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## Issue Dated: 11 December 2020

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# Administration/Clerical/Customer Service

## **Purchasing Officer**

**JOB/20/01386**

**Grade 8 £22,628 - £24,455 per annum • 37 hours per week • County Hall, Matlock Full Time • Permanent • Adult Social Care and Health**

The role will involve working for the Under 65 Contracting and Performance Team.

The role responsibilities include:

- Ensure a programme of care home and supported Living provider quality visits is maintained, and improvement plans agreed are monitored and achieved where necessary.
- Building strong, productive and supportive relationships with care providers.
- Provide clear and accurate reports for providers, management and other organisations, as required.
- Facilitate a team approach to risk based contract management, supporting Contract Managers as required.
- Respond to concerns and queries as they arise following escalation guidance, if required.
- Develop and maintain systems required to effectively monitor contracts.
- Work with the team to ensure monitoring data is received and reviewed, and identified risks acted upon
- Work with colleagues across the department such as Finance, other departments such as Legal Services and other organisations including CQC, NHS and other local authorities.

Provisional Interview Date: 13 July 2020

**Closing Date** 27 December 2020

## **Business Services Assistant**

**JOB/20/03231**

**Grade 6 £19,697 - £20,145 per annum • 37 hours per week • County Hall, Matlock Full Time • Permanent • Childrens Services**

We are looking for a highly driven and focused individual to provide an efficient and effective administrative support to Children Services functions. This role will be pivotal in ensuring targets are met and service quality standards are maintained, therefore it is essential that you have experience in working in a customer focused, fast paced office environment, with excellent customer service and communication skills.

You will need good organisational skills with the ability to prioritise and meet deadlines. Experience of administration practices and processes including an understanding of confidentiality, GDPR & Data Protection are all required along with excellent ICT skills across a range of different applications.

You will ideally have experience in budget monitoring, knowledge of HR procedures and policies, financial regulations and payment systems, with an ability to interpret and analyse financial and statistical data to support the service. You will ideally have experience of providing an administrative support service to senior managers and employees in a broad range of business services activities and project work; where co-ordination, interaction and awareness of related activities are important. The role will involve proactively monitoring incoming correspondence and communications to ensure that any necessary/outstanding actions are identified, diarised, tracked and addressed to ensure all deadlines are met.

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

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.

Interview are likely to be conducted via skype or Microsoft teams, arrangements will be confirmed with candidates.

Provisional Interview Date: 11 January 2021

**Closing Date** 3 January 2021

**Finance Assistant****JOB/20/03225****Grade 6 £19,697 - £20,145 per annum • 37 hours per week • County Hall, Matlock**

Full Time • Permanent • Commissioning, Communities and Policy

The Finance Assistant post will be based in Risk and Insurance section who provide specialist advice to internal and external customers. The post will be based at County Hall and the individual will work on a range of tasks assisting in the provision of high quality and effective financial and administrative services across the Risk and Insurance Section as detailed in the Task Brief.

**Closing Date** 27 December 2020**Architects/Engineers/Surveyors/Technical****Technician (Internal)****JOB/20/03230****Grade 11 £32,913 - £36,155 per annum • 37 hours per week • Chatsworth Hall, Matlock**

Full Time • Permanent • Commissioning, Communities and Policy

We are looking to appoint a lead architectural technician to work in our busy in-house design team, to provide architectural design solutions countywide, to facilitate disabled people to remain independent in their own homes. You will be managing a team of technicians, to allocate and supervise project referrals and also drive performance / project delivery. You will have experience of working with both internal and external stakeholders, as well as a proven track record in delivering construction projects from inception to completion for disabled and vulnerable adults and children.

Ideally, the successful candidate will have a strong knowledge of the Disabled Facilities Grant (DFG) process, including the funding arrangements, processes and stakeholders involved.

**Closing Date** 20 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/20/02244****Grade 5 £12,537.48 - £12,787.80 per annum • 24 hours and 30 minutes per week • The Grange, Eckington**

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, 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** 27 December 2020

**Social Worker (Learning and Development)****JOB/20/02470****Grade 9-11 £25,753 - £36,155 per annum • 37 hour per week per week • Staff Education and Training Centre, Ripley**

Full Time • Fixed Term - Pending restructure 31 August 2021 • Commissioning, Communities and Policy

Our social work training team is passionate about supporting the learning and development of social workers and other social care professionals, embedding strengths based and outcome focussed wellbeing for individuals and families across Derbyshire. We now have an opportunity for a registered qualified social worker to join us until August 2021, to help us deliver a range of innovative learning and development initiatives to the statutory and independent sectors. The pandemic has provided both challenges and opportunities in the way we train, assess and support student and newly qualified social workers, and provide CPD opportunities to more experienced qualified professionals. With a greater use of virtual platforms this is an exciting opportunity to experience new ways of working, to apply creativity, vision and innovation, and get involved in local and national initiatives to develop a competent and confident workforce for the future.

If this sounds like the opportunity you are looking for we'd love to hear from you- please contact the team manager, Linda Clowes by email at [linda.clowes@derbyshire.gov.uk](mailto:linda.clowes@derbyshire.gov.uk) or via MS Teams for an informal discussion about the role.

**Closing Date** 3 January 2021**Deputy Unit Manager****JOB/20/03109****Grade 10 £21,706.56 - £24,090.48 per annum • 28 hours per week • Castle Court, Castle Gresley, Swadlincote**  
Part Time • Fixed Term - Due to the current COVID-19 situation until the end of March 2021 • 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**Care Worker****JOB/20/03211****Grade 5 £3,837.72 - £3,914.40 per annum • 7 hours and 30 minutes per week • Goyt Valley House Home for Older People New Mills**

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.

**Closing Date** 27 December 2020

**Senior Care Worker****JOB/20/03269****Grade 7 £10.75 - £11.73 per hour • As and when required • Rowthorne Home for Older People, Rowthorne Avenue, Swanwick, Alfreton**

No Guaranteed Hours • Relief • Adult Social Care and Health

The successful applicants will work alongside care staff and provide leadership and mentoring support to them whilst delivering all aspects of personal care. You will be responsible for allocating day to day tasks within the care team, administering medication and personal service planning with an emphasis on person centred care, under the direction of the Unit and Deputy Unit Managers. You will be required to promote good practice and deliver high quality care and support to residents with a range of care and support needs.

Excellent communication skills both written and oral are required to promote teamwork and deliver quality handovers for each shift. You will be the senior person on duty for intervals during the working day and will be required to offer support and guidance appropriate to the grade. Full training will be provided appropriate to the level of the post. We are looking to recruit an individual to work two shifts covering a mixture of early and late shifts.

