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# Administration/Clerical/Customer Service

## **Business Services Assistant (13 Posts)**

**JOB/20/03296**

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

Part Time and Full Time hours available • Fixed Term - Due to funding 1 post - 12 months from start date, and 3 posts covering Maternity Leave and 9 Permanent Posts • 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:

Schools & Learning, Governors Support 1 x 14 hours and 48 minutes based at John Hadfield House, Matlock— Fixed Term covering maternity leave - £7,424.40 per annum

Schools & Learning, Virtual Schools 1 x 37 hours based at Chatsworth Hall, Matlock— Fixed Term for 12 months due to funding

Early Help & Safeguarding, CIC Fostering Team 1 x 37 hours based at County Hall, Matlock - Fixed Term covering maternity leave

Early Help & Safeguarding, Chesterfield 1 x 37 hours based at Holme Hall Children's Centre, Chesterfield - candidate will be expected to travel to other sites across Chesterfield – Fixed term covering maternity leave

Early Help & Safeguarding, Chesterfield 1 x 37 hours based at Old Whittington CC, Chesterfield - Permanent

Early Help & Safeguarding, Chesterfield 1 x 37 hours based at Chesterfield SS Office, West Street, Chesterfield - Permanent

Early Help & Safeguarding, High Peak 1 x 37 hours based at Glossop - Permanent

Early Help & Safeguarding, High Peak 1 x 18 and 30 minutes hours based at Kents Bank Road, Buxton - £9,280.56 per annum - Permanent

Early Help & Safeguarding, South Derbyshire South Dales 1 x 37 hours based at Woodville Children's Centre, Swadlincote - Permanent

Early Help & Safeguarding, South Derbyshire South Dales 1 x 37 hours based at Rink House, Swadlincote - Permanent

Early Help & Safeguarding, South Derbyshire South Dales 1 x 18 hours and 30 minutes based at Rink House, Swadlincote - £9,280.56 per annum - Permanent

Early Help & Safeguarding, South Derbyshire South Dales 1 x 18 hours and 30 minutes based at The Elms, Midway, Swadlincote - £9,280.56 per annum - Permanent

Performance, Quality & Partnerships, ICT 1 x 18 hours and 30 minutes based at County Hall, Matlock - £9,280.56 per annum - Permanent

*(For further information please see overleaf)*

Please indicate in order of preference within the Suitability section of the Application Form.

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

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 25 January 2021

**Closing Date** 3 January 2021

### **Business Services Assistant**

**JOB/20/03282**

**Grade 7 £20,745 - £22,625 per annum • 37 hours per week • Highways Depot, Darley Dale**

**Full Time • Fixed Term - Covering for maternity leave • Economy, Transport and Environment**

Economy, Transport and Environment seek to recruit a highly motivated individual to work as a Business Services Assistant.

The role is to provide a high quality and effective support service to operational managers and employees on a broad range of administrative support activities and to manage the weekly manual worker payroll system ensuring timesheets are received, processed and input accurately and to defined timescales.

You will manage a team of 6 Business Services Assistants primarily responsible for the reconciliation and payment of invoices to suppliers of highways related goods and services; administer the depot fuel management system; undertake a range of financial procedures on the SAP system and provide support and advice to Highways Operational Managers on a range of issues including finance and HR related policies and procedures. You will also monitor highways operational budgets to ensure items are correctly brought to account.

Proven literacy and numeracy skills are essential as is the ability to work effectively as part of a team. You should be selfmotivated and willing to adopt a flexible approach to meet priorities and deadlines. Well-developed IT skills and an excellent working knowledge of the Microsoft Suite are required - especially Excel as the ability to produce and work with spreadsheets is essential. Knowledge of DCC financial systems, procedures and financial regulations are a distinct advantage.

The successful applicant will have excellent communication, interpersonal and presentational skills and be capable of dealing with contacts at all levels including other Council departments, elected members, internal and external customers and members of the public.

*(For further information please see overleaf)*

Applicants must have a strong customer focus, be highly organised, have excellent planning skills and be able to set and achieve targets through regular performance review. You will be required to participate in service redesign projects including the Enterprising Council initiative.

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

Provisional Interview Date: Week commencing 4 January 2021

**Closing Date** 27 December 2020

**Business Services Assistant (2 Posts)**

**JOB/20/03335**

**Grade 5 Post 1 £7,675.44 - £7,828.68 Post 2 £12,024.36 - £12,264.48 per annum • various • see below**

Part Time • Permanent • Childrens Services

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

The new structure has given rise to an exciting opportunity, to recruit 2 permanent appointments to the role of:  
The available roles are detailed below:

Schools & Learning, DACES 1 x 15 hours based at Alfreton Adult Education

Schools & Learning, DACES 1 x 23 hours 30 minutes based at Glossop Adult Education.

A requirement of this post is that the successful candidate will work one evening per week and travel to other bases across the High Peak as needed.

Please indicate in order of preference within the Suitability section of the Application Form.

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

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.

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

Provisional interview date: 14 and 15 January 2021

**Closing Date** 3 January 2021

## Architects/Engineers/Surveyors/Technical

### Technician

JOB/20/03305

**Grade 10 £28,682 - £31,832 per annum • 37 hours per week • Chatsworth Hall, Matlock**  
Full Time • Permanent • Commissioning, Communities and Policy

We are looking to appoint an architectural technician to work in our busy in-house design team, providing design solutions countywide to facilitate disabled people to remain independent in their own home.

You will have experience in working with both internal and external stakeholders, as well as a proven track record in delivering residential adaptation projects for disabled and vulnerable adults and children. Experience of and the ability of providing support to junior members of the design team is also desirable.

Ideally the successful candidate will have knowledge and experience of projects funded by Disabled Facilities Grants (DFG).

**Closing Date** 3 January 2021

## 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 (Community) (4 Posts)

JOB/20/00839

**Grade 5 - Post 1 & Post 2, 25 hours per week - £12,793.08 - £13,048.44 per annum, Post 3 & Post 4, 21 hours per week - £10,746.36 - £10,960.92 per annum • Various • Shand House, Darley Dale**  
Various hours available • Permanent • Adult Social Care and Health

Could you make a difference to the life of an older or disabled person? We are looking for people to join our valued care teams helping Derbyshire residents lead independent, dignified lives.

