	£3.27 - £3.34 hr	£0.53 hr	£13.61 - £13.88 hr
Bank Holidays all hours: double time	£9.81 - £10.01 hr	£9.81 - £10.01 hr	£0.53 hr	£20.15 - £20.55 hr

*\*A temporary market supplement is attached to this post, which is a separate payment in addition to the normal salary. A review of market conditions will be carried out 6 months prior to the proposed end date to establish if the market supplement should continue. Where a market supplement payment is due to be withdrawn or changed, all affected employees will receive contractual notice of one month.*

**Closing Date 20 December 2020**



**Family Support Worker****JOB/20/03103****Grade 8 £11,625 - £12,564 per annum • 18 hours and 30 minutes per week • Woodville Children's Centre, Swadlincote**

Part Time • Permanent • Childrens Services

The successful candidate will join the Woodville Children's Centre team, providing support to families with children 0-5 years in the South Derbyshire and South Dales Locality.

We are looking for an enthusiastic and motivated individual to support children and their families who require Early Help intervention.

The successful candidate must be able to communicate well with adults and children and have the ability to liaise with other partners across a wide range of settings.

A clear knowledge and understanding of safeguarding is an essential part of the role.

In post you will undertake a range of assessments including Early Help Assessments to identify need and plan intervention within a Stronger Families Safer Children Model. The successful candidate will also support Colleagues in the wider Core Early Help Team and locality Social care team's where there is complex needs or Child Protection concerns.

**Closing Date** 20 December 2020**Social Worker (2 Posts)****JOB/20/03124****Grade 9 - 11, £ 25,753 - £36,155 per annum • 37 hours per week • Chesterfield SS Office**

Full Time • Permanent • Childrens Services

Purpose of the Job to supervise and support foster carers looking after children in the care of Derbyshire County Council enabling them to safely and effectively care for looked after children and strive for positive outcomes. To identify, match and make placements with foster carers and work with wider Childrens services to ensure foster carers are included in the professional team around the child.

Main Duties:

- To continue to assess, supervise and support foster carers to ensure quality foster care is delivered and that effective utilisation of foster carers is achieved.
- Supporting and enabling foster carers to continue learning and developing in order that they are assisted to provide effective quality family placement and the necessary information and support is provided to enable them to meet the needs of the children they are caring for appropriately.
- Ensure compliance with Fostering Regulations, National Minimum Standards and Guidance as well as DCC policies and procedures.
- Work closely with children's social workers and other professionals to implement the child's plan and include the foster carer as part of the professional team around the child.
- To Complete assessments on foster carers as part of Foster carers annual reviews. To complete assessments of foster carers as required by the Fostering service
- Assist in running and facilitating support groups, training sessions and other activities/events delivered by the Fostering service.
- To take part in a duty rota that assists in identifying and matching foster carer vacancies to referrals for children requiring a family placement.
- To take responsibility for your own professional learning and development and keep up to date with relevant research.

If you have any questions about this post please contact Jane Wojciechowska on 07970 050109

**Closing Date** 20 December 2020

**Residential Childrens Worker****JOB/20/03137****Grade 9 - £16,703.40 - £17,920.20 per annum • 24 hours per week • The Old Post House, Chesterfield**  
Part Time • Fixed Term - Covering for maternity leave • Childrens Services

Applicants must be able to work in partnership with parents and other professionals, and have the skills in communicating with children and young people in residential care. Candidates are also expected to have an openness to and aptitude for relationship focused and psychologically informed working practices.

You must have the appropriate skills and experience that you will be expected to perform of working with and understanding the factors that lead children and young people into residential care, together with an understanding of the Children Act, the Quality Care Standards and Childrens Homes (England) Regulations 2015.

You must hold, or be already working towards, or be willing to undertake and complete, within 2 years of starting work in a children's home, the Level 3 Children & Young Peoples Workforce Diploma with Social Care Pathway (England) 2015, or have an equivalent qualification, (such as, The Level 3 Diploma for Residential Childcare or The NVQ 3 Caring for Children & Young People, or The NVQ 3 in Health & Social Care) completing any work identified to meet the required level to consider as "an equivalent qualification" to the Level 3 Children & Young Peoples Workforce Diploma with Social Care Pathway (England) 2015.

**Closing Date** 20 December 2020**Early Help Practitioner (Family and Parenting)****JOB/20/03148****Grade 8 £23,250 - £25,128 per annum • 37 hours per week • Buxton Childrens Services Area Office**  
Full Time • Permanent • Childrens Services

The successful candidate will be an enthusiastic worker who is passionate about improving outcomes for children and young people. Persuading, empowering and motivating families to engage and overcome barriers to change. To ensure that vulnerable children and young people are identified and supported so that they can aim to achieve stability, safety and permanence to enable them to thrive within their community and achieve their full potential. The work will include case management and direct work with children, young people and their families providing timely support and interventions to address safeguarding concerns and reduce risks to children and young people. The successful candidate will be leading Team Around the Family and Child in Need plans. You will deliver a range of evidence based group programmes to children, young people and families.

You will work within the Early Help Team and jointly with the Parenting Assessment and Family Time team, as well as Children Centre's and Social Care colleagues. The Early Help workforce is responsible for creating and maintaining effective partnerships between the local authority, health, schools and the voluntary sector.

Provisional Interview Date: 21 December 2020

**Closing Date** 13 December 2020

**Grade 9 - 11 £27,629 - £36,155 per annum. A \*market supplement of between £2,000 and £4,000 per annum is currently payable to 30 June 2021 • 37 hours per week • Shand House, Darley Dale**  
Full Time • Permanent • Childrens Services

We are currently recruiting for an experienced Social Worker to be based in Starting Point which is Derbyshire's front door. We are co-located with Police and Health to ensure timely and appropriate decision making on request for Service for children and their families across Derbyshire with reference to the threshold document to consider proportionate intervention for family in need of services. Critical to the role is the development of positive working relationships with partner agencies and the localities across Derbyshire to ensure effective working together.

We work hard to ensure that our Social Workers have the time and resources to be the best and deliver good outcomes for children and their families. Our vision means working creatively to inspire and empower children, young people and their families to be the best they can be.

We believe that hard work and commitment to your role should be rewarded, so we offer a package to our Social Workers that will ensure you always feel supported and valued.

Derbyshire is a fantastic place to live and work, with the miles of peaceful countryside and quaint villages making the county extremely appealing. In addition to location, there are a number of perks to being a Derbyshire County Council employee:

- Local Government Pension Scheme
- Generous annual leave and flexi time scheme
- Travel expenses
- DBS fees covered and Social Work England registration fees reimbursed
- Access to an excellent range of training and development opportunities, worth over £5000
- Systemic training equivalent to Post Graduate Certificate
- Excellent supervision and a supportive peer network
- Effective leadership and management
- Fantastic opportunities for career progression and further formal qualifications
- High Morale within teams
- Discount on leisure centre memberships
- Free car parking at most sites
- Free eye tests for employees who regularly use a computer
- An in-house counselling service
- Occupational Health service
- Access to sessions with a trained physiotherapist
- Cycle to work scheme
- Easy access to a number of large cities, with excellent travel links
- Close proximity to Peak District National Park

If you are Social Work qualified and have Social Work England registration, we would love to hear from you. Apply today, or for more information, email [socialwork.childrens@derbyshire.gov.uk](mailto:socialwork.childrens@derbyshire.gov.uk)

Posts in Child Protection roles will attract a starting salary of £27,629.