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

Provisional Interview Date: 7 January 2021

**Closing Date** 27 December 2020

## Caretaking/Cleaning/Security

**Domestic****JOB/20/02829****Grade 3, £13,524.00 per annum • 27 hours and 30 minutes per week • The Spinney Home for Older People, Chesterfield**

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 Level 1 in Cleaning. This job will include unsocial hours including weekends and bank holidays.

**Closing Date** 27 December 2020

**Domestic****JOB/20/03142****Grade 3 £13,524 per annum • 27 hours and 30 minutes per week • Lady Cross House Home for Older People, Sandiacre**

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.

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.

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 7pm and 7am, where enhanced rates of pay apply. Enhanced pay rates are paid for Bank Holiday working.

Provisional Interview Date: 4 January 2021

**Closing Date** 27 December 2020

# Catering

## Catering Supervisor

**JOB/20/01897**

**£12,048.96 - £12,289.68 per annum • 27 hours and 30 minutes per week, 39 weeks per year • Doveridge Primary School, Ashbourne**

Part Time • Permanent • Childrens Services

Working as part of the catering team, the post-holder will have the responsibility for managing all aspects in our busy kitchens. This will include general kitchen duties, food preparation, clerical duties completed on an electronic system and service of meals for approximately 80 pupils per day, this may include exports.

This post includes furniture duties.

You will need to demonstrate all-round catering experience and have good communication skills. Working to pre-planned menus, it is essential that potential candidates possess an awareness of portion control, costings, good customer service and have the passion and enthusiasm for cooking and marketing the school meals service.

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

**Closing Date** 27 December 2020

## Catering Supervisor

**JOB/20/02281**

**Grade 5 £13,144.92 - £13,407.36 per annum • 30 hours per week, 39 weeks per year • Ripley St John's CE VC Primary School**

Part Time • Permanent • Childrens Services

Working as part of the catering team, the post-holder will have the responsibility for managing all aspects in our busy kitchens. This will include general kitchen duties, food preparation, clerical duties completed on an electronic system and service of meals for approximately 160 pupils per day. Good customer service and communication is also essential. This post includes furniture duties.

You will need to demonstrate all round catering experience. Working to pre-planned menus, it is essential that potential candidates possess an awareness of portion control, costings, good customer service and have the passion and enthusiasm for cooking and marketing the school meals service.

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

**Closing Date** 27 December 2020

## Catering Assistant

**JOB/20/03203**

**Grade 2 £3,016.80 per annum • 7 hours and 30 minutes per week, 38 weeks per year • John King Infant School, Pinxton**

Part Time • Permanent • Childrens Services

A vacancy has arisen to work in a very busy school kitchen. 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** 27 December 2020

# Childrens Social Care/Social Work

## Night Care Assistant

JOB/20/03250

Grade 5 £9.81 - £10.01 per hour. A temporary \*market supplement of £1,024 per annum (pro rata for part time hours) is currently payable to 31 March 2021 • As and when required • Linden House Children's Home, Swadlincote

No Guaranteed Hours • Permanent • Childrens Services

A fantastic opportunity to join an experienced team in a newly refurbished therapeutically informed residential care for Derbyshire children with complex social and emotional challenges.

Linden House is a four bedded home situated in South Derbyshire and forms an essential part of our wider mainstream residential care network.

You will be working as part of a small staff team who provide support and a person centred service to children and young people. This NCA post is an overnight role and will include weekend and bank holiday working.\* You will need to have an openness to and an aptitude for relationship focused and psychologically informed working practices.

You must have the appropriate skills and experience to perform and work within an environment that can at times require using your own initiative along with an understanding of the children act, the quality care standards and Children's 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 at the home the Level 3 Children and Young people's Workforce Diploma and Social Care Pathway (England) 2015. OR you should hold an equivalent qualification such as The NVQ 3 caring for children & young people and be prepared to complete any additional work to meet the required level.

*\*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.*

Plain/enhanced hours	Basic hourly rate	Unsocial hours enhancement	Market supplement	Total hourly rate
Monday to Sunday 7.00am - 7.00pm: plain time	£9.81 - £10.01 hr	£0	£0.53/hr	£10.34 - £10.54 hr
Monday to Sunday 7.00pm – 7.00am: 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

If you would like more information about the role then please call Lauren Duffy on 07823 552909

**Closing Date** 27 December 2020

**Night Care Assistant****JOB/20/03251**

**Grade 5 £12,279.96 - £12,525.12 per annum. A temporary \*market supplement of £1,024 per annum (pro rata for part time hours) is currently payable to 31 March 2021 • 24 hours per week • Linden House Children's Home, Swadlincote**

Part Time • Permanent • Childrens Services

A fantastic opportunity to join an experienced team in a newly refurbished therapeutically informed residential care for Derbyshire children with complex social and emotional challenges.

Linden House is a four bedded home situated in South Derbyshire and forms an essential part of our wider mainstream residential care network.

You will be working as part of a small staff team who provide support and a person centred service to children and young people. This NCA post is an overnight role and will include weekend and bank holiday working.\* You will need to have an openness to and an aptitude for relationship focused and psychologically informed working practices.

You must have the appropriate skills and experience to perform and work within an environment that can at times require using your own initiative along with an understanding of the children act, the quality care standards and Children's 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 at the home the Level 3 Children and Young people's Workforce Diploma and Social Care Pathway (England) 2015. OR you should hold an equivalent qualification such as The NVQ 3 caring for children & young people and be prepared to complete any additional work to meet the required level.

*\*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.*

<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 7.00am - 7.00pm: plain time	£9.81 - £10.01 hr	£0	£0.53/hr	£10.34 - £10.54 hr
Monday to Sunday 7.00pm – 7.00am: 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

If you would like more information about the role then please call Lauren Duffy on 07823 552909

**Closing Date** 27 December 2020



**Residential Childrens Worker****JOB/20/02959****Grade 9 £25,753 - £27,629 per annum • 37 hours per week • Linden House Children's Home, Swadlincote Full Time • Permanent • Childrens Services**

A fantastic opportunity to join an experienced team in a newly refurbished therapeutically informed residential care home for Derbyshire children with complex social and emotional challenges.

Linden House is a four bedded home situated in South Derbyshire and forms an essential part of our wider mainstream residential care network.

You will be working as part of a small staff team who provide support and a person centred service to children and young people. This will involve a combination of day, evening, night, weekend, and bank holiday working. You will also work in partnership with parents and other professionals and so you will need a good range of communication skills.

You will need to have an openness to and an aptitude for relationship focused and psychologically informed working practices.

You must have the appropriate skills and experience to perform and work within an environment that can at times require using your own initiative along with an understanding of the children act, the quality care standards and Children's 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 at the home the Level 3 Children and Young people's Workforce Diploma and Social Care Pathway (England) 2015. OR you should hold an equivalent qualification such as The NVQ 3 caring for children & young people and be prepared to complete any additional work to meet the required level.