Vacancies are available based in and around various areas including Darley Dale, Matlock and the surrounding villages.

As a Care Worker (Community) you will be ensuring people stay healthy, happy and well in their own homes by supporting them with a variety of everyday tasks including personal care and assisting with medication.

You do not need previous experience as we will give you all the training and support you need to do the job.

Are you looking for a rewarding role that offers flexible working hours, good rates of pay and a good pension, free uniform and high quality training? Other benefits include five weeks holidays, eight bank holidays a year (pro-rata) and extra pay for unsocial hours.

A degree of local travel will be required for this role.

**Closing Date** 31 December 2020

**Care Worker****JOB/20/02702****Grade 5 £11,426.04 - £11,654.16 per annum • 22 hours and 20 minutes per week • Briar Close House, Home for Older People Borrowash**

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.

Provisional Interview Date: 15 January 2021

**Closing Date** 3 January 2021**Domiciliary Services Organiser****JOB/20/03257****Grade 9 £13.35 - £14.32 per hour • As and when required • Staveley SS Sub Office, Chesterfield**

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 organisation 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: 12 January 2021

**Closing Date** 3 January 2021

**Senior Practitioner****JOB/20/03265****Grade 12 £37,263 - £40,589 per annum • 37 hours per week • Erewash Hub, DCC Mercian Close, Ilkeston**  
Full Time • Permanent • Adult Social Care and Health

We are seeking an experienced social worker/Approved Mental Health Professional (essential criteria) to undertake the role of Senior Practitioner with the Erewash Mental Health Prevention and Personalisation Team. This exciting role is part of the leadership team within the Mental Health service and offers the opportunity to work as an AMHP and engage in work that supports good practice and wider development of the service.

The successful applicant will be expected to have a strong understanding and ability to apply the Care Act 2014, safeguarding investigations and other applicable social care law and policy, the Mental Health Act 1983, Code of Practice and applicable case law as well as knowledge of the Mental Capacity Act 2005, . You will be able to use your knowledge and skills to support other colleagues, and help to implement policy and practice change to improve the service. The successful candidate will be able to demonstrate excellent social work values, a commitment to continuous professional development and leadership skills within adult social care.

As a Senior Practitioner you will be expected to assist the Service Manager with the operation of the service, supervise colleagues, support the ASYE programme as practice assessor and manage a small complex case load. You will be expected to cover the Derbyshire Dales and South Derbyshire Teams in the absence of the Senior Practitioner and provide support to the Mental Health Hospital Discharge Team. You will be expected to respond to and undertake Mental Health Act assessments and support the continued provision of an AMHP response for the service. The role gives you the opportunity for policy and service development and attend partner agency meetings to further develop the service in collaboration with health, police and third sector agencies.

Provisional Interview Date: 15 January 2021

**Closing Date** 3 January 2021

**Care Worker****JOB/20/03278****Grade 5 £7,762.56 - £7,917.48 per annum • 15 hours and 10 minutes per week • The Grange Home for Older People, Eckington**

Part Time • Fixed Term - Covering for sick leave • 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** 3 January 2021

**Community Care Worker****JOB/20/03288**

**Grade 8 £23,250 - £25,128 per annum • 37 hours per week • The Leys Resource Centre, Ashbourne**  
Full Time • Permanent • Adult Social Care and Health

An exciting opportunity has arisen in the Derbyshire Dales South Field Work Team based in Ashbourne. We are looking to recruit a motivated community care worker to work in the South Dales area.

Applicants will need to demonstrate their ability to contribute to social care assessments in line with the Care Act 2014, in providing a person centred support planning for eligible needs including both formal and informal services and networks/ and will be trained to assess for technical aids to assist people to remain living in their own homes. 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.

The successful applicant will need to be able to work in a team setting, cover part of a duty rota system and be expected to manage a busy case load. Good communication with other agencies including health colleagues is essential given the current health and social care assessment.

Successful applicants will be supported by an experienced team who are committed to good support, advice and supervision.

**Closing Date** 27 December 2020

**Care Worker****JOB/20/03303**

**Grade 5 £9,59.20 - £9,786.84 per annum • 18 hours and 45 minutes per week • The Grange Home for Older People, Eckington**

Part Time • Fixed Term - Due to the current COVID-19 situation • 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: 14 January 2021

**Closing Date** 3 January 2021



**Deputy Unit Manager****JOB/20/03289****Grade 10 £14,340.96 - £15,915.96 per annum • 18 hours and 30 minutes per week • Thomas Fields Extra Care, Buxton**

Part Time • Fixed Term - Due to short term peak in demand 6 months from start date • 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).

Provisional Interview Date: 4 January 2021

**Closing Date 27 December 2020****Care Worker****JOB/20/03317****Grade 5 £11,513.16 - £11,743.08 • 22 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, 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 do not 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: 28 January 2021

**Closing Date 3 January 2021**

**Care Worker****JOB/20/03318****Grade 5 £11,513.16 - £11,743.08 per annum • 22 hours and 30 minutes 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: 28 January 2021

**Closing Date** 3 January 2021**Care Worker****JOB/20/03321****Grade 5 £15,350.88 - £15,657.36 per annum • 30 hours per week • Lady Cross House Home for Older People, Sandiacre**

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.

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** 3 January 2021

**Practice Supervisor****JOB/20/03328****Grade 12 £37,263.00 - £40,589.00 per annum • 37 hours per week • Buxton Social Services Sub Office, Kents Bank Road**

Full Time • Permanent • Childrens Services

This post is in a Safeguarding Team based at Buxton. It is essential that applicants have appropriate qualifications to undertake the role. Please refer to the Job and Person profile.

Our children's services are currently rated 'good' by Ofsted and we have excellent partnership working arrangements that help our social workers deliver good outcomes for children and their families. In this role you will provide practice supervision on all case work (group and one to one) and provide personal supervision to other Social Workers in the team. You will also be assisting the Team Manager in the efficient and effective delivery of Children's Services Social Work Service.