*(For further information please see overleaf)*

\*A market supplement is currently attached to this post. This is a separate payment made in addition to the normal salary as detailed below. All market supplement payments are reviewed 6 months prior to their proposed end date to determine whether the supplement should continue.

Appointed on	Basic salary per annum	Market supplement payment per annum	Salary including market supplement per annum
Grade 9: pay point 19	£27,629	£4,000	£31,629
Grade 10: pay points 20-23	£28,682-£31,832	£3,000	£31,682-£34,832
Grade 11: pay points 24-27	£32,913-£36,155	£2,000	£34,913-£38,155

**Closing Date** 20 December 2020

### **Social Worker**

**JOB/20/03161**

**Grade 9 - 11 £27,629 - £36,155 per annum. \*A market supplement of between £2,000 and £4,000 per annum is currently payable to 30 June 2021 • 37 hours per week • Polygon Centre, Alfreton**

Full Time • Permanent • Childrens Services

We're investing in our children's social work service and expanding our teams across Derbyshire. We've re-modelled our children's social work service to create smaller teams with reduced caseloads supported by new practice supervisors.

Therefore, we have a vacancy in the Specialist Disabled Children's Service (Early Help and Safeguarding), for a qualified Social Work England registered social worker. The post is an established full-time social worker across the Chesterfield and High Peak teams.

We are a countywide service and this vacancy is in the north of the county.

We see our posts as both challenging and exciting, enabling you as a dynamic and forward-thinking social worker to be based within the Safeguarding and Specialist Disabled Children's Services at The Polygon, Alfreton alongside other experienced Social Workers, Community Care Workers and Children's Occupational Therapists. Caseloads are locality based so whilst Alfreton remains the team base, there is flexibility to work between your allocated area and the main office.

We work in a person-centred way that compliments systemic practice and the stronger family's safer children agenda. Duties will include assessment of children with identified disabilities, child protection and court work, children in care and associated duties including close liaison with Health and Education colleagues.

You will be supported by an experienced management team who are committed to good support, advice, supervision and a nurturing team ethos. We are committed to capturing the child's voice and journey through a 'child centred' approach which incorporates the social model of disability, social inclusion principles and anti-oppressive practice. If you would like to talk to someone informally about this post, please ring and ask for Sarah Seddon, Team Manager, contact number: 07581 227545.

\*A market supplement is currently attached to this post. This is a separate payment made in addition to the normal salary as detailed below. All market supplement payments are reviewed 6 months prior to their proposed end date to determine whether the supplement should continue.

*(For further information please see overleaf)*

Appointed on	Basic salary per annum	Market supplement payment per annum	Salary including market supplement per annum
Grade 9: pay point 19	£27,629	£4,000	£31,629
Grade 10: pay points 20-23	£28,682-£31,832	£3,000	£31,682-£34,832
Grade 11: pay points 24-27	£32,913-£36,155	£2,000	£34,913-£38,155

**Closing Date** 20 December 2020

**Family Support Worker**

**JOB/20/03174**

**Grade 8 £13,950.00 - £15,076.80 per annum • 22 hours and 12 minutes per week • Eckington Children Centre, Eckington**

Part Time • Fixed Term - Covering for secondment until 24 November 2021 • Childrens Services

We are offering this exciting part-time temporary position (22 hours and 12 minutes per week) of Family Support Worker in the Parenting and Family Time Team (PAFT).

The team and post are normally based at The Grange, Eckington in North East Derbyshire and Bolsover Locality and is co-located with our Social Care colleagues. However currently we are predominately working from home. The successful applicant will undertake professional practice within a designated area of service (Parenting and Family Time Team) by completing Parenting Assessments, supporting Family Time Sessions and working with the assistant 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 and embedding Derbyshire's operating model in order to improve outcomes for children, young people and families.

Due to this post having access to children and/or vulnerable adults, the successful candidate will be required to undertake an enhanced 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.

**Closing Date** 13 December 2020

## Conservation/Environment

### **Programme Manager - Climate Change**

**JOB/20/03125**

**Grade 14 £47,181 - £52,640 per annum • 37 hours per week • County Hall, Matlock**

Full Time • Permanent • Economy, Transport and Environment

An exciting opportunity has arisen in the Economy, Transport & Environment Department. We are looking to appoint a highly motivated and innovative Programme Manager with demonstrable success in leading large projects and programmes of work to deliver transformational change.

Responsible for managing the Council's Carbon Reduction Plan and the Derbyshire Environment and Climate Change Framework (the "Climate Change Programme"), which are designed to tackle climate change and support the Council in reducing Council emissions to net zero by 2032 and county-wide emissions to net zero by 2050. The successful candidate will be an experienced programme manager, be able to lead, challenge, prioritise and drive new initiatives and activities forward to achieve targets and outcomes for Derbyshire and be an influential communicator. Experience of working successfully with internal and external partners in the public, private and voluntary sector to motivate and influence and bring about change is essential.

Ideally with a background in the public sector with knowledge of the various organisational structures involved and knowledge of climate change and sustainability-related matters.

This is an exciting opportunity for the successful candidate to influence and enable transformational change to deliver the Council's Climate Change agenda and ambitions.

For an informal discussion about the position please call Claire Brailsford, Interim Assistant Director of Environment on 07827 980414 or email [claire.brailsford@derbyshire.gov.uk](mailto:claire.brailsford@derbyshire.gov.uk)

Provisional Interview Date: 7 January 2021

**Closing Date** 13 December 2020

## Education - Non Teaching/Support Services

### **Assessor**

**JOB/20/02811**

**Grade 7 £10.75 - £11.73 per hour • As and when required • Alfreton Adult Community Education Centre**

Supply • Relief • Childrens Services

The Derbyshire Adult Community Education service is seeking to appoint suitably qualified and experienced assessors to work on the Diploma and Certificate for the Children and Young Peoples Workforce and the Support Teaching and Learning in Schools qualifications up to Level 4.

Learners will be Apprentices, employed or undertaking voluntary work in order to gain their qualifications. We are looking for staff who have experience of working with and motivating young people and adults in the workplace. Applicants should hold a recognised subject qualification and should already hold an assessing qualification. A casual car user allowance is attached to this post but it is possible for the allowance to be converted to other forms of transport where there is a requirement to undertake travel as part of this post.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment and undergo appropriate checks.

**Closing Date** 13 December 2020

## Human Resources/Personnel

### Advice and Support Advisor

JOB/20/03133

Grade 9 £25,753 - £27,629 per annum • 37 hours per week • County Hall, Matlock

Full Time • Permanent • Commissioning, Communities and Policy

An opportunity has arisen to join our HR Operations team in an Advice and Support Advisor role. If you have NVQ level 3 or equivalent in a relevant HR discipline or CIPD level 3, supported by relevant experience, we would welcome an application from you.

You will work as part of a team which provides professional advice, guidance and end to end case management support to managers on absence and employee relations policy and procedure. As first responder you will hold an essential role in dealing with manager enquiries in the first instance. Therefore, you will have experience in advising and influencing on HR matters in a customer focussed environment, which will include providing advice on employment legislation and associated policy and practice.

As an excellent communicator you will be able to influence at all levels as well as develop and maintain collaborative and inclusive working relationships with stakeholders and colleagues. Being motivated and resilient with excellent time management and organisational skills, you will be able to use your own initiative, and will present a 'can do' approach focussing on results and outputs. You will have excellent IT skills in order to report on case management data and trends in support of the Council's strategic objectives, managing your own workload to meet defined targets. You will also contribute to the review of employment policy as well as the development of employment policy briefings.

Provisional Interview date: week commencing 4 January 2021 by MS Teams.