If you want more information about the role then please call Lauren Duffy on 07823 552909

**Closing Date** 27 December 2020

## Conservation/Environment

**Senior Project Engineer (Waterbodies)****JOB/20/03256****Grade 12, £37,263 - £40,589 per annum • 37 hours per week • County Hall, Matlock****Full Time • Fixed Term - Due to finite funding for 5 years from start date • Economy, Transport and Environment**

A vacancy has arisen within Derbyshire County Council's Countryside Service. This is an exciting new role as the Council's lead expert on the management and inspection of the council's water assets. This is a high risk area, highlighted by the Toddbrook Reservoir emergency, and the Council has committed significant capital funding to carry out essential maintenance and design works.

- This new role requires a Civil Engineer with substantial post qualification experience in the management of waterbodies and the provision of technical expertise to internal and external stakeholders.
- You will need the skills, experience and technical knowledge to manage the day to day inspection and operational management of all the Council's waterway assets as well as the knowledge and expertise to manage the larger water assets, including reservoirs, ensuring they are effectively inspected and maintained and, for reservoirs, meet the requirements of the Reservoirs Act and external inspections.
- Where internal, or external inspections in relation to reservoirs, have highlighted issues, this role will commission design consultants/internal or external contractors to carry out works. You will manage the whole process from modelling, commissioning, putting contracts in place, managing and supervising engineers, managing budgets/timescales /performance, etc.
- The role will take ownership of the Council's waterbodies assets and develop, plan and co-ordinate a long-term 5 year scheme of works and projects working in partnership with developers, canal partnerships/trusts, voluntary bodies, community groups, etc. It is a fast-paced and challenging role, requiring commitment and a positive attitude.

*(For further information please see overleaf)*

- Working as a key part of the Derbyshire County Council's Countryside Service management team, you will lead staff and resources in countryside site and habitat management as well as the statutory responsibilities of the portfolio of 100+ wider countryside sites across the county. Our sites portfolio includes multi-user trails, canals, woodlands, nature reserves and country parks. Your focus will be to provide high quality countryside sites to Derbyshire residents and visitors alike. Experience of woodland portfolio management and agri-environment schemes would be a distinct advantage.
- You will have a substantial background in the management of waterbody asset management. You will be a creative team player with excellent IT, communication skills, be well organised and have good attention to detail.

Provisional Interview Date: January 2021

**Closing Date** 3 January 2021

**Countryside Project Officer (Woodlands) JOB/20/03258**

**Grade 11, £32,913 - £36,155 per annum • 37 hours per week • County Hall, Matlock**

Full Time • Fixed Term - Due to finite funding for 5 Years from start date • Economy, Transport and Environment

A vacancy has arisen within Derbyshire County Council's Countryside Service. This is an exciting new role as the Council's lead expert on the management and inspection of the council's Woodland & Tree assets and day to day management of the Woodland Team. This is a high risk area, with dealing with Tree health issues with significant work with regards to Ash Die Back, and the Council has committed capital funding to carry out essential maintenance works.

- This new role requires an Arboriculturist with post qualification experience in the management of Trees and the provision of technical expertise to internal and external stakeholders.
- You will need the skills, experience and technical knowledge to manage the day to day inspection, health and operational management of the Council's woodland and Tree assets as well as the knowledge and expertise to manage the Highway Tree stock, ensuring they are effectively inspected and maintained and, manage the County Council Tree Preservation Orders.
- Where internal, or external inspections in relation to Trees and Woodlands, have highlighted issues, this role will commission design consultants/internal or external contractors to carry out works. You will manage the whole process from modelling, commissioning, putting contracts in place, managing and supervising engineers, managing budgets/timescales /performance, etc.
- The role will take ownership of the Council's responsibilities with regards to Ash Die back found in its woodland assets and develop, plan and co-ordinate a long-term 5 year scheme of works and projects working with key partners. This will be a challenging role, requiring commitment, customer care skills and a positive attitude.
- Working as a key part of the Derbyshire County Council's Countryside Service management team, you will advise staff and resources in countryside woodland sites and tree management as well as the statutory responsibilities of the portfolio of 100+ wider countryside sites across the county. Our sites portfolio includes multi-user trails, canals, woodlands, nature reserves and country parks. Your focus will be to provide high quality woodland sites and trees to Derbyshire residents and visitors alike. Experience of woodland portfolio management with public access and agri-environment schemes would be a distinct advantage.
- You will be a creative team player with excellent IT, communication skills, be well organised and have good attention to detail.

Provisional Interview Date: January 2021.

**Closing Date** 3 January 2021

## Education - Youth & Adult Services

### Programme Development Worker

JOB/20/02985

Grade 9 £12,876.48 - £13,814.52 per annum • 18 hours 30 minutes per week • Hunloke Centre, Chesterfield  
Part Time • Fixed Term - Due to finite project 31 December 2022 • Childrens Services

The Derbyshire Adult Community Education Service has a vacancy for a Programme Development Worker (PDW). The post holder will carry out a wide range of duties supporting the development of programmes, management of delivery staff, promotion and improvement of teaching and learning within DACES provision. This post is to support the management of the externally funded Digital Skills ESIF programme, for which DACES is a delivery partner. This is an exciting project working with employers and the unemployed to promote and deliver learning using digital skills. The post holder would promote and manage this dedicated provision and work with service and partner colleagues. The post holder would work with lead partners to provide outcomes and meet funding requirements.

Provisional Interview Date: 8 December 2020

**Closing Date** 27 December 2020

## Legal Services

### Lawyer

JOB/20/03198

Grade 12 £37,263 - £40,589 per annum A \*temporary market supplement of £5,000 per annum (pro rata for part time hours) is currently payable to 30-09-2021 • 37 hours per week • County Hall, Matlock  
Full Time • Permanent • Commissioning, Communities and Policy

Working in local government is a highly satisfying and rewarding experience in so many ways, and you will enjoy an excellent range of benefits at Derbyshire County Council.

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

As a Lawyer within our childcare team, you'll be working within a dynamic and challenging environment, holding a stimulating and varied case load, with a myriad of opportunities to apply your knowledge and expertise and provide high quality advice to our clients in a range of forums. You will be a qualified Solicitor/Barrister/Chartered Legal Executive (Fellow of CILEx).

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

In return for your commitment, we can offer you:

- Systems in place to enable flexible and efficient working away from the office.
- Generous holiday entitlement.
- Membership of the Local Government Pension Scheme.
- A supportive working environment; supervision and by mentoring experienced managing solicitors.
- Case work support from Legal Assistants.
- Commitment to your continuing professional development; ongoing training opportunities.
- Flexible working hours recognising the importance of a proper work/life balance.
- Free onsite staff car parking.