You will be required to demonstrate and champion systemic practice and embed Derbyshire's operating model into all Social Worker practice in order to improve outcomes for children, young people and families.

It is essential that you have experienced of creating rapport and building effective relationships with families, to enable flexible and thoughtful social work practice and affect positive change in the lives of children and families. We're proud of our social work practice and commitment to children and their families in Derbyshire, our excellent supervision, systemic practice, manageable caseloads, innovative working, training opportunities and high aspirations for the children we work with.

**Closing Date** 3 January 2021

## Catering

**Housekeeper (Catering Supervisor)****JOB/20/00608****Grade 5 £9,959.28 - £10,158.12 per year • 20 hours per week • Peak Lodge - Hill View, Stockport**

Part Time • Permanent • Childrens Services

An opportunity has arisen for a highly motivated individual to work in a Childrens care residential home kitchen. We are looking for someone who is passionate about fresh food, great service and children and young adult's health and wellbeing.

The successful candidate will enjoy cooking food to a high standard producing around 25 meals for pupils and staff. The post holder will have the responsibility for managing all aspects of this kitchen including health and safety, food hygiene, allergen awareness etc. 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.

The working hours will be mainly Monday to Friday in the afternoon to produce the evening meal, but there will be a need for some flexibility with the occasional weekend.

To apply you will be ideally qualified to City & Guilds 706.1level/NVQ level 2 or have relevant experience.

**Closing Date** 10 January 2021

**Catering Assistant****JOB/20/03262****Grade 2 £3,654 per annum • 8 hours and 45 minutes per week, 38 weeks per year • Glebe Junior School, South Normanton**

Part Time • Permanent - Due to midyear vacancy • Childrens Services

You will be working as part of a team in a busy school kitchen assisting with the preparation, cooking and service of the lunchtime meals to a number of pupils daily together with associated washing up and cleaning duties. It is essential that you can demonstrate a flexible attitude to work, have knowledge of the principles of food hygiene, storage and service and have good interpersonal skills appropriate to a school environment. If you do not already hold NVQ II Food Hygiene you will be required to successfully complete it upon appointment.

The hours will be worked during term time only.

**Closing Date** 3 January 2021**Catering Assistant****JOB/20/03313****Grade 2 £9,553.32 per annum • 23 hours and 45 minutes per week • Renishaw Primary School**

Part Time • Permanent • Childrens Services

A vacancy has arisen to work in a 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.

Provisional Interview Date: 15 January 2021

**Closing Date** 3 January 2021

## **Childrens Social Care/Social Work**

**Residential Childrens Worker****JOB/20/02507****Grade 9 £4,733.40 - £5,078.16 per annum • 6 hours and 48 minutes per week • Peak Lodge, High Peak**

Part Time • Permanent • Childrens Services

Peak Lodge is a purpose built establishment in the grounds of Peak School, Chinley, and consists of two homes. The Willows is a short break, shared care, and children in care, residential home. Hill View is a children in care residential home. Both homes work closely with Peak School.

This is an exciting opportunity to make a difference in the lives of young people with severe learning difficulties, autism, challenging behaviour and profound physical disabilities. The successful candidate will work with a supportive management team, receive regular supervision, and be involved in helping to develop the service. Minimum age requirement is 23 years old, due to the ages of the young people.

We would welcome any applicants to visit pre interview or request an appointment to discuss this role and to visit Peak Lodge. The Managers are available to discuss role and responsibilities of the advertised post. Contact Alison Jones on 016295 33859 or Tina Gray on 01629 533861.

**Closing Date** 3 January 2021

**Residential Childrens Worker****JOB/20/03245****Grade 9 £13.35 - £14.32 per hour • As and when required • Linden House Children's Home, Swadlincote**

No Guaranteed Hours • Relief • 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 Alex Lee on 07827 872785

**Closing Date** 3 January 2021**Early Help Practitioner (Family and Parenting) (2 Posts)****JOB/20/03271****Grade 8 £23,250 - £25,128 per annum • 37 hours per week • Alice's View Children's Centre, North Wingfield and Shirebrook Children's Centre**

Full Time • Fixed Term - Covering for secondment until 31 March 2022 • Childrens Services

We are seeking to employ 2 Full Time Early Help Practitioner in the North East Derbyshire and Bolsover Locality until March 2022 to cover secondments. You will be based in one of our offices in Alice's View Children's Centre North Wingfield or Shirebrook Children's Centre.

If you have experience of undertaking holistic assessments for children (5-19) and their families and have experience of delivering 1:1 and group interventions from evidence based practices for children and adults we would welcome an application from you.

The successful applicants will undertake holistic Early Help Assessments for children and their families and be expected to offer efficient and effective delivery of Children's Services Early Help Service using evidence based practice and embedding Derbyshire's operating model into all Early Help practice in order to improve outcomes for children, young people and families. You will need to hold a Level 3 qualification in Child Development.

Provisional Interview Date: 11 January 2021

**Closing Date** 3 January 2021

**Night Care Assistant****JOB/20/03247**

**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.*

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** 3 January 2021

**Early Help Practitioner (Youth) (2 Posts)****JOB/20/03274**

**Grade 8 Post 1 - £11,625 - £12,564 per annum, Post 2 - £23,250 - £25,128 per annum • Post 1 - 18 hours and 30 minutes per week, Post 2 - 37 hours per week • Alice's View Children's Centre, North Wingfield and Shirebrook Children's Centre**

Part Time • Permanent • Childrens Services

The successful candidates will be based in one of our offices in Alice's View Children's Centre, North Wingfield or Shirebrook Children's Centre.

Working with Young People in Derbyshire is embedded within the Early Help Team and is one of the main components of delivering support children young people and families.

The post of Early Help Practitioner (Youth) would be required to deliver a balanced programme of group work and one to one case work, utilising youth work skills to develop and support targeted communities and vulnerable young people.

The successful applicants will undertake holistic Early Help Assessments for children and their families and be expected to offer efficient and effective delivery of Children's Services Early Help Service using evidence based practice and embedding Derbyshire's operating model into all Early Help practice in order to improve outcomes for children, young people and families.