**Closing Date** 13 December 2020

## Leisure/Tourism/Community

### Principal Programme Manager

JOB/20/03204

Grade 13 £41,782 - £45,362 per annum • 37 hours per week • Home Based & Elvaston Castle

Full Time • Fixed Term - Due to funding two years from start date • Economy. Transport and Environment

We are seeking to appoint a Principal Programme Manager to manage the implementation of the Elvaston Castle Masterplan. This exciting regeneration project will see Elvaston Castle and Gardens become a vibrant and sustainable visitor attraction, providing future generations with positive memorable experiences.

The £35m project will require liaison with a wide range of stakeholders, oversight of project management and design consultants, development of funding bids and preparation for asset transfer to the Elvaston Castle and Gardens Trust, the independent charity established to manage the estate in the future.

To be successful in this role you will need to be able to provide effective project management to ensure all elements of this complex, multi-faceted project are delivered within agreed timescales and budget and that the objectives set by the project board are delivered. The successful candidate will have excellent organisational skills, be able to communicate effectively and work successfully with external and internal partners, be self-motivated and able to prioritise work to meet strict deadlines. A construction, regeneration or environmental qualification is essential.

The post holder will need to work flexibly, working from home and Elvaston Castle and attending some meetings at County Hall in Matlock. This is initially a two year post, which will be reviewed subject to funding.

You can find out more about Elvaston at [www.futureelvaston.co.uk](http://www.futureelvaston.co.uk)

Provisional Interview Date: 22 January 2021

**Closing Date** 3 January 2021

# Policy/Research

**Programme Manager - Enterprising Council**

**JOB/20/03229**

**Grade 14, £47,181 - £52,640 per annum • 37 hours per week • County Hall, Matlock**

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

We are looking to recruit a dynamic and ambitious Programme Manager to cover maternity leave who will be responsible for managing the authority's Enterprising Council Programme, designed to deliver whole council transformative change and better outcomes for less - a key priority for the Council as it moves into Phase 2.

You will be responsible for managing a range of new work streams working with Leaders across the Council, to support the delivery of Programme. Working directly with the Enterprising Council Board, you will be responsible for managing and coordinating a portfolio of activity in line with the Council's Enterprising Council Strategy, currently focused on the development of the Council's strategic transformation approach and the creation of a Programme Management Office, the coordination of a range of action learning sets, focusing initially on Modern Ways of Working and the development of an organisational, economic and community recovery plan.

You will play a pivotal role in ensuring high quality programme and project management methodology is applied consistently across the Programme and associated areas of work and will work with leaders and managers, to embed new ways of working. You will need to be able to hit the ground running and will require extensive experience of cross organisational programme management, delivering projects at scale and knowledge of commissioning and procurement. You will also have a detailed understanding of the challenges facing the Council, partners and local communities.

Educated to degree level or equivalent you will need to be enthusiastic, determined and resilient with the ability to influence and motivate people at a senior level to deliver radical and transformative change whilst achieving positive outcomes for local people and communities. We would like to hear from you if you have experience of developing and successfully implementing strategic programmes of work, including project management methodologies.

If you require further details of the post then please do not hesitate to contact Sarah Eaton at [sarah.eaton@derbyshire.gov.uk](mailto:sarah.eaton@derbyshire.gov.uk)

Please note that interviews for this position will be held on 18 and 21 December 2020.

**Closing Date** 15 December 2020



# Teaching - Headship

**Headteacher (L13 - L19)**

**JOB/20/03144**

**Leadership L13 - L19 • Full time • Darley Dale Primary School, Matlock**

Full Time • Permanent • NOR – 203 • ISR L13 - L19

Darley Dale Primary School is a happy, vibrant, and successful one form entry primary school which was rated Good by OFSTED in January 2020 and is located in the beautiful Peak District.

Due to the retirement of our current Headteacher, we are looking for a dynamic and passionate new Head to take us into our new chapter, building on the strength of our school story so far and to continue our journey for April 2021.

The Governors would like to appoint an inspirational, committed and effective leader

Candidates will:

- Demonstrate inspirational leadership and management
- Possess skills and expertise to continue to develop the highest standards of teaching and learning
- Have excellent communication and collaboration skills, developing strong partnerships with parents, governors, and the community
- Be approachable, caring, and have integrity
- Possess strong financial management skills
- Have the skills to build on the talents of our existing dedicated and highly committed team;
- Have the vision and skills to build on already high standards, further develop staff, and deliver a curriculum for excellence.

We can offer:

- Friendly, caring and cooperative children who are keen to learn
- Talented and committed teaching and support staff
- A school where children leave as well-rounded members of the community
- A school where children reach their potential across a broad and stimulating curriculum
- Extensive school grounds with many opportunities for outside learning
- An engaged and supportive governing body which is committed to your continuing professional development
- Parents who provide active and enthusiastic support to the school

We are in a semirural village location and visits by arrangements are warmly welcomed. Please contact the school on 01629 732226 to arrange.

Please also visit our website for further details of the school - <https://www.darleydaleprimary.co.uk/>

Darley Dale Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Further details and an application pack are available online at [www.derbyshire.gov.uk/jobs](http://www.derbyshire.gov.uk/jobs) or Call Derbyshire on 01629 533190

Provisional Interview Date: 19 and 20 January 2021

**Closing Date** 3 January 2021

## Transport/Traffic

### Assistant Service Manager

JOB/20/02935

**Grade 9 £25,753 - £27,629 per annum • 37 hours per week • County Transport Ambergate, Belper**  
Full Time • Permanent • Economy, Transport and Environment

County Transport are looking to recruit an enthusiastic and knowledgeable Assistant Service Manager at their Workshop in Ambergate.

The successful applicant will be able to provide technical knowledge, supervision and advice to workshop staff under their control. They will provide administrative support to ensure efficient operation of the workshop working closely with Service Manager.

They will possess knowledge of Health and Safety practices in the workplace, including understanding the importance of Environmental Control to help maintain compliance to legislation.

**Closing Date** 13 December 2020

### Road Safety Officer

JOB/20/03007

**Grade 9 £25,753 - £27,629 per annum • 37 hours per week • County Hall, Matlock**  
Full Time • Fixed Term - Covering for maternity leave • Economy, Transport and Environment

We are seeking to appoint an enthusiastic and committed Road Safety Officer to work in the Road Safety Team to cover the current postholders duties whilst they are on maternity leave. This dedicated team provides road safety education, training and publicity across Derbyshire, targeting all sectors of the community in order to minimise road traffic collisions. You will be encouraged and supported to develop and become an important member of a friendly team.

The post holder will be an effective communicator with excellent organisational skills and capable of working on their own and as part of a team. Duties will include delivering road safety education to primary and secondary schools across the county and also to other sectors of the community. Awareness of road safety education or training activities, particularly in relation to current issues and developments is also required. Due to the nature of this post, occasionally you may also be required to work outside normal office hours, access to own transport is essential.

Provisional Interview Date: Week commencing 4 January 2021

**Closing Date** 13 December 2020

# Schools and Academies

## Administration/Clerical/Customer Service

### School Administrative Officer Level 2

JOB/20/03145

Grade C points 4-5 (£18,933 - £19,312 FTE) • 37 hours per week, 39 weeks per year • Ashbrook Junior School (Transform Trust), Borrowwash

Full Time • Permanent

Ashbrook Junior School is now part of transform trust. If you wish to apply for this post, please contact the school directly. Do not apply through Derbyshire County Council.

Ashbrook Junior School is seeking to appoint a Level 2 School Administrative Officer to support the Office Manager to provide general clerical, administrative and financial support to the school.