For an informal discussion on these roles please contact Natalie Amey [Natalie.Amey@derbyshire.gov.uk](mailto:Natalie.Amey@derbyshire.gov.uk), Lisa Brewin [Lisa.Brewin@derbyshire.gov.uk](mailto:Lisa.Brewin@derbyshire.gov.uk) or Jeanette Bloor on [Jeanette.Bloor@derbyshire.gov.uk](mailto:Jeanette.Bloor@derbyshire.gov.uk) in the first instance and we can arrange to speak with you.

Provisional Interview Date: 8 January 2021

**Closing Date** 27 December 2020

## Policy/Research

### Policy Officer (2 Posts)

JOB/20/02896

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

Full Time • Permanent • Commissioning, Communities and Policy

We are recruiting two Policy Officers to join our Policy and Research Team on a permanent contract basis. Educated to HND level or equivalent qualification or with relevant experience, with a strong interest in a wide range of public sector policy, you will be involved in the delivery of the teams broad ranging work programme including strategic policy thinking, future planning and development, corporate consultation and engagement, strategic partnerships and community leadership.

We are looking for an enthusiastic, versatile and self-motivated Policy Officer to work on a variety of high profile council wide initiatives and projects. You will maintain a continuous awareness and knowledge of the national and local government policy context, as well as researching and preparing associated papers, reports and proposals to ensure that the Council responds effectively to key developments. You will work closely with colleagues within the Policy and Research team to support the Council's political leadership, senior managers, countywide partners and key external organisations to develop and deliver the Council's Corporate Plan.

You will have the ability to handle several projects simultaneously, including effective time management and work prioritisation. Displaying a high level of tact, diplomacy, drive and energy with excellent communication and report writing skills, you will be experienced in developing creative initiatives and seeing them through.

Provisional Interview Date: 11 January 2021

**Closing Date** 27 December 2020

## Public Health

### Service Development Officer (3 Posts)

JOB/20/03212

Grade 10 £28,682 - £31,832 per annum • 37 hours per week • County Hall, Matlock

Full Time • Permanent • Adult Social Care and Health

An exciting opportunity has arisen to join the Public Health department at Derbyshire County Council, as part of an expanded Wider Determinants Team.

The right candidate needs to be passionate about reducing health inequalities, competent to use the wider determinants of health as an avenue for improving the health and wellbeing of the local population and experienced in partnership working to achieve shared goals.

The Officer(s) will work closely with the Public Health Lead (Wider Determinants) and Health Improvement Practitioners, across a range of portfolios including housing, planning, employability, economy, financial and digital inclusion and assuring that mental health is a prominent factor considered in all work.

If you wish to have an informal discussion about the role, please contact Vicky Smyth, Public Health Lead, Wider Determinants on 07799 038061.

Provisional Interview Dates: 14 or 15 January 2021

**Closing Date** 3 January 2021

**Contact Advisor-Test and Trace (20 Posts)****JOB/20/03233****Grade 5, £18,933 - £19,311 per annum • 37 hours per week • County Hall, Matlock**

Full Time • Fixed Term - Due to the current COVID-19 situation for 18 months from start date • Adult Social Care and Health

The Public Health Test and Trace Team are looking to recruit Contact Advisors to provide the first point of contact for people diagnosed with COVID-19 and their contacts to undertake interviews by phone and accurately capture all relevant data on the Contact Case Management System.

The post holder will adhere to standard protocols and follow set scripts during the calls, to inform contacts about the importance of isolation, what to do if symptoms are present or develop and respond to queries, escalating these where appropriate. Weekend working will be required.

Provisional Interview Date: 4 January 2021.

**Closing Date** 20 December 2020**Transport/Traffic****Project Manager HS2 and Strategic Rail****JOB/20/03252****Grade 14, £47,181 - £52,640 per annum • 37 hours per week • County Hall, Matlock**

Full Time • Permanent • Economy, Transport and Environment

The HS2 rail project, will have a profound impact on the economy of Derbyshire for many years to come with phase 2B including proposals for a new high speed hub station at Toton, stops at Chesterfield station and an Infrastructure Maintenance Depot at Staveley. At the same time there are a number of other strategic rail scheme proposals which will also have a direct impact on Derbyshire including the Northern Powerhouse Rail and Midlands Engine Rail projects. These schemes form an important part of Derbyshire County Council's wider 'good growth strategy' and are fundamental to the economic growth zones in the north-east and south of the county.

To ensure that Derbyshire gets the best possible outcomes from these projects the County Council is now looking to recruit a dedicated project manager to lead and coordinate our response to HS2 and the other strategic rail projects in our area.

This is a wide ranging role which will include working with a variety of different internal and external stakeholders and acting as the main point of contact between the Council, HS2 Ltd and the promoters of the other strategic rail projects. Specific responsibilities will include leading and coordinating the Council's efforts associated with any Parliamentary petitioning process and developing appropriate mitigation proposals. Excellent communication and organisational skills are therefore essential, along with a 'can do' attitude.

For an informal discussion about the role please contact Joe Battye on 01629 536574 or Chris Hegarty on 01629 536721

Provisional Interview Date: Week commencing 22 February 2021

**Closing Date** 31 January 2021

# Schools and Academies

## Administration/Clerical/Customer Service

### School Business Assistant

**JOB/20/03214**

**Grade 5 £4,486.68 - £4,576.20 per annum • 10 hours per week, 40 weeks per year • Killamarsh Junior School**  
Part Time • Permanent

The Governing board are looking to appoint a new School Business Assistant, from 22 February 2021 (or earlier if able) to be responsible to the Headteacher and School Business Officer for School Administration

The successful applicant will:

- Be an excellent representative and first point of call for our school.
- Effectively undertake a range of general administration and reception duties
- Work alongside, support and be responsible to the School Business Officer

Our school is looking for a Business Assistant who has:

- Great communication skills and demonstrates a friendly helpful disposition
- Proven organisational skills, ICT experience and is efficient in time-management
- Pride in their work, desire to solve problems and support the school community
- A strong team ethos, is willing to share ideas and improve systems
- A willingness to train and engage in continuous professional development.

Our school can offer you:

- an effective caring team who will support you in the execution of your duties
- a robust professional development programme
- a context where your developing skills will impact on and improve outcomes for children.

Children's safety and well-being is of the highest priority in our school; candidates must show an awareness of the need to Safeguard children and understand the importance of confidentiality in their work.

Provisional Interview Date: 14 January 2021

**Closing Date** 3 January 2021

### Administration Manager

**JOB/20/03253**

**Grade 8 £20,930.04 - £22,620.72 per annum • 37 hours per week, 41 weeks per year • Tibshelf Community School**

Full Time • Permanent

We are looking to recruit a talented, driven, suitably qualified individual to provide an efficient support service within school to commence as soon as possible.