Applicants with experience of delivering 1:1 and group interventions from evidence based practice for older children and adults would be most welcome. There will be an expectation that the successful applicant will deliver group interventions in the community and within schools.

Some evening and weekend work will be required, including Friday evenings and school holidays.

Provisional Interview Date: 11 January 2021

**Closing Date** 3 January 2021

**Residential Childrens Worker****JOB/20/03336**

**Grade 9, £12,876.48 - £13,814.52 per annum • 18 hours 30 minutes per week • Glenholme Children's Home, Long Eaton,**

Part Time • Fixed Term - Covering for secondment until the end of March 2022 • Childrens Services

A fantastic opportunity to join an experienced team working therapeutically informed within a residential care home for Derbyshire, supporting children with complex social and emotional challenges.

Glenholme is a five bedded home situated in Long Eaton 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.

*(For further information please see overleaf)*

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 Danielle Waterfall on 07876790893  
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.](#)

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.

**Closing Date** 3 January 2021

**Residential Childrens Worker** **JOB/20/03338**

**Grade 9, £12,876 - £13,814.52 per annum • 18 hours 30 minutes per week • Glenholme Children's Home, Long Eaton**

Part Time • Permanent • Childrens Services

A fantastic opportunity to join an experienced team working therapeutically informed within a residential care home for Derbyshire, supporting children with complex social and emotional challenges.

Glenholme is a five bedded home situated in Long Eaton 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.

*(For further information please see overleaf)*



If you want more information about the role then please call Danielle Waterfall on 07876790893

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.

Provisional Interview Date: 18 January 2021

**Closing Date** 3 January 2021

## **Education - Non Teaching/Support Services**

**Development Manager**

**JOB/20/03261**

**Grade 13 16,712.76 - 18,144.84 per annum • 14 hours 48 minutes per week • Chatsworth Hall, Matlock**  
Part Time • Fixed Term - Covering for secondment 1 year from appointment date • Childrens Services

The Children's Services Development Section's key role is to ensure that there are sufficient school places, and that those places are of good quality. Some areas of the county have an increasing number of children in schools due to the large amount of new housing being planned across the county. This requires both extensions to schools and complete new schools to be opened. The Section is also responsible for school admissions and transport. The Development section is responsible for securing capital funding to invest in schools. Funds are secured from the Department for Education – either on a formula basis or in response to bids for specific programmes. In addition, the section is responsible for securing funds from housing developments where this is necessary to ensure sufficient places. In response to the growth in housing, the Authority is due to open a number of new schools in the future and these schools will open as academies.

The Section oversees the allocation of capital funding to individual projects and manages those projects along with colleagues in County Property. Our responsibility for individual projects focuses on making sure a project provides a school with the accommodation it needs for the number of pupils and that the school will have the right type of accommodation to meet the guidance set out by the Department for Education.

We provide general advice to schools on buildings management and organisation issues. We produce forecasts of pupil numbers and monitor the capacity of each school and we make annual submissions of this information to the Department for Education.

In addition to the above, the section is responsible for project managing the schools PFI contracts in the Authority. This involves ensuring the company which provides the buildings for the six secondary schools involved maintains them to the standard set out in the contracts.

There are three Development Manager (Senior Assistant Education Officer) posts within the Section. Each is responsible for a particular area of the Section's work and has the support of a number of Development Officers. The areas of responsibility are reviewed from time to time and may vary for career development and to ensure a fair distribution of work. This post at present has responsibility for the management of the capital programme with particular emphasis on managing the funding received from housing developers and the development of projects to increase the school capacity.

If you would like further information please e-mail Sue Pegg at [sue.pegg@derbyshire.gov.uk](mailto:sue.pegg@derbyshire.gov.uk) or call on 07786 313130

Provisional Interview Date: 19 January 2021

**Closing Date** 3 January 2021

# IT/Telecoms

## Management Information Assistant

JOB/20/03199

Grade 8 £23,250 - £25,128 per annum • 37 hours per week • County Hall, Matlock

Full Time • Permanent • Childrens Services

An opportunity has arisen to join the Digital & Statutory Returns Team within Children's Services Information and ICT. The successful candidate will be working to deliver SchoolsNet website along with ensuring Children's Services information on the DCC website and Our Derbyshire are accurate and up to date, as well as managing a secure document transfer with schools.

Part of this opportunity includes supporting the implementation and delivery of the Children's Services Mobile Working Strategy. Enabling Children's Services to deliver service improvements, empower staff through new ways of working and provide a service which is forward thinking.

The successful candidate will need to have excellent communication skills, be flexible in the areas of work they cover, have experience of publishing to the web and developing effective working relationships across a large and diverse department.

Key results areas of the team are:

- Develop, maintain and provide editorial oversight for SchoolsNet website ensuring it meets the needs of Derbyshire schools
- Develop, promote and ensure compliance with procedures to ensure SchoolsNet is maintained to agreed standards
- Update and publish content via the content management system, ensuring it adheres to Gov.UK style and accessibility standards
- Liaise with stakeholders to ensure Children's Services pages on the DCC website are accurate, accessible, up to date and have agreed service ownership
- To actively manage the secure document transfer service to schools and DCC services and deal with any data breaches in a timely manner and ensure they are escalated and reported accordingly.
- To be proactive in resolution of issues where possible, along with initial investigation of system faults/errors escalating as appropriate within the corporate ICT and/or software suppliers.
- Produce regular analysis reports for stakeholders and address any issues raised
- Support the implementation of the Mobile Working Strategy (2018-2023) and service work programme.
- To support the Asset Management Strategy, tracking and managing physical devices from purchase to disposal.
- Including the reduction of unused assets and managing/providing an accurate inventory
- To offer, telephone, virtual and face to face support to users of information systems used by the Council and school, including internal and external stakeholders
- To undertake digital projects on behalf of the Senior Management Team and other senior managers to inform strategic decisions
- To represent the Statutory and Digital team at meetings and deputise for the Management Information Officer
- Work with colleagues across the county council, relevant organisations and partners to ensure effective delivery of agreed work programmes

For further information regarding this post please contact Anne Jordan [anne.jordan@derbyshire.gov.uk](mailto:anne.jordan@derbyshire.gov.uk) or Alex Willison [alex.willison@derbyshire.gov.uk](mailto:alex.willison@derbyshire.gov.uk), or via Teams or Skype.