Ashbrook Junior School is a co-educational school for children between the ages of seven and eleven. It shares a splitlevel site with the Infant School, off Victoria Avenue in Borrowwash, Derby. We are fortunate in having large, spacious teaching accommodation, with areas for small group activities, meetings and quiet reading. Our library area has recently been refurbished with new shelving through the fundraising of the PFA. We have large playgrounds and extensive grassed areas, including facilities for football, netball and hockey.

We warmly welcome applications from motivated individuals to join our dedicated and highly effective team from Ashbrook Junior School. The role will include placing and processing orders of supplies and equipment, routine clerical support such as reprographics, filing, word processing and data input on the schools computer systems

You will:

- have general office or similar experience
- experience of working in financial/cash handling
- be able to carry out both routine and more difficult financial calculations
- be accurate and take pride in your work
- work well as part of a team
- be literate and numerate
- have excellent communication skills with children and adults

In return we offer:

- A welcoming community and a highly motivated, professional staff team that are driven towards continuously raising standards.
- Excellent professional development opportunities through an extensive range of network groups and other Transform Trust initiatives
- Calm and purposeful learning environments
- Friendly, polite, well behaved children who deserve the very best
- Excellent partnerships between pupils, staff, parents, governors and community
- A forward-thinking approach to teaching and learning throughout the school
- Career opportunities as part of a successful Multi Academy Trust

Due to the current pandemic, unfortunately we are unable to arrange internal visits to the school at this time. However we are happy to meet with prospective candidates to visit the external area of the school. Please contact Mrs Sue Smith if you would like to arrange a visit.

*(For further information please see overleaf)*

How to apply:

To obtain an application form please visit the Trust website.

<http://www.transformtrust.co.uk/vacancies/> or on the Ashbrook Junior School website  
<http://www.ashbrookjun.derbyshire.sch.uk> or contact Mrs Sue Smith at Ashbrook Junior School on 01332 673785.

Please do not apply using the Derbyshire County Council website. Please ensure that your completed application is returned directly to the school by 12 Noon on the closing date.

Transform Trust is a Multi Academy Trust with over 6700 children in 19 Primary Schools covering Nottingham, Nottinghamshire, Derby and Derbyshire. Joining us, you will be part of an ambitious and innovative organisation. We promote the autonomy and local nature of each of our schools and we are an enabling organisation rather than a directive one. We believe education has the power to transform lives and communities. Our Vision is to provide high quality education and deliver the best outcomes for children. We are partners in East Midlands Maths Hub, Derby Research School, Inspiring Leaders and Challenge Partners.

We can offer you:

- Unrivalled opportunities for professional development through our schools and Transform Teaching School Alliance
- Trust support networks
- Staff benefits such as 24/7/365 employee welfare support; tax saving salary sacrifice schemes; a staff benefits scheme that offers a host of benefits and discounts
- Annual staff survey to allow you to provide us with feedback on what it's like to work for us
- Annual children's/staff awards which celebrates the successes and achievements of our children and staff

For more information about us please watch the Transform film at [www.transformtrust.co.uk](http://www.transformtrust.co.uk)

Transform Trust and its Academies are committed to safeguarding and promoting the welfare of children and expects staff and volunteers to share this commitment. This appointment is subject to safer recruitment procedures, including satisfactory references, medical, enhanced DBS with children's barred list clearance and completion of safeguarding children in education training

**Closing Date** 9 December 2020

**School Business Officer (Clerk to Governors)**

**JOB/20/03153**

**Grade 4 £1,004.16 per annum • 2 hours per week • Dinting C of E Primary School, Glossop**  
Part Time • Permanent

The Governing Body of Dinting Church of England Voluntary Aided Primary School are looking to appoint a reliable and well organised Clerk to the Governors.

The Clerk will be accountable to the Governing Body, working effectively with them, the Chair of Governors and the Headteacher. The Clerk's main role is to provide professional clerking services to the Governing Body and its committees.

*For further information please see overleaf)*

You will:

- produce and distribute accurate, clear and timely minutes of meetings
- collate and distribute agenda and associated paperwork in advance of meetings
- be available to take minutes at meetings throughout the year, (approximately 10 per year). Meetings usually take place in the evenings, in school, although at present are being held via Teams.
- be responsible for advising the Governing Body on constitutional matters, duties and powers within the current broad legislative framework.
- keep attendance records
- attend relevant training events organised by the Local Authority

Experience is desirable but not essential as training will be provided. Candidates should be competent in the use of a word processor, e-mail and internet and should have access to a computer.

You should have an interest in education, be tactful, reliable and able to deal with matters confidentially. Dinting Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. For more information please contact Lynn Elliott, Headteacher, via the school office.

Provisional Interview Date: 6/7 January 2021

**Closing Date** 13 December 2020

### **School Business Assistant**

**JOB/20/03173**

**Grade 5 – Pay Point 4 £18,933 – Pay Point 5 £19,311 (FTE) • 37 hours per week, 39 weeks per year •**

**Turnditch C.E. Primary School, Belper**

Full Time • Permanent

We are looking for an enthusiastic and highly organised School Business Assistant to join our friendly team at Turnditch C.E. Primary School to support the School Business Manager for January 2021.

We are looking for:

- Outstanding organisation and communication skills, including ICT skills
- Someone who is positive, enthusiastic and solution focused with a forward-thinking creative approach
- Experience in a similar role and able to organise and supervise administrative, financial systems and processes
- Ability to use your own initiative to deal sensitively with a range of complex issues
- Able to effectively deal with all school stakeholders in line with the positive and approachable ethos of both schools.

If you are ready for a new and exciting challenge, we will offer you:

- A positive and innovative working environment
- High quality, personalised professional development and support from a highly experienced School Business Manager
- Valuable support from a strong network of Trust schools and Central Team

Please do not apply using the Derbyshire County Council website. Please ensure that your completed application is returned directly to the school by 12 Noon on the closing date.

*(For further information please see overleaf)*

If you have the skills, experience and drive to be successful in this role, please download the attached documents and submit the application form to [HR@ddat.org.uk](mailto:HR@ddat.org.uk)

Derby Diocesan Academy Trust (DDAT) is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All appointments are subject to satisfactory references, pre-employment and DBS checks. DDAT actively encourages a diverse population of both children and staff and is committed to promoting and developing equality of opportunity in all its functions.

Provisional Interview Date: Week commencing 7 December

**Closing Date** 7 December 2020

### **School Business Assistant**

**JOB/20/03175**

**Grade 5 – Pay Point 4 £18,933 – Pay Point 5 £19,311 (FTE) • 2 days per week, 39 weeks per year • St Giles C.E. Primary School, Matlock**  
Full Time • Permanent

We are looking for an enthusiastic and highly organised School Business Assistant to join our friendly team at St Giles C.E. Primary School to support the School Business Manager for January 2021.

We are looking for:

- Outstanding organisation and communication skills, including ICT skills
- Someone who is positive, enthusiastic and solution focused with a forward-thinking creative approach
- Experience in a similar role and able to organise and supervise administrative, financial systems and processes
- Ability to use your own initiative to deal sensitively with a range of complex issues
- Able to effectively deal with all school stakeholders in line with the positive and approachable ethos of both schools.

If you are ready for a new and exciting challenge, we will offer you:

- A positive and innovative working environment
- High quality, personalised professional development and support from a highly experienced School Business Manager
- Valuable support from a strong network of Trust schools and Central Team

If you have the skills, experience and drive to be successful in this role, please download the attached documents and submit the application form to [HR@ddat.org.uk](mailto:HR@ddat.org.uk)

Please do not apply using the Derbyshire County Council website. Please ensure that your completed application is returned directly to the school by 12 Noon on the closing date.