You will play a key role in enabling and supporting transformational change within the school to ensure that legislation is implemented and adhered to ensure statutory compliance. You will assist with organisational development as appropriate to the responsibility level of the post.

Applicants are encouraged to visit the school for an informal chat and tour. Please apply via Derbyshire County Council's website or send your application form by email to [l.herbert@tibshelf.derbyshire.sch.uk](mailto:l.herbert@tibshelf.derbyshire.sch.uk)

Provisional Interview Date: Week commencing 11 January 2021

**Closing Date** 3 January 2021

**Business Services Assistant (Clerk to Governors)****JOB/20/03264****Grade 4 £18,561 per annum pro rata • 1 hour 17 minutes per week • Hathersage St. Michael's CE (A) Primary School**

Part Time • Permanent

The Governing Board of Hathersage St. Michael's CE (A) Primary School invites applications for the role of Clerk to Governors.

You will work closely with the Chair of Governors, Headteacher, other Governors, Local Authority and Diocese to ensure that all paperwork and monitoring visits for School Governance are appropriately maintained and carried out.

We are looking for an effective and efficient administrator who will:

- provide general administrative support for the Governing Board.
- provide advice to the Governing Board on governance, constitutional and procedural matters.
- provide proactive support with agenda setting, including the production of a draft agenda for each meeting.
- issue the agenda and all the supporting paperwork for each meeting.
- attend all governor meetings to take minutes.
- prepare, amend and issue minutes.
- clerk any additional meetings, as required.
- understand and abide by the confidential nature of the role at all times.
- be conversant with general IT.

Hathersage St. Michael's CE (VA) Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Provisional Interview Date: Week commencing 18 January 2021

**Closing Date** 10 January 2021

## **Economic Development**

**Level 3 Year Group Lead Achievement Support Assistant****JOB/20/03254****Band E (£20,092 - £21,748pa FTE) equating to £16,447.45 - £17,803.00 pa pro rata • 35 hours per week, term time only • Eckington School, Chesterfield**

Full Time • Permanent

The Governors are seeking to appoint an experienced Achievement Support Assistant (Teaching Assistant) to start as soon as possible to work with groups of students at both KS3 and KS4, as well as with students who have specific special educational needs. We are looking for outstanding individuals who have the personal skills and drive to help students overcome their barriers to learning whether these are specific learning difficulties, emotional and social difficulties or medical disabilities.

As a Year group lead, you would maintain an overview of provision for student in your year group, be a primary contact for parents and contribute to the Assess, Plan, Do and Review cycle for each child with SEN in your year group. We would particularly welcome applications with strong primary Literacy and Numeracy experience to support our very low ability students. You would join a growing and rapidly improving Achievement Support Team, and be supported to further your career through training and development opportunities.

This role is ideally suited to an experienced TA looking to progress their career to the next stage and take on a new challenge.

**Closing Date** 11 December 2020

# Education - Non Teaching/Support Services

## **Midday Supervisor**

**JOB/20/03215**

**Grade 3 £2,564.04 per annum • 6 hours and 15 minutes per week, 38 weeks per year • Rosliston CE Primary School, Swadlincote**  
Part Time • Permanent

Are you a superb skipper, a king or queen of 'It', a hopscotch hero and a devastating daisy-chain designer? We are seeking an individual to join our mid-day team who is passionate about supporting children's healthy lifestyles and social skills, through the promotion of healthy eating and positive play. Whilst the role is for only a short time each day, lunchtimes play a vital role in supporting children's health and wellbeing, as well as helping them to reach their developmental milestones.

You will need to be:

- Friendly and approachable;
- Caring and supportive;
- A team player - able to use your initiative;
- Flexible and eager to trial new approaches.

If you think this job could be for you, and would like to hear more about it, then please contact Sue Sibson, School Business Officer, via the school office. Visits to school are tricky in the present circumstances, but we are happy to chat to candidates over the phone, or a virtual Microsoft Teams meeting can be arranged, if you would like more information. Applicants who are invited to interview will then be offered a visit to the school.

Previous applicants should not reapply.

**Closing Date** 13 December 2020

## **Special Educational Needs and Disability Officer**

**JOB/20/03219**

**SCP 18-21 £24,982 - £26, 511 (pro rated) • 37 hours per week, 40 weeks per year • Hasland Hall Community School**  
Full Time • Permanent

We are seeking to appoint a SEND Officer to start as soon as possible. This is a fantastic opportunity for a highly motivated and driven individual.

This post does not require you to be a qualified teacher, although you should have experience of working with children with complex Special Needs and/or disabilities. You will support the SENCO to embed Wave 1, 2 and 3 interventions across the school and support the formal EHC Plan, Individual Education Plans and One Page Profile process for students for whom it is required. You will also play a key role in ensuring that the school fully adheres to Section 6 and Section 9 of the SEND Code of Practice.

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

**Closing Date** 3 January 2021



**Special Educational Needs and Disability / Inclusion Administrator** **JOB/20/03224**  
**SCP5-6 £19, 312 - £19, 698 (pro rated) • 25 hours per week, 38 weeks per year • Hasland Hall Community School**  
Part Time • Permanent

We are seeking to appoint a SEND/Inclusion Administrator to start as soon as possible.  
The post is a vital appointment in terms of providing administrative support to the Inclusion team; mainly the SENCO, SEND officer and Lead Learning Manager.

This is a term time only post, there may be some flexibility in the hours to be worked.

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

**Closing Date** 3 January 2021

**Level 3 Year Group Lead Achievement Support** **JOB/20/03227**  
**Band E (£20,092 - £21,748pa FTE) £16,447.45 - £17,803 pro rata • 35 hours per week, Term time only • Eckington School**  
Part Time • Permanent

The Governors are seeking to appoint an experienced Achievement Support Assistant (Teaching Assistant) to start as soon as possible to work with groups of students at both KS3 and KS4, as well as with students who have specific special educational needs. We are looking for outstanding individuals who have the personal skills and drive to help students overcome their barriers to learning whether these are specific learning difficulties, emotional and social difficulties or medical disabilities. As a Year group lead, you would maintain an overview of provision for student in your year group, be a primary contact for parents and contribute to the Assess, Plan, Do and Review cycle for each child with SEN in your year group. We would particularly welcome applications with strong primary Literacy and Numeracy experience to support our very low ability students. You would join a growing and rapidly improving Achievement Support Team, and be supported to further your career through training and development opportunities.

This role is ideally suited to an experienced TA looking to progress their career to the next stage and take on a new challenge.

Please ensure that your completed application is returned directly to the school by 9.00am on the closing date.