Provisional Interview Date: Week commencing 18 January 2021

**Closing Date** 3 January 2021

# Public Health

## Advanced Public Health Practitioner

JOB/20/02945

Grade 13 £41,782.00 - £45,362.00 per annum • 37 hours per week • County Hall, Matlock

Full Time • Permanent • Adult Social Care and Health

We are looking to recruit an Advanced Public Health Practitioner to support the Public Health Lead for the Ageing Well agenda in delivering Public Health functions across the complex public health, healthcare and social care system of Derbyshire.

This post will be part of the Ageing Well and Long-Term Conditions team, which focuses on programmes of work to support improvements to healthcare and premature mortality Public Health Outcomes Framework indicators. The role will be providing leadership to specific elements of Public Health Practice on this agenda and working at a senior level to deliver improvements in health and wellbeing outcomes including:

- Building and maintaining networks with adult social care and develop the evidence base to inform strategic decision making to help older people remain healthy in their homes for longer.
- Develop and implement strategies, policies, projects and procedures within the ageing well agenda
- Work closely with Knowledge and Intelligence and Commissioning teams to ensure that appropriate information and evidence is utilised to inform decision making, commissioning intentions and service delivery
- Maximise and influence the potential of organisations, communities and individuals to improve factors which support older people remaining healthy in their homes for longer
- Lead on falls prevention
- Provide public health expertise within localities and Place Alliances to embed ageing well principles in local areas

We are looking for an individual with excellent communication skills who has experience at working at a senior level, and the flexibility to adapt to an ever-changing public health landscape. The working pattern will be 5 in 7 and weekend working may be required. For a confidential and informal discussion about the role please contact: Caroline Mackie on 07964 248988 or by email at [caroline.mackie@derbyshire.gov.uk](mailto:caroline.mackie@derbyshire.gov.uk)

Provisional Interview Date: Week commencing 18 or 25 January 2021

**Closing Date** 3 January 2021

## Service Development Officer

JOB/20/03210

Grade 10, £28,682 - £31,832 per annum • 37 hours per week • Chesterfield Library

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

An exciting opportunity has arisen to join the Public Health department at Derbyshire County Council, as part of the Chesterfield Locality Team. The right candidate needs to be passionate about community development to reduce health inequalities, be competent to use the wider determinants of health as an avenue for improving the health and wellbeing of the local population, and be experienced in partnership working to achieve shared goals. The Officer will work closely with the Public Health Lead (Chesterfield), Chesterfield Locality Service Development Officer and key local partners, across a range of portfolios, including community engagement and development, social connectedness and assuring that mental wellbeing is a prominent factor considered in all work.

If you wish to have an informal discussion about the role, please contact James Creaghan, Public Health Lead on 07775 030859 or [james.creaghan@derbyshire.gov.uk](mailto:james.creaghan@derbyshire.gov.uk)

Provisional interview date 13 or 14 Jan 2021

**Closing Date** 3 January 2021

**Grade 9 £13.35 - £14.32 per hour • 37 hours per week • South Derbyshire, Bolsover, Amber Valley, Derbyshire Dales and Chesterfield**

Full Time • Temporary - Due to the current COVID-19 situation • Adult Social Care and Health

Derbyshire is starting a community testing programme to help get Covid 19 in Derbyshire under control. The testing will help people to protect their loved ones and will enable Derbyshire's Public Health team to understand the prevalence of people who are infected but without symptoms, support those who have Covid to self-isolate and to drive infection rates down further in the county.

Initially we need people to carry out roles in South Derbyshire, Bolsover, Amber Valley, Derbyshire Dales and Chesterfield. However, the location of testing across Derbyshire may change over time.

We are interested in hearing from people who are prepared to work across the whole Derbyshire and those who may only be able to work in one particular area eg. Bolsover or Amber Valley.

These roles will be of interest to you if you have good customer service skills. You may have recently worked hospitality, retail or leisure sectors or you may just want to show your Derbyshire spirit and support the fight back against Covid 19.

Responsible for the overall on-site operations of the test site, including delivery of testing services, ensuring adherence to health and safety protocol and day-to-day workforce management.

#### Responsibilities and Duties

- Opens and closes site each day, including making the daily reporting on testing operations • Runs day-to-day operations including on-site workforce management, managing site health & safety and receiving and managing stock
- Point of escalation for any issues on site, escalates to public health managers and partner agencies as appropriate
- Provides people support to Site and Test Operative roles • Ensures all resources have arrived for shift and escalates issues or areas of concern • Cascades new information to all team members • Ensures adherence to Standard Operating Procedures and clinical guidance is maintained throughout operations
  - Responsible for the quality and risk management of the testing and regularly checking that the site meets the standards required

We are looking for people with the following:

- Experience overseeing an operational workforce and day-to-day people management
- Experience managing operations in a customer facing environment
- Experience of proactively managing situations and scenarios
- Demonstrated ability to lead multi-faceted teams in a fast changing environment
- Strong stakeholder management and excellent communication skills
- Problem solving skills with strong ability to make quick decisions
- Ability to accurately follow agreed systems and processes
- Clear understanding of relevant health & safety protocols
- Receipt and management of stock including assisting with manual handling of stock items
- Ability to keep calm under pressure
- Excellent communication skills with a customer focussed approach

**Closing Date 31 January 2021**

**Grade 6 £10.21 - £10.44 per hour • Various Hours Available • South Derbyshire, Bolsover, Amber Valley, Derbyshire Dales and Chesterfield**

Various hours available • Temporary - Due to the current COVID-19 situation • Adult Social Care and Health

Derbyshire is starting a community testing programme to help get Covid 19 in Derbyshire under control. The testing will help people to protect their loved ones and will enable Derbyshire's Public Health team to understand the prevalence of people who are infected but without symptoms, support those who have Covid to self-isolate and to drive infection rates down further in the county.