Derby Diocesan Academy Trust (DDAT) is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All appointments are subject to satisfactory references, pre-employment and DBS checks. DDAT actively encourages a diverse population of both children and staff and is committed to promoting and developing equality of opportunity in all its functions.

Provisional Interview Date: Week commencing 7 December 2020

**Closing Date** 7 December 2020

## Caretaking/Cleaning/Security

### Cleaner

JOB/20/03180

**Grade 3 £4,211.88 per annum • 10 hours per week, 39 weeks per year • Buxton Community School**  
Part Time • Permanent

We are looking to appoint a flexible, reliable, enthusiastic and hardworking person to join our team as Cleaner to maintain a high standard of cleanliness within classrooms, corridors, offices, toilets.

This will require duties such as vacuuming, dusting and cleaning of washroom areas, tables, chairs etc. A good understanding of cleaning chemicals and equipment would be desirable.

Please note The DBS clause is compulsory and will automatically be added to your advert. The Single Status clause will automatically be included on any support staff vacancy unless the post is in an aided school, foundation school or an academy.

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

**Closing Date** 7 December 2020

## Education - Non Teaching/Support Services

### Higher Level Teaching Assistant (Post 1) and Teaching Assistant (Post 2)

JOB/20/03160

**Grade 9 £6,853.80 - £7,353.12 per annum - Grade 7 £4,801.56 - £5,236.80 per annum • Post 1, 11 hours and 30 minutes per week, Post 2, 10 hours per week • Wirksworth Junior School**  
Part Time • Permanent

Wirksworth Junior School wish to appoint an excellent Higher Level Teaching Assistant to join our happy and supportive school. This role is permanent.

The post would be required to cover leadership and PPA cover for 11.5 hours a week, with opportunities for overtime. This will be spread over three days, and we can be flexible with times for the right person. In addition, there is also a 10 hours Grade 7 TA role, temporary for one year due to GRIP funding, which could be attached to this role. We strongly hope this funding will continue into the year 2021 to 2022.

We are looking for an outstanding practitioner who can work alongside our staff and add to our newly designed Guerrilla Curriculum. This role may suit a newly qualified teacher who has not been appointed or someone who is currently a HLTA in school at the moment. The successful candidate should demonstrate enthusiasm and excitement, and an interest in a subject specialism, such as: French, Music or Art, however those who show passion for a hobby or have a skill which could broaden and deepen our curriculum are encouraged to apply. Applications are welcome from those qualified to at least NVQ Teaching Assistant Level 3 or those with some teaching experience.

The post is to start ASAP, however we would be willing to wait for the right candidate.

If you wish to find out more about the school please call us on: 01629 822457 or email [info@wirksworthjun.derbyshire.sch.uk](mailto:info@wirksworthjun.derbyshire.sch.uk)

Provisional Interview Date: 15 January 2021

**Closing Date** 20 December 2020

**Midday Supervisor****JOB/20/03164****Grade 4 £9.62 per hour • as and when required • Marsh Lane Primary School, Sheffield**

Part Time • Relief

The Governors of Marsh Lane Primary School are looking to appoint a midday supervisor, responsible to the Senior Midday Supervisor and Headteacher; duties are to provide supervision, care, guidance and support to pupils during their lunchtime, in the dining hall and at lunchtime play. As this is a relief contract there are no guaranteed hours; however, should you be required to work it would be for 1 hour and 45 minutes per day.

Visits to the school, out of hours, are welcome; please contact the Senior Business Assistant on 01246 432701 to arrange a suitable appointment.

**Closing Date** 13 December 2020**Midday Supervisor****JOB/20/03178****Grade 3 £2,982.36 per annum • 7 hours and 5 minutes per week, 39 weeks per year • St Giles CE Primary School, Matlock**

Part Time • Fixed Term - Due to short term peak in demand until 22 July 2021

We are looking to appoint an additional midday supervisor to join our lunchtime team. Hours of work are Monday to Friday 11.45am – 1.10pm

We are eager to appoint someone who is friendly, caring, calm, patient and able to work as part of a team. You will be responsible for ensuring that the well-being and health and safety of our pupils is maintained during the lunchtime period. This will be achieved by building positive relationships, encouraging interactive play and ensuring high standards of behaviour and manners around school.

You will find a supportive staff team and we pride ourselves on our caring, friendly and inclusive ethos.

Please do not apply via the Derbyshire County Council website. Applications should be made direct to the school using the attached application form to: [headteacher@st-gilesmatlock.derbyshire.sch.uk](mailto:headteacher@st-gilesmatlock.derbyshire.sch.uk)

DDAT is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All appointments are subject to satisfactory references, pre-employment and DBS checks. DDAT welcomes a diverse population of both children and staff and is committed to promoting and developing equality of opportunity in all its functions.

Provisional Interview Date: Week commencing 14 December 2020

**Closing Date** 13 December 2020



**Midday Supervisor****JOB/20/03176****Grade 3 £2,564.04 per annum • 6 hours 15 minutes per week, 38 weeks per year • The Village Federation (Kirk Ireton C of E Primary School)**

Part Time • Permanent

The Village Federation are seeking to appoint a new Midday Supervisor who will be deployed at Kirk Ireton Primary School.

The successful candidate will enjoy working with children from the whole primary age range and will work with them while eating their lunchtime meal and helping them to enjoy their play through planned and supported activities. We welcome applications from any career background.

We are looking for a passionate, committed and flexible team member who will start after Christmas, or as soon as available.

Kirk Ireton offers an excellent working environment where talent is nurtured, work-life balance is valued and everyone is determined to create a happy and successful environment for children and adults alike.

Provisional Interview Date: Week commencing 14 December 2020

**Closing Date** 13 December 2020

**Midday Supervisor****JOB/20/03179****Grade 3 £2,392.56 per annum • 5 hours and 50 minutes per week, 38 weeks per year • Riddings Infant and Nursery School**

Part Time • Permanent

Do you enjoy working with children? Are you calm, patient, fair and kind?

If so, you could be who we are looking for! The governing body are seeking to appoint an enthusiastic, committed individual to join our wonderful staff team. We are extremely keen to recruit someone who enjoys working with children and will fully engage with the children, joining in their games and encouraging positive play.

Duties include the supervision of children from reception to Year 2, during eating lunch in the school dining areas while promoting healthy eating and good table manners. Duties also include supervising on the playgrounds, or inside (weather dependent) and interacting with children in play whilst also ensuring the welfare and safety of pupils. Due to COVID restrictions, duties involve only working with one class group throughout the lunch period at this time.

The working pattern will be Monday to Friday for 1 hour and 10 minutes daily, currently 11:30 – 12.40 per day. Successful applicants will be informed about interview arrangements via e-mail. Interviews dates are tbc and induction for the successful candidate will be arranged.

Visits to the school can be arranged by appointment only. Please contact the school office on 01773 602767. If you require any further information, please ask for Mrs. Emily Kelsall (School Business Officer).

**Closing Date** 13 December 2020

**ICT & Distance Learning Technician****JOB/20/03186****Grade 6 £15,168.72 - £15,513.72 per annum • 32 hours and 30 minutes per week, 40 weeks per year •****Parkside Community School, Chesterfield**

Full Time • Permanent

We are seeking to appoint an ICT & Distance Learning Technician to support our school and students. You will work under the direction of the ICT Network Manager to support the upkeep and use of the school's computer systems, applications, associated software and hardware.