**Closing Date** 11 December 2020

**Teaching and Learning Assistant** **JOB/20/03232**  
**Grade 7 £4,801.56 - £5,236.80 per annum • 10 hours per week, 39 weeks per year • Ashbourne Hilltop Primary and Nursery School**  
Part Time • Fixed Term - Due to pupil numbers until end August 2021

We are looking for a talented, experienced, hardworking individual to join our vibrant inclusive school.  
The position is within an Upper Key Stage 2 Class, supporting individuals and small groups with a range of needs, working 9:00am – 11:00am Monday to Friday.

We offer excellent CPD opportunities in a team of dedicated colleagues delivering a full and varied curriculum to hard working students.

Due to the Covid-19 situation visits to the school are not possible but we are able to take calls to 01335 343041 or please email [info@ashbournehilltop.derbyshire.sch.uk](mailto:info@ashbournehilltop.derbyshire.sch.uk) should you require further information.

Please see our virtual tour on our school Facebook page which is available to give you a flavour of our fantastic facilities. Please contact the school if you require any further information.

Provisional Interview Date: 15 January 2021

**Closing Date** 3 January 2021

**Midday Supervisor****JOB/20/03234****Grade 3 £3,590.28 per annum • 8 hours and 45 minutes per week, 38 weeks per year • Ashover Primary School**  
Part Time • Permanent

Ashover Primary School are seeking to appoint an individual to join our mid-day team who is passionate about supporting children's healthy lifestyles and social skills, through the promotion of healthy eating and positive play. Whilst the role is for only a short time each day, lunchtimes play a vital role in supporting children's health and wellbeing, as well as helping them to reach their developmental milestones.

You will need to be:

- Friendly and approachable;
- Caring and supportive;
- A team player - able to use your initiative;
- Flexible and eager to trial new approaches.

If you think this job could be for you, and would like to hear more about it, then please contact Heather Cooper, School Business Officer, via the school office. Visits to school are tricky in the present circumstances, but we are happy to chat to candidates over the phone. Applicants who are invited to interview will then be offered a visit to the school. Previous applicants should not reapply.

Due to this post having access to children and/or vulnerable adults, the successful candidate will be required to undertake a Disclosure and Barring Service check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided. [Click here to see our policy on criminal background checks.](#)

Provisional Interview Date: 12 January 2021

**Closing Date** 1 January 2021

**Senior Midday Supervisor****JOB/20/03235****Grade 4, £3,221.76 per annum • 7 hours and 30 minutes per week, 39 weeks per year • Swanwick School and Sports College**  
Part Time • Permanent

The Governors of Swanwick School & Sports College are looking to recruit two excellent candidates to join our team as a Midday Supervisor. We provide education and care for pupils with learning difficulties, autism and communication needs, some physical needs and social and emotional needs.

The role of a Midday Supervisor at SSSC is to help with the supervision of pupils during the serving of the midday meal and to supervise activities during the lunch break. Please see attached job description for other duties. This is an excellent opportunity to work in a forward looking and well respected special school.

The hours of work are 11.45am - 1.15pm Monday to Friday.

Having recently been graded as Outstanding by Ofsted we need applicants who are able to add to our provision and demonstrate and support our school vision of Enjoy, Achieve, Exceed.

Visits to the school are warmly welcomed. Please contact the school office on: - 01773 602198 to arrange an appointment.

**Closing Date** 3 January 2021

**Teaching and Learning Assistant****JOB/20/03236****Grade 8 £3,532 actual salary • 11 hours and 15 minutes per week, 38 weeks per year • Dovedale Primary School**  
Part Time • Fixed Term - Due to pupil numbers until end July 2021

Dovedale Primary school is looking for an excellent teaching and learning assistant to join its existing team. Our school is a great place to work even in these unusual times!

We are looking for a happy, enthusiastic individual to work with specific children in a year 6 class. This will be to support access to learning.

This motivated individual will work alongside the teacher to give targeted support to identified individuals or small groups to specifically support their academic progress.

If you are committed to ensuring that children enjoy their education, are able to adjust learning opportunities and work well in a team we would love to hear from you.

Hours: 3 mornings, 8.15am – 12noon, days to be arranged. There may be additional opportunities for the right candidate.

Please apply directly to the school email: [headteacher@dovedale.derbyshire.sch.uk](mailto:headteacher@dovedale.derbyshire.sch.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.

Visits to the school are warmly welcomed and encouraged. Please ring the school office to make an appointment on:- 0115 9735984

Provisional Interview Date: 6 January 2021

**Closing Date** 17 December 2020

**Teaching and Learning Assistant****JOB/20/03267****Grade 7, £7,483.32 - £8,161.44 per annum • 16 hours per week, 38 weeks per year • Renishaw Primary School, Chesterfield**

Part Time • Fixed Term - Due to funding until the end of July 2021, to be reviewed according to funding

The Governors of Renishaw Primary School wish to appoint a talented, enthusiastic and creative EYFS Teaching Assistant to assistant with specific catch up programmes for children across the foundation stage but primarily in Reception.

The ability to be flexible and to have a good sense of humour are essential.

Our school is committed to offering staff support, professional development, and a chance to be part of our exciting vision for the future.

This post is suitable for Level 3 Teaching Assistants. The applicant must be able to start as soon as possible.

Provisional Interview Date: 8 January 2021.

**Closing Date** 27 December 2020

**Achieve Tutor****JOB/20/03255****Band F (£22,183 - £24,491pa FTE) equating to £18,159.16 - £20,048.50pa pro rata • 35 hours per week, term time only • Eckington School**

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

The Governors are seeking to appoint a tutor who would ideally be an English or Maths specialist. This role would be well suited to a graduate who is looking to gain experience in education or an experienced Maths or English tutor who is looking for a more varied role.

If your application is successful, you will:

- Mentor a caseload of underachieving students, supporting them to achieve their full potential.
- Deliver tuition to small groups of students.
- Support students with work from a range of school subjects, including subjects outside your specialism (training will be provided but there is a need to be adaptable and versatile).
- Build strong partnerships with parents/carers and other stakeholders.
- Liaise with other staff about students' progress.
- Work closely with other tutors, working as a team towards shared goals.
- Assist with the planning and delivery of workshops to small groups of students, for example to enhance students' study skills.
- Coordinate a range of aspiration-raising projects, and look for opportunities to use initiative to develop new projects.

Completed applications should be returned either by post to: HR, Eckington School, Dronfield Rd, Eckington, Sheffield S21 4GN or by email to [Sharon.Foster@eck.leaptrust.co.uk](mailto:Sharon.Foster@eck.leaptrust.co.uk)

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** 14 December 2020

**Midday Supervisor****JOB/20/03270****Grade 3 £9.43 per hour • as and when required • Leys Junior School, Alfreton No**

Guaranteed Hours • Relief

We are looking to appoint an enthusiastic and caring person to help supervise our well behaved pupils during lunchtimes.