Initially we need people to carry out roles in South Derbyshire, Bolsover, Amber Valley, Derbyshire Dales and Chesterfield. However, the location of testing across Derbyshire may change over time. You will be working in a changing environment and therefore we have a range of employment options available:

- Full-time (37 hours per week)
- Part-time (minimum 6.5 hours per week)
- Flexible contracts (i.e. varying hours per week)

We are interested in hearing from people who are prepared to work across the whole Derbyshire and those who may only be able to work in one particular area eg. Bolsover or Amber Valley. These roles will be of interest to you if you have good customer service skills. You may have recently worked hospitality, retail or leisure sectors or you may just want to show your Derbyshire spirit and support the fight back against Covid 19.

The Testing Operative supports the preparation and analysis of lateral flow COVID-19 test samples and recording of results. Conducting the processing and analysis of tests, they will ensure the process is undertaken accurately and uploaded to the system.

- Prepares test sample for analysis and interprets result.
- Receives sample, sets up sample for analysis and pipettes reagent to sample
- Times sample and indicates when ready for sample analysis
- Awaits and reads result displayed, and marks it on device
- Provides result to Results Recorder to upload to digital platform
- Results Recorder reads test result outcome (marked by Processing Operative)
- Results Recorder enters result onto a managed device, including scan of QR code (result is automatically sent to Test & Trace)
- Ensure safe clinical measures, including practicing of social distancing, cleaning and donning and doffing of PPE, of all times

We are looking for people with the following:

- Experience in understanding and following Standard Operating Procedures
- Experience with data recording/entry - and can confidently use digital technology to record results
- Strong interpersonal skills and ability to work under pressure in a fast paced environment
- High attention to detail and strong time keeping skills
- Ability to follow the strict guidelines and procedures required
- Must be able to thrive in a fast-paced environment, including physically standing for protracted periods
- Demonstrated ability to work flexibly – providing support across different roles where necessary
- Good communication skills with a customer focussed approach

**Closing Date** 31 January 2021

**Grade 5 £9.81 - £10.01 per hour • Various Hours Available • South Derbyshire, Bolsover, Amber Valley, Derbyshire Dales and Chesterfield**

Various hours available • Temporary - Due to the current COVID-19 situation • Adult Social Care and Health

Derbyshire is starting a community testing programme to help get Covid 19 in Derbyshire under control. The testing will help people to protect their loved ones and will enable Derbyshire's Public Health team to understand the prevalence of people who are infected but without symptoms, support those who have Covid to self-isolate and to drive infection rates down further in the county.

Initially we need people to carry out roles in South Derbyshire, Bolsover, Amber Valley, Derbyshire Dales and Chesterfield. However, the location of testing across Derbyshire may change over time. You will be working in a changing environment and therefore we have a range of employment options available:

- Full-time (37 hours per week)
- Part-time (minimum 6.5 hours per week)
- Flexible contracts (ie varying hours per week)

We are interested in hearing from people who are prepared to work across the whole Derbyshire and those who may only be able to work in one particular area eg. Bolsover or Amber Valley.

These roles will be of interest to you if you have good customer service skills. You may have recently worked hospitality, retail or leisure sectors or you may just want to show your Derbyshire spirit and support the fight back against Covid 19.

The Site Operative is a customer-facing role responsible for supporting the customer through the end-to-end testing experience and supporting wider site operations. Working across three positions, key activities include supporting customers whilst queuing for entry, through registration, providing verbal guidance on the testing process and regular cleaning of the site.

- Manages queuing areas to the testing site, setting up appropriate signage, ensuring social distancing is maintained and providing guidance on registering on-line where queues are long
- Monitors people in the queue who are showing symptoms of COVID and manages in accordance with relevant guidance
- Responsible for ensuring people have registered and are eligible for testing.
- Greeting people on arrival, asking them to sanitise hands and ensuring the person is eligible for asymptomatic testing
- Providing assistance to people in registering for the test if they are unable to and to those who might not have the relevant digital information such as phone number and email address
- Guide people who are coming and, for a valid reason, need to test anonymously • Co-ordinate queues and ensure an appropriate number of people enter into the testing area, and that the testing area does not exceed maximum capacity
- Communicate to people the purpose of participating in testing at the site and the testing process • Direct people to available testing stations and to the exit when they are finished • Be available to provide additional verbal instructions and reassurance if required • Provide regular cleaning to testing stations throughout the day (people are also asked to self-clean between each test)
- Ensuring compliance with the clinical standard operating procedures throughout

**NB:** Job holder will always be required to wear Fluid-resistant surgical mask.

*(For further information please see overleaf)*

We are looking for people with the following:

- Experience in a fast-paced, customer-facing environment
- Experience working with members of the public/patients, preferably including crowd control
- Demonstrated strong interpersonal skills – facilitating the ability to give clear and concise instruction
- Strong attention to detail and communication skills
- Confident in using digital technology, smartphones and apps (for use of the on-site application)
- Must be able to thrive in a fast-paced environment and physically stand for several hours
- Demonstrated ability to work flexibly – providing support across different roles where necessary
- Good communication skills with a customer focussed approach
- Calm, positive and polite approach to all situations

**Closing Date** 31 January 2021

## Schools and Academies

## Administration/Clerical/Customer Service

**Business Manager**

**JOB/20/03275**

**Grade 8 £10,997.28 - £11,885.52 per annum • 17 hours and 30 minutes per week • Bolsover Infant and Nursery School**

Part Time • Permanent

Working hours are flexible/to be arranged. Our Present Business Manager is moving on and so we are looking for a new, but vital member of staff. Our perfect School business Manager can fulfil the role of providing high quality support on all office-based matters with a smile, a pleasant word and efficient manner.

They will also be expected to assist the school and Head Teacher, governors and management team in the management of HR issues, finance, data protection (GDPR). buildings, staffing and employment. They will also need to have a working knowledge of RM Intergrity, SAP and Orderpoint.

Provisional Interview Date: 14 January 2021

**Closing Date** 3 January 2021

## Education - Non Teaching/Support Services

### Teaching and Learning Assistant

JOB/20/03286

Grade 7 £8,002.68 - £8,727.96 per annum • 16 hours and 40 minutes 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, fun, hardworking and motivated Teaching and Learning Assistant to join our friendly and dedicated school from 8 March 2021. The working pattern is Monday to Friday 08.40am to 12.00 noon. If you are interested in the position, we are keen to hear from you!