Maintain the school website, social media and digital publishing systems as directed to satisfy the marketing needs of the school. Develop and maintain the schools' technical approach to distance learning.

Please see Job Description for full details.

Applications must be sent directly to the school to [srussell@parkside.derbyshire.sch.uk](mailto:srussell@parkside.derbyshire.sch.uk) Please do not apply using the Derbyshire County Council website.

Interviews will be held at Parkside Community School in accordance with social distancing.

If you have not been contacted within seven days of the proposed interview dates you should assume, on this occasion, that you have not been shortlisted for interview.

Provisional Interview Date: 17 December 2020

**Closing Date** 10 December 2020

**Before and After School Club Assistant (Wrap Around)****JOB/20/03189****Grade 5 £7,558.20 - £7,709.04 per annum • 17 hours and 15 minutes per week, 39 weeks per year • New****Mills Primary School**

Part Time • Fixed Term - Due to finite project until end August 2021

The Headteacher and Governors wish to appoint an experienced, caring and committed individual to jointly run our Before and After school club. The successful applicant will work with the childcare team to set up and run activities for the children, liaise with parents and school staff, prepare and serve simple snacks and to clear away after each session.

The working pattern will be 7.30am - 9.00am mornings and 3.00pm - 6.00pm after school. There may also be relief hours if numbers of pupils increase.

Please contact the school to arrange an informal discussion about the post.

Provisional Interview Date: 10 December 2020

**Closing Date** 6 December 2020

## Higher Level Teaching Assistant

JOB/20/03196

Grade 9 (points 16 – 19)(25,753 – 27,629) FTE • 35 hours per week, 39 weeks per year • All Saints C.E. Federation of Schools, Matlock

Full Time • Fixed Term - Due to finite project until end August 2022

All Saints' Church of England Federation of schools is looking for an outstanding individual to provide pastoral and academic support, especially for our Pupil Premium children.

We would like someone who is passionate about working alongside our children and who is fully committed to safeguarding and supportive of the ethos of our federation of schools.

We require an individual who cares for our children, will be a proactive member of our All Saints' staff team and contribute to the wider life of our wonderful school community. The successful candidate will be required to start in their post as soon as possible to support the areas clearly identified in our Pupil Premium strategy. This can be found on our website: [www.allsaintsfed.derbyshire.sch.uk/pupil-premium/](http://www.allsaintsfed.derbyshire.sch.uk/pupil-premium/)

We are looking for individual who will:

- Support the running of an excellent Breakfast Club experience for our children, using the time to support the children's SEMH needs, as well as developing their oracy and language skills and further supporting their academic needs. The provision will make use of the Education Endowment Foundation's findings on their 'Magic Breakfast' research project.
- Plan and support high quality teaching so that our Pupil Premium children continue to make strong progress and attain as well as their peers nationally. The provision will make use of the Education Endowment Foundation's findings from their 2019 Pupil Premium Guide.
- Plan and support high quality interventions, especially those which will overcome the barriers some of our children face.
- Lead, plan, coordinate and support positive play experiences for our children including at lunchtime.
- Work with colleagues across both our Infant and Junior school, as well as with colleagues across the Trust.

We are looking for an individual who:

- Demonstrates high expectations and standards for all children.
- Continually demonstrates the expectations outlined in the HLTA Standards
- Engage positively and proactively with parents/carers and act as a liaison between school and parents/carers.
- Be fully supportive of All Saints' ethos. • Fully adopt and adhere to All Saints' policies.

We can offer you:

- Amazing children who love to learn and are happy coming to school.
- On-going high quality development opportunities to challenge and support you professionally. This will include access to training from colleagues within Derby Diocesan Academy Trust.
- A supportive senior leadership team, committed to your success.
- A dedicated and friendly staff, committed to school improvement.
- Supportive governors, parents and parish community.
- A strong Christian ethos, which is welcoming to all sections and faiths in our community.

If you would like any further information or think you would like to be part of this exciting journey, we would welcome your application for this post within our school.

*(For further information please see overleaf)*

You are very welcome to visit our wonderful school. If you would like to do so, please make an appointment through the school office: Email: [info@allsaintsfed.derbyshire.sch.uk](mailto:info@allsaintsfed.derbyshire.sch.uk) Telephone:01629 582913  
Please forward completed application forms to the school's Office Manager:

[salexandra@allsaintsfed.derbyshire.sch.uk](mailto:salexandra@allsaintsfed.derbyshire.sch.uk) Please do not apply using the Derbyshire County Council website.

Provisional Interview Date: Week commencing 11 January 2021

All Saints' is committed to safeguarding and promoting the welfare of children and young people and we expect staff and volunteers to share this commitment.

**Closing Date** 1 January 2021

**Science Technician** **JOB/20/03190**

**Band 6, Point 28-32 (£17,977.79 to £19,843.98 FTE) Actual Salary (pro-rata) £15,142.83 to £16,714.73 • 37 hours per week, 39 weeks per year • Brookfield Community School (Redhill Academy Trust)**  
Full Time • Permanent

Required as soon as possible to join a strong and effective Science Department. The successful candidate will work alongside our Senior Science Technician in order to provide support to the department. An interest in Science and experience gained within a laboratory environment is advantageous.

Brookfield Community School is part of the Redhill Academy Trust. The school is also a member of Redhill Teaching School Alliance and, as such, there are excellent CPD opportunities. Brookfield Community School became a member of The Redhill Academy Trust on 1<sup>st</sup> March 2019.

For a discussion about the role, please contact Mr Paul Burton on the school telephone number above or via [p.burton@brookfieldcs.org.uk](mailto:p.burton@brookfieldcs.org.uk). An application form can be downloaded from our website or by contacting Mrs Gillian Rhodes, PA to Headteacher on [g.rhodes@brookfieldcs.org.uk](mailto:g.rhodes@brookfieldcs.org.uk)

Please do not apply via The Derbyshire County Council Website.

**Closing Date** 11 December 2020

**Before and After School Childcare Supervisor** **JOB/20/03197**

**Grade 6 £2,735.76 - £2,797.92 per annum • 6 hours per week, 39 weeks per year • New Mills Primary School**  
Part Time • Fixed Term - Due to finite project until end August 2021

The Headteacher and Governors wish to appoint an experienced, caring and committed individual to jointly run our Before and After school club. The role is also to manage this group, log bookings and prepare invoices. The successful applicant will work with the childcare team to set up and run activities for the children, liaise with parents and school staff, prepare and serve simple snacks and to clear away after each session.

The working pattern will be 7.30-9.00 mornings and 3.00-6.00 after school. There may also be relief hours if numbers of pupils increase.

Please contact the school to arrange an informal discussion about the post.

**Closing Date** 6 December 2020

**Teaching and Learning Assistant****JOB/20/03201****Level 2 Teaching Assistant £19,312 - £20,092 FTE (pro-rated salary £14,441 - £15,024) • 32 hours and 45 minutes per week, 39 weeks per year • Springfield Junior School, Swadlincote**

Full Time • Fixed Term until the end of July 2021

1 x 32.75 hours per week, 39 weeks per year (temporary until July 2021) 1 x Relief Teaching Assistant We are looking for an enthusiastic, conscientious, self-motivated flexible and committed Level 2 Teaching Assistants to be part of the team. We are proud of our inclusive school and are keen to find someone who will fit into our hard working and friendly staff team. Our ideal candidate will be able to build strong relationships and have high expectations for every child and a strong commitment to learning and improving the lives of our pupils. The candidate will be resilient, calm, kind and able to use their initiative as well as displaying strong behaviour management skills.