We are looking for:

- Someone who is flexible and works well in a team
- Someone who can lead games on the playground with children of all ages
- Someone who is First Aid trained or is committed to being trained
- Someone who cares about the health and well-being of all children

The successful applicant will join a team of 5 other hardworking staff who look after the children whilst they are eating lunch in the dining hall and on the playground, encouraging interactive play.

**Closing Date** 17 January 2021

**Midday Supervisor****JOB/20/03266****Grade 4 £3,662.16 per annum • 8 hours and 45 minutes per week, 38 weeks per year • Brackenfield Special School, Long Eaton**

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

We are looking for an individual to join our school community. Lunchtime is an important part of our pupils' school day and we require caring and patient staff to support our pupils' complex needs. This includes supporting eating meals, mirroring expectations, engaging in play and keeping children safe. As an employer, we offer a wide variety of training to all our staff, ensuring all staff feel supported and included within our school community.

Provisional Interview Date: 12 January 2021

**Closing Date** 10 January 2021**Specialist Teaching and Learning Assistant****JOB/20/03272****Grade 8, £19,908.96 - £21,517.20 per annum • 37 hours per week, 39 weeks per year • Amber Valley and Erewash Support Centre, Ilkeston**

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

We are seeking to appoint two experienced, talented and enthusiastic Specialist Teaching and Learning Assistants with excellent interpersonal skills to work with the Alternative Provision Team at the Amber Valley & Erewash Support Centre. One post will be based with our North team (Hasland office), and the second post will be based with our South team (Ilkeston office). Please specify whether you are applying for the North or South post when completing your application.

The Alternative Provision Team work with students who have been permanently excluded from mainstream schools. The successful candidate will inspire, motivate, challenge and support students to reach their full potential, have a good understanding of their academic, social and emotional needs, be a team player and have a positive approach to challenge and change.

Applicants should also have good knowledge and experience of working with disaffected pupils in a school or alternative provision type setting, especially at KS4. An affinity for pupils with behaviour, emotional and social difficulties is an essential quality for this challenging but rewarding opportunity.

Provisional Interview Date: 11 January 2021

**Closing Date** 3 January 2021**Teaching and Learning Assistant****JOB/20/03276****Grade 7 £10.75 - £11.73 per hour • as and when required • Barlborough Primary School**

No Guaranteed Hours • Relief

The Governors wish to appoint a highly motivated, creative and enthusiastic relief teaching and learning assistant, to be part of our friendly and hard-working team.

The successful candidate should also be committed, dedicated, calm, empathetic, flexible and able to use their own initiative.

Provisional Interview Date: Week commencing 11 January 2021

**Closing Date** 3 January 2021

**Learning Support Assistant****JOB/20/03284****NJC Scale 3 - points 6-8 (19,698 - £20,493) pro rata - actual starting salary £11,210.66 pa • 25 hours per week, 39 weeks per year • The Ripley Academy**

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

The Ripley Academy is a popular school located in Mid-Derbyshire close to Nottingham, Derby and Sheffield and within easy reach of the Peak District. We are part of the East Midlands Education Trust and work in close partnership with other schools in the Trust.

We are looking to appoint a well organised and skilled Learning Support Assistant (Literacy specialism) on a part time basis as detailed above.

We wish to appoint a person who:

- Is enthusiastic and flexible
- Has the ability, commitment and drive to support students to achieve their full potential; and
- Can help to raise attainment and achievement with particular regard to literacy

We welcome applications from all who feel they have the qualities to contribute to this rapidly improving Academy. For further details of the post please email Collette Robson (School Services Director) [crobson@ripleyacademy.org](mailto:crobson@ripleyacademy.org).

All information, including an application form is available on our website:

<https://www.emet.academy/vacancies>

Please return completed applications to [recruitment@emet.uk.com](mailto:recruitment@emet.uk.com) Please do not apply using the Derbyshire County Council website. Please ensure your complete application form is returned to The Ripley Academy no later than 12 noon on the closing date. Interviews are to be held the following week. Please note: CVs will not be accepted for this post

The Ripley Academy is committed to the safeguarding of all students and as such this post carries the need for an enhanced DBS disclosure.

We welcome applications from all who feel they have the qualities to contribute to this Academy regardless of age, gender, ethnicity or religion.

**Closing Date** 4 January 2021

**Learning Support Assistant****JOB/20/03294****Grade 5. £4,381.68 - £4,469.16 per annum • 10 hours per week, 39 weeks per year • Hunloke Park Primary School, Chesterfield**

Part Time • Fixed Term - Covering for maternity leave

Hunloke Park Primary is a happy and popular school in Wingerworth. The pupils, staff and Governors are looking to appoint a dynamic, enthusiastic and motivated Learning Support Assistant to join our hardworking EYFS team from 8<sup>th</sup> March 2021. The post is to work alongside the classroom teachers in EYFS, supporting in class, working with groups and working one to one with children as necessary.

The hours of work will be Monday to Friday afternoons – 1.00pm to 3.00pm

We currently have 3 positions available and are more than happy to link these for a successful applicant. Please check out our other adverts.

Hunloke Park Primary School is a friendly and supportive school with high expectations. We are committed to safeguarding and promoting the welfare of children and all employees are expected to share this commitment. Visits to the school are unfortunately not possible at the moment, but please feel free to telephone to speak with the head on 01246 276831.

Provisional Interview Date: 21 January 2021

**Closing Date** 10 January 2021

# Teaching - Secondary

## **Special Educational Needs Co-ordinator**

**JOB/20/03221**

**L1 - L5 • 1.00 FTE • Hasland Hall Community School**

Full Time • Permanent

We are seeking to appoint a SENCO to start after the Easter holidays. This is a fantastic opportunity for a highly motivated and driven individual. The post is a vital appointment in terms of enhancing and ensuring the positive life chances for our students through success and achievement. As such we are keen to recruit a dedicated and ambitious professional who will add value to the school in both academic terms and through involvement in the fabric of learning and success beyond the classroom. The successful candidates will be expected to teach between 14-17 hours per week.

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

**Closing Date** 3 January 2021

## **Teacher of Physics**

**JOB/20/03268**

**MPR/UPR • 1.00 FTE • Parkside Community School**

Full Time • Fixed Term - Covering for maternity leave

We are seeking a Teacher of Physics to work within our Science Department to cover Maternity Leave. Students at Parkside study a broad and balanced Science curriculum in preparation for combined or separate sciences at GCSE. The Science department is well-resourced, with dedicated classrooms and an extensively planned curriculum. Please do not apply using the Derbyshire County Council website.