We are looking for someone who:

- Has experience of working with children in Early Years/Key Stage 1.
- Has a wide range of knowledge and experience of supporting children with Special Educational Needs.
- Is warm and friendly and develops excellent relationships with parents and carers.
- Has a sense of humour and is fun, fully embracing all aspects of school life.
- Will embrace our school ethos and add to our brilliant team.

We can offer:

- An experienced, friendly and supportive staff team.
- Well behaved pupils who enjoy being at school.
- A school that values the social and emotional development of children.
- An inclusive school that embraces the wider curriculum and outdoor learning.
- CPD and training opportunities.
- The opportunity to make a real difference to the lives of our children and the wider community.

We are committed to safeguarding and promoting the welfare of children and all employees are expected to share this commitment. We currently have 3 positions available and are more than happy to link these for a successful applicant. Please check out our other adverts. Visits are, unfortunately, not possible at the moment, but you are welcome to phone and arrange to speak with the Headteacher on 01246 276831.

Provisional Interview Date: 21 January 2021

**Closing Date** 10 January 2021

### Teaching and Learning Assistant

JOB/20/03287

Grade 7 £5,439.24 - £5,932.32 per annum • 11 hours and 20 minutes 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, fun, hardworking and motivated Teaching and Learning Assistant to join our friendly and dedicated after school team from Monday 19 April 2021.

*(For further information please see overleaf)*



The successful applicant will work closely with other members of staff to set up and organise activities for the children, liaise with parents, prepare and serve simple snacks or meals and clear away after each session. The working pattern will be Monday to Thursday – 3.20 pm to 6.10pm.

If you are interested in the position, we are keen to hear from you!

We are looking for someone who:

- Has experience of working with children.
- Is warm and friendly and develops excellent relationships with parents and carers.
- Has a sense of humour and is fun, fully embracing all aspects of school life.
- Will embrace our school ethos and add to our brilliant team.

We can offer:

- An experienced, friendly and supportive staff team.
- Well behaved pupils who enjoy being at school.
- A school that values the social and emotional development of children.
- An inclusive school that embraces the wider curriculum and outdoor learning.
- CPD and training opportunities.
- The opportunity to make a real difference to the lives of our children and the wider community.

We are committed to safeguarding and promoting the welfare of children and all employees are expected to share this commitment. We currently have 3 positions available and are more than happy to link these for a successful applicant. Please check out our other adverts.

Visits are, unfortunately, not possible at the moment, but you are welcome to phone and arrange to speak with the Headteacher on 01246 276831

Provisional Interview Date: 21 January 2021

**Closing Date** 10 January 2021

**Teaching and Learning Assistant** **JOB/20/03309**

**Grade 8 £17,488.08 - £18,900.72 per annum • 32 hours and 30 minutes, 39 weeks per year • Alfreton Park Community School**

Full Time • Permanent

Alfreton Park is a lively, successful Special School for pupils aged 2 to 19 years, with severe and profound learning difficulties. The school has a strong commitment to child safeguarding and promoting the welfare of pupils and expects all staff and volunteers to respect this commitment. An enhanced DBS check is required for all successful applicants.

We require a permanent Teaching Assistant to work across the school as and when required, to support teaching and learning. The successful applicant needs to be able to respond our pupils learning levels and support pupils in all areas including personal care and self-help skills.

Applicants need to have a love of learning, enjoy a challenge and have the ability to develop strategies in problem solving. We require a person who has enthusiasm, energy and is able to contribute positively to the team working of the class and the whole school. The successful candidate must be prepared to work across the school.

Provisional Interview Date: 22 January 2021

**Closing Date** 17 January 2021

**Midday Supervisor****JOB/20/03310**

**Grade 4 £3,221.76 per annum • 7 hours and 30 minutes per week, 39 weeks per year • Alfreton Park Community School**  
Part Time • Permanent

Alfreton Park is a lively, successful day small Special School for pupils aged 2 to 19 years, with severe and profound learning difficulties. You need to have extremely high expectations to ensure children regardless of gender, ethnicity and religion achieve to the best of their ability.

The position involves helping pupils with eating, and personal hygiene, leading play activities and maintaining pupils' safety. We need flexible, enthusiastic, team players who can relate well to pupils with special needs to join our team. The ability to think creatively, inspire children and have an appreciation of a sense of humour is essential.

Prior experience of special needs is desirable and experience of an educational setting is essential.

Provisional Interview Date: 25 January 2021

**Closing Date** 17 January 2021

**Teaching and Learning Assistant****JOB/20/03311**

**Grade 8 £17,488.08 - £18,900.72 per annum • 32 hours and 30 minutes per week, 39 weeks per year • Alfreton Park Community School**  
Full Time • Fixed Term - Due to pupil numbers until end July 2021

Alfreton Park is a lively, successful Special School for pupils aged 2 to 19 years, with severe and profound learning difficulties. The school has a strong commitment to child safeguarding and promoting the welfare of pupils and expects all staff and volunteers to respect this commitment. An enhanced DBS check is required for all successful applicants.

We require a Teaching Assistant to work across the school as and when required, to support teaching and learning. The successful applicant needs to be able to respond our pupils learning levels and support pupils in all areas including personal care and self-help skills.

Applicants need to have a love of learning, enjoy a challenge and have the ability to develop strategies in problem solving. We require a person who has enthusiasm, energy and is able to contribute positively to the team working of the class and the whole school.

The successful candidate must be prepared to work across the school.

Provisional Interview Date: 22 January 2021

**Closing Date** 17 January 2021

**Apprentice Teaching Assistant****JOB/20/03315****Actual Salary: Minimum wage • 30 hours per week, 39 weeks per year • Castle View Primary School, Matlock**

Full Time • Fixed Term - To complete an apprenticeship

A vacancy has arisen for an apprentice Learning Support Assistant. This post would suit a good to outstanding practitioner who is always reflecting on the children and their needs, is committed to pupil progress.