They will need to be committed to their own professional development and have experience of working with children with SEND is desirable. The successful applicant will be; hard working, enthusiastic and flexible with high standards.

They will possess a 'can do' attitude and be willing to support the activities of the school. The ability to work with a range of people is essential and they must be able to act on own initiative, dealing with any unexpected problems that arise. Willingness to participate in further training and development opportunities offered by the school and QEGSMAT, to further develop knowledge and understanding of the role, are essential. QEGSMAT is committed to promoting equality, challenging discrimination and developing community cohesion. We welcome applications from all sections of the community. We are committed to the protection of children and vulnerable adults. Appointment is subject to a clear DBS check to an enhanced level.

If you would like to apply please apply via TES, the links can be found on our QEGSMAT website

<https://www.qegsmat.com/currentvacancies/>

Please do not apply via The Derbyshire County Council Website.

Provisional Interview Date: 15 December 2020

**Closing Date 8 December 2020**

**Midday Supervisor****JOB/20/03207****Grade 3 £2,905.56 per annum • 7 hours and 5 minutes per week, 38 weeks per year • Grange Primary School, Long Eaton**

Part Time • Permanent

The Governing Body at Grange Primary School in Long Eaton wish to appoint a positive and enthusiastic person to join our team of Midday Supervisors from January 2021.

Duties will include supervising the children during their lunch time, encouraging active play and ensuring the welfare and safety of pupils. Previous experience of working with children (including raising own) is desirable and knowledge of basic first aid is expected.

The appointed person will be someone who can build excellent relationships with our children, the mid-day team, teaching staff and have a willingness to learn and undertake further training as required.

**Closing Date 3 January 2021**

## **Early Years Foundation Stage Teaching and Learning Assistant**

**JOB/20/03206**

**Grade 7 £16,803.00 - £18,325.68 per annum • 35 hours per week, 39 weeks per year • All Saints CE Federation**

Full Time • Permanent

All Saints' Federation is looking to appoint a highly motivated and enthusiastic Teaching and Learning Support Assistant, within our dedicated Early Years Foundation Stage team. This is a full-time post.

The successful candidate will work with our Foundation Stage children and provide excellent support by leading high quality learning. We would like a staff member who is passionate about working alongside our children and who are committed to safeguarding and supportive of the ethos of our federation of schools.

We are looking for individuals who will:

- Demonstrate high expectations and standards for all children.
- Have a secure understanding about what an enabling environment can provide.

We require staff who care for our children, will be proactive members of our All Saints' staff team and join in the wider life of our wonderful school community.

- Engage positively with parents/carers and act as a liaison between school and parents/carers.
- Have a creative and exciting approach to childcare and play.
- Be fully supportive of All Saints' ethos.
- Fully adopt and adhere to All Saints' policies.

We can offer you:

- Amazing children who love to learn and are happy coming to school.
- On-going development opportunities to challenge and support you professionally.
- A supportive senior leadership team, committed to your success.
- A dedicated and friendly staff, committed to school improvement.
- Supportive governors, parents and parish community.
- A strong Christian ethos, which is welcoming to all sections and faiths in our community.

If you would like any further information or think you would like to be part of this exciting journey, we would welcome your application for this post within our school.

You are very welcome to visit our wonderful school. If you would like to do so, please make an appointment through the school office: Email: Sharron [info@allsaintsfed.derbyshire.sch.uk](mailto:info@allsaintsfed.derbyshire.sch.uk) Please do not apply using the Derbyshire County Council website.

Applications should be submitted directly to the school. Please email our Office Manager: [salexandra@allsaintsfed.derbyshire.sch.uk](mailto:salexandra@allsaintsfed.derbyshire.sch.uk)

Provisional Interview Date: 15 January 2021

All Saints' is committed to safeguarding and promoting the welfare of children and young people and we expect staff and volunteers to share this commitment.

**Closing Date** 1 January 2021

**Midday Supervisor (3 Posts)****JOB/20/03209**

**Grade 3 Post 1 and 2 £2,737.08 per annum - Post 3 £9.43 per hour • Posts 1 and 2, 6 hours and 40 minutes per week, 38 weeks per year, Post 3, Relief post as and when required • Etwall Primary School Part Time • Permanent**

The Governors wish to appoint a caring individual to join our team to supervise children during lunchtimes, both in the dining hall and the play areas. We are a happy, caring school with friendly, hardworking children and staff.

The working pattern will be Monday to Friday 11.55am until 1.15pm. There is also an expectation to work an additional 7 hours 20 minutes per year, for Midday Supervisor meetings or training during the school year.

The successful candidate will promote positive behaviour and good behaviour choices. They will encourage active lunchtimes, good manners and help the children to enjoy a positive lunchtime experience and feel secure in their lunchtime environment.

We offer a popular and successful school, which is committed to safeguarding and promoting the welfare of children. We will have 285 children on roll and a high number enjoy school lunches.

Visits to the school are warmly encouraged and can be arranged by contacting the school office on 01283 732301. The post is to commence as soon as possible after appointment.

Provisional Interview Date: 17 December 2020

**Closing Date** 13 December 2020

**Family Well-being Leader****JOB/20/03217**

**NJC9-14 (22,183 - £24,493 actual salary per annum) • 37 hours per week, 43 weeks per year • Heanor Gate Science College**

Full Time • Fixed Term - Due to pupil numbers one year from start date

Heanor Gate Science College is situated on the Derbyshire/Nottinghamshire border and is a 'good' school (Ofsted March 2017) with a strong commitment to ongoing professional development.

We wish to appoint an enthusiastic, committed and reliable individual to work with a newly formed Well-being Team. The successful applicant will provide a range of practical and emotional support strategies to the students and their wider family/ carer networks. They will also be an enthusiastic individual who shares our ethos of supporting all learners to achieve their full potential and raises aspiration.

Spencer Academies Trust is an educational charity and academy sponsor, which is committed to ensuring that every child, regardless of background, has access to an outstanding education and real choices in life. We have a successful track record of providing high quality teaching and learning which ensures improved outcomes for children and young people. The Trust mission statement reflects our vision and aim for all Trust schools. Our highly successful network of 17 schools (8 secondary and 9 primary) educates students across Nottinghamshire, Derbyshire, Nottingham City, Derby City and Leicestershire.

If you would like to discuss this role, or have any queries, please email Mrs R Saunders on [r.saunders2@heanorgate.derbyshire.sch.uk](mailto:r.saunders2@heanorgate.derbyshire.sch.uk) or telephone 01773 716396

*(For further information please see over leaf)*

Applications for this post must be submitted using our online application form which can be found at <http://www.satrust.com/vacancies>

In line with safer recruitment policies, references will be called for prior to interview.

Please do not apply using the Derbyshire County Council website. Please ensure that your completed application is returned directly to the school by 12 Noon on the closing date.

Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and all posts are subject to enhanced DBS with children's barred list checks and completion of Level 2 safeguarding training.

Provisional Interview Date: Week commencing 14 December 2020

**Closing Date** 11 December 2020

## Teaching - Headship

**Principal**

**JOB/20/03202**

**L20 – L26 • 1.00 FTE • Hilton Primary School**

Full Time • Permanent

Spencer Academies Trust is a high performing multi-academy trust of 22 academies (8 Secondary, 13 Primary and 1 special providing education for 16000 children and young people across the East Midlands.

Following the retirement of the current Principal, Spencer Academies Trust is seeking to appoint a Principal for Hilton Primary Academy, a large, popular and successful Derbyshire school. This is an exciting opportunity to join Hilton Primary School to lead the team as we continue our journey from Good to Outstanding. You will be an exceptional leader, able to share the vision for our Academy and inspire others to make a significant contribution to its realisation. You will be driven by a commitment to securing the best educational experience for our pupils, in order to transform lives.