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

**Closing Date** 5 January 2021

## Partner Organisations

### Amber Valley Borough Council

#### Community Support Warden

JOB/20/03226

Grade 4, £20,092 to £21,748 pro-rata per annum • 18 hours and 30 minutes per week • Central Headquarters, Ripley  
Part Time • Permanent

Is your local environment important and do you have a passion for helping improve it? Are healthy vibrant communities something that you would like to help create? At Amber Valley we think so and we are looking for someone who shares our values and commitment to make a difference. Our Community Support Wardens deal with a wide range of issues such as:

- Patrolling areas to deal with dog fouling, littering and other environmental offences
- Investigating reports of fly-tipping, gathering evidence, taking witness statements and helping prosecute offenders.
- Issuing of Fixed Penalty Notices for Envirocrimes
- Investigating reports of flyposting and abandoned vehicles
- Collecting stray dogs and taking to the Council's kennels
- Carrying out home visits for the waste and recycling service

Although knowledge and experience are relevant, we are keen to hear from people who care about Amber Valley, have a flexible approach to work and can work well in a team or on their own. This role requires someone who likes working outside and dealing with people in a range of situations; sometimes pressurised and confrontational. If that sounds like you and you're interested in joining our busy team then we would love to hear from you.

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. Please do not apply via The Derbyshire County Council Website.

**Closing Date** 13 December 2020

### Killamarsh Parish Council

#### Parish Clerk and Responsible Finance Officer (RFO)

JOB/20/03213

NJC Scale Point PO3 to PO4 35 - 41 Pro-rata, £38,890 to £44,863 per annum (prorata) • 25 hours per week, with an additional 5 hours to 30 hours per week for a temporary period • Killamarsh Parish Council  
Part Time • Permanent

A vacancy has arisen for Clerk & RFO to Killamarsh Parish Council. We are seeking a qualified CILCA Clerk or person working towards completion of CILCA. The person must have significant experience in senior management and a financial background, with supporting wide variety of skills. The post would suit a candidate who has previous financial management within local government. This is a post of 25 hours, currently extended by 05 temporary hours due to a review of the Parishes Leisure facility, which is currently being undertaken. The post benefits from flexible working as evening and weekend duties may be required, to meet both Parish and Committee requirements.

The Clerk will act as the Responsible Finance Officer, therefore financial acumen will be essential as well as Leadership, People Management and Communication skills. The Parish of Killamarsh has approximately 10,000 residents and the Parish Council has 15 Councillors.

For an application pack, please contact either Cllr Steve Clough at [s.clough@killamarsh.info](mailto:s.clough@killamarsh.info) or Cllr Carol Lacey at [carol.lacey-killamarsh-pc@outlook.com](mailto:carol.lacey-killamarsh-pc@outlook.com). Please return completed applications to our Chairperson Cllr Steve Clough at [s.clough@killamarsh.info](mailto:s.clough@killamarsh.info) Please do not apply via The Derbyshire County Council Website

Provisional date for interviews is Wednesday 13 January 2021

**Closing Date** 31 December 2020



# Diocese of Derby

## Derby Diocesan Director of Education

JOB/20/03260

£65,000 - £70,000 per annum • 40 hours per week • Derby

Full Time • Permanent

This is an exciting opportunity to join our senior team in the Diocese of Derby as Director of Education. This role requires inspirational, compassionate and courageous leadership sharing wisdom in the delivery of a compelling vision that seeks to advance the Kingdom of God. It requires a resolve to bring together the world of education and the church, to live "life in all its fullness" enabling schools to deliver an excellent education underpinned and enriched by a deeply Christian ethos.

We are looking to appoint a person with innovative and entrepreneurial flair, with hands-on educational experience and a commitment to and understanding of the church's mission. It is an influential, exciting diverse role, and so the ability to think strategically, prioritise and delegate with discernment is essential.

The role is both statutory and strategic, leading a key component of the wider diocesan mission for all children and young people, and their families, across the 111 Church schools and parishes.

If you are excited by this role, we look forward to hearing from you. Please find below application form and information pack.

If you would like an informal discussion about this role or further information regarding the administration of the interview process, please do not hesitate to contact The Venerable Carol Coslett, Archdeacon of Chesterfield, Chair of the Board of Education [Archchesterfield@derby.anglican](mailto:Archchesterfield@derby.anglican)

Website: <https://derby.anglican.org/en/education-department.html/>

Provisional Interview Date: 26 and 27 January 2021.

Please do not apply via The Derbyshire County Council Website.

**Closing Date** 8 January 2021

# Dame Catherine Harpurs School and Nursery, Ticknell

## Teacher

JOB/20/03302

**Dame Catherine's Teacher Payspine to be negotiated • Part time or full time considered • Dame Catherine Harpurs School and Nursery, Ticknell**

Part Time and Full Time hours available • Temporary - Due to funding or Permanent considered

We are a small independent school and pre-school where the focus is on teaching our children to love learning, not how to pass tests. Our flexible approach to learning extends to our flexible approach to employment. We want the right person for the job...could that be you?

We are looking for a dynamic and dedicated teacher to join our existing team, to take responsibility initially for a class of Early Years and Key Stage 1 children (aged 4-7). With children attending on a full or part time basis we currently have an average group size of 8-10 children each day. The teacher will work closely with our creative pre-school leader. This is a fantastic opportunity to work in a unique environment where staff have the freedom to creatively deliver the curriculum in ways that they feel best suit and engage our children; with the opportunity to conceive cross subject projects, include outdoor learning and develop lessons in response to the children's ideas, suggestions and interests, hence our unique community of full-time, flexi-time and home-schooled children.

Our school was judged as 'Good' by Ofsted in June 2019.

*(For further information please see overleaf)*

We're small which means that we can't offer huge remuneration packages, but we can offer:  
Small class sizes where you really get to know the children A friendly, family setting.

The freedom to teach, not test given that we aren't tied into preparing children for SATS tests.  
The opportunity to influence the direction of the school.

The rewards of nurturing children to become independent learners, and Job satisfaction!

Based in the rural village of Ticknall, South Derbyshire, we have the countryside on our doorstep, yet are within commuting distance of Derby, Leicester, Birmingham and Nottingham. Isn't it time for a change?

If this sparks an interest, please email us or phone us on 01332 862792. We welcome visits or a chat with our headteacher.

An application pack can be requested from our office manager Jane Dawn [office@damecatherines.org](mailto:office@damecatherines.org)  
Please do not apply via The Derbyshire County Council Website

Start date: Ideally 1st March 2021 but as soon as possible thereafter

Include, ignite, innovate! | [damecatherines.org](http://damecatherines.org)

Interview dates: Early January

**Closing Date** 6 January 2021