Applicants will share our high aspirations and expectations for children and employees. You will have a track record of sustained impact and influence as a leader. You will be able to articulate a compelling vision; demonstrate a strategic understanding of how to design school-wide improvement and have the skills to lead this with your teams so that our children make outstanding academic and personal progress.

In return, we can offer you:

- The opportunity to work with an amazing staff team
- A collaborative Trust ethos, working with other schools and colleagues to deliver high quality provision through our Trust Values of Aspiration, Responsibility and Partnership
- Children who are passionate about their learning
- Strong parental and community support for the school
- High quality CPD through our Trust's two Teaching Schools, Research School and National Maths Hub status
- Rich and varied career development opportunities

*(For further information please see overleaf)*



Spencer Academies Trust is an exceptional Trust, which provides an outstanding education for local children. Our Trust is a model of national excellence. We work collaboratively to achieve the best possible outcomes for all young people, in an environment where partnership is valued and success is celebrated. Our education delivers real life experiences for students, promotes independent enquiry and stimulates intellectual curiosity; whilst developing a strong sense of individual responsibility and a personal belief and confidence. All of our students fulfil their potential and make unparalleled progress. They are fully prepared for the next phase of their education and have unrivalled opportunities to become future leaders.

We Believe:

- All children have a right to a quality education regardless of background or ability, and have an entitlement to the opportunity of a secure progression route in their learning and development.
- Schools are stronger when they work in collaboration with each other, operate within a 'family' and are open to a true sense of partnership.
- We grow the effectiveness and sustainability of our schools by developing the people within them, and that through shared and equitable responsibility for quality and outcomes; we achieve more.

If you are a dedicated professional, aspirational for what we can achieve in partnership for children at Hilton Primary School, please visit [www.hilton.derbyshire.sch.uk](http://www.hilton.derbyshire.sch.uk)

To visit the school or have an informal discussion with the Director of Primary Education, Angela O'Brien, please contact Ellé Turner via Applications for this post must be submitted on our online application form, which can be found at [satrust.com/vacancies](http://satrust.com/vacancies) or by clicking on the 'apply now' link at the top of our advert. Please ensure you also attach your CV making sure to clearly evidence your achievements against the person specification.

Please apply through the following link: [www.satrust.com/vacancies](http://www.satrust.com/vacancies)

Please do not apply using the Derbyshire County Council website.

Please ensure that your completed application is returned directly to the school by 8.00am on the closing date.

In line with safer recruitment policies references will be called for prior to interview. There will be an opportunity for COVID secure visits around the school site if required.

Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and all posts are subject to enhanced DBS with children's barred list checks and completion of Level 2 safeguarding training.

Provisional Interview Date: Week commencing 18 January 2021

**Closing Date** 14 December 2020

## Teaching - Primary

### Early Years Foundation Stage Teacher

JOB/20/03147

**MPS • 19 hours and 30 minutes per week, 38 weeks per year • Lenthall Infant and Nursery School, Dronfield**

Part Time • Fixed Term - Due to pupil numbers until end August 2021

The Governors of Lenthall Infant and Nursery School wish to appoint an outstanding and experienced teacher to start January 2021 to join our dedicated and professional team in the EYFS Foundation Stage Unit.

The successful candidate will have exceptionally high expectations of young children, be able to support and extend children's learning at every opportunity and be able to enthuse and inspire pupils as they learn.

**Closing Date** 6 December 2020

## Partner Organisations

### Amber Valley Borough Council

#### Domestic Operative

JOB/20/03188

**Grade 1, £17,842 to £18,198 pro rota per year • 11 hours and 15 minutes per week • Central Headquarters, Ripley**

Part Time • Permanent

The Council is looking to recruit two permanent Domestic Operatives to join a friendly and highly motivated team based at Ripley Central Headquarters. This post involves partaking in a cleaning programme of the Council's offices in Ripley.

We also need to recruit two relief Domestic Operatives who will be required to work during periods of high workload or to cover for sickness and holidays. This will involve working at either the Council's offices in Ripley or at Leafy Lane Depot, Heanor.

The hours of work are:

Monday to Thursday: 5.00 pm – 7.15 pm

Friday: 4.30 pm – 6.45 pm

No experience is necessary as training will be provided.

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** 13 December 2020

# Derbyshire Health and Care People Hub

**Health and Social Care Professionals**

**JOB/20/03157**

**Various Salaries • Various Hours • Various Locations**

Various hours available • Relief

Join us in the fight against coronavirus

The Derbyshire Health and Care People Hub wants to create a pool of people willing to support the health and social care workforce during the pandemic. A priority will be vaccinating health and care key workers with the newly developed Covid-19 vaccine, and we need to bolster our current workforce to allow us to roll-out the vaccine to the wider population.

Are you:

- A professional seeking to return to practice?
- A medical/nursing/other health/care student seeking a new experience and a paid role?
- A member of the public looking to get into a new workplace role, possibly following furlough?
- A member of health and care staff possibly looking for more hours?

We're looking for healthcare assistants, registered professionals, care workers, support workers, administrators, and marshals to help support the vaccination programme. PPE and training will be provided. Locations will be across Derby and Derbyshire. Flexible hours required including evenings and weekends. Agenda for Change pay scale rates. Roles to be operational from December 2020 (but subject to change). We reserve the right to close vacancies when the sufficient number of applications have been received.

Latest information and to register an initial expression of interest in the roles, visit the website:

<https://joinedupcareers.co.uk/careers/call-arms>

For any further information, please email [dchst.jucpeoplehub@nhs.net](mailto:dchst.jucpeoplehub@nhs.net)

**Closing Date** 31 December 2020

# Derbyshire Dales District Council

**Finance Assistant (Accounts Receivable)**

**JOB/20/03183**

**Grade 4 (SCP 4-6- £18,933 - £19,698 per annum pro-rata to hours of work) • 18 hours and 30 minutes per week • Town Hall, Matlock**

Part Time • Permanent

We are looking for a highly motivated person who has practical experience of working within an accounts receivable team.

The main purpose of this post is to provide assistance to the Miscellaneous Income Officer within the Accounts Receivable team, including raising invoices and helping to recover outstanding debt. Full training will be provided. As well as experience of working within a finance team, the ideal person should have excellent communication and interpersonal skills, including tact and diplomacy, as there is a requirement to interact with our external customers.

For further information or an informal discussion about the post please contact Paul Frith, Financial Services Manager, on 01629 761214 or email [paul.frith@derbyshiredales.gov.uk](mailto:paul.frith@derbyshiredales.gov.uk).

**Closing Date** 13 December 2020

**Finance Assistant (Accounts Payable)****JOB/20/03187****Grade 4 (SCP 4-6 - £18,933 - £19,698 per annum) • 18 hours and 30 minutes per week • Town Hall, Matlock  
Part Time • Permanent**

We are looking for a highly motivated person who has practical experience of working within an accounts payable team.

The main purpose of this post is to provide assistance to the Expenditure Assistant within the Accounts Payable team, including processing invoices and making payments to our suppliers. Full training will be provided. As well as an experience of working within a finance team, the ideal person should have excellent communication and interpersonal skills, including tact and diplomacy, as there is a requirement to interact with external bodies.

For further information or an informal discussion about the post please contact Paul Frith, Financial Services Manager, on 01629 761214 or email [paul.frith@derbyshiredales.gov.uk](mailto:paul.frith@derbyshiredales.gov.uk).

**Closing Date** 13 December 2020