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 their own initiative, dealing with any unexpected challenges as they arise. They will have a 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.

The candidate will be expected to work hours within the school day that meet the needs of the school, these will be agreed before a job offer is made.

QEGSMAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments are subject to an Enhanced DBS check. Further information about our commitment to Safeguarding can be found -

<https://www.qegsmat.com/documents/safeguarding>

Potential Start date: As soon as possible

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 using the Derbyshire County Council website.

Provisional Interview date: 14 January 2021

**Closing Date** 10 January 2021

**Teaching and Learning Assistant****JOB/20/03316****Grade 7 £12,203.88 - £13,309.80 per annum • 25 hours and 25 minutes per week, 39 weeks per year •****Parkside Community School, Chesterfield**

Part Time • Permanent

We are seeking to appoint a Teaching & Learning Assistant to provide effective support for students with Special Educational Needs and support the delivery of a differentiated curriculum as directed by the SEND Manager. CV's will not be accepted. Please complete an application form.

Applications must be made directly to the school [srussell@parkside.derbyshire.sch.uk](mailto:srussell@parkside.derbyshire.sch.uk).

Please do not apply using the Derbyshire County Council website.

Interviews will take place at Parkside Community School following social distance protocols.

If you have not been contacted within 7 days of the shortlisting date you should assume, on this occasion, that you have not been shortlisted.

Provisional Interview Date: 14 January 2021

**Closing Date** 6 January 2021

**Midday Supervisor****JOB/20/03325****Grade 3 £2,462.28 per annum • 6 hours per week, 38 weeks per year • Tintwistle C.E. (A) Primary School**  
Part Time • Permanent

Tintwistle Primary school is looking for a caring and reliable midday assistant to join our friendly team. Attitude is more important than experience, our children would like to recruit someone with a good sense of humour who will enjoy playing with them.

Working hours are 11.55 am to 1.05 pm Monday to Friday term time only.

Provisional Interview Date: 15 January 2021

**Closing Date** 10 January 2021

**Play worker****JOB/20/03339****Grade 4 £2,791.80 per annum • 6 hours and 40 minutes per week, 38 weeks per year • Highfield Hall**  
**Primary School, Chesterfield**  
Part Time • Permanent

The Governors wish to appoint one enthusiastic and caring individual to join our friendly team, planning and taking part in play activities for children at lunch time. This is a happy, caring school with friendly, hardworking children and staff.

The post is for 5 lunch times per week. The working pattern will be Monday to Friday 11.50 – 1.10 pm. The successful candidate will be expected to promote positive behaviour and good behaviour choices, active lunch times and good manners.

At Highfield Hall Primary School we are committed to safeguarding and promoting the welfare of our children and expect all staff to share this commitment.

Provisional Interview Date: Week commencing 25 January 2021

**Closing Date** 13 January 2021

**Midday Supervisor****JOB/20/03340****Grade 3 £9.43 per hour • as and when required • Highfield Hall Primary School, Chesterfield**  
No Guaranteed Hours • Relief

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

The working pattern would be Monday to Friday 11.50am - 1.10pm, as needed.

The successful candidate will be expected to promote positive behaviour and good behaviour choices, active lunch times and good manners.

At Highfield Hall Primary School we are committed to safeguarding and promoting the welfare of our children and expect all staff to share this commitment.

Provisional Interview Date: Week commencing 25 January 2021

**Closing Date** 13 January 2021

**MIS Data and Exams Administration Officer****JOB/20/03341****Scale 4 £20,092 - £21,748 (£18,279 - £19,786 pro rata) • 37 hours per week, 42 weeks per year • City of Derby Academy, Sinfon**

Full Time • Permanent

Do you want to improve the life chances of all students? Do you want to make an impact in a school that is moving forward with exciting times ahead?

We are seeking to appoint a successful, enthusiastic and dynamic professional who is a highly motivated, well-qualified specialist with an innovative and supportive approach to teaching and learning.

The City of Derby Academy is part of the QEGSMAT. The Trust's vision is to 'Question, Explore; Give; Succeed' and our exceptional staff, strong leadership and motivated young people, as well as excellent facilities, provide the successful formula for this.

We offer candidates:

- Support, mentoring and professional learning appropriate to the post
- A forward looking, hardworking and enthusiastic team of staff with the desire and skills to improve outcomes.
- A location which has excellent transport links and enjoys state of the art resources.

We're committed to providing first-rate training and development to all of our staff, as well as excellent career advancement opportunities. You'll find high expectations here too; we expect the kind of exemplary conduct from students that allows our teachers to do their jobs as effectively as they can.

In this post you will play an instrumental role in 'improving the life chances of all students' which includes developing whole-school systems and ensuring that the school provides the highest quality education to all our young people. You will be working with a team committed to embedding excellence in everything we do.

QEGSMAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments are subject to an Enhanced DBS check. Further information about our commitment to Safeguarding can be found -

<https://www.qegsmat.com/documents/safeguarding>

If you believe you can improve the life chances of all students at CODA, please visit [www.qegsmat.com](http://www.qegsmat.com) where you can apply via TES. Please do not apply using the Derbyshire County Council website.

Start date: ASAP

Provisional Interview Date: Week commencing 18 January 2021

**Closing Date** 8 January 2021

**Midday Supervisor (3 Posts)****JOB/20/03343**

**Grade 3 Post 1 and 2 - £2,905.56 per annum Post 3 £9.43 per hour • Posts 1 and 2 - 7 hours and 5 minutes per week, 38 weeks per year Post 3 - Relief as and when required • Park Schools Federation, Shirebrook**  
Various hours available • Permanent and relief

Lunchtime is an important part of our pupils school day and we require caring and patient staff to support our pupils. This includes supporting eating meals, mirroring expectations, engaging in play and keeping children safe. We are looking for someone who is personable, friendly, approachable, and has the ability to be creative and build effective relationships with all.

Provisional Interview Date: 14 January 2021

**Closing Date** 3 January 2021

**Science Technician (Apprenticeship)****JOB/20/03347**

**Actual Salary: Scale 3 £19,312 - £19,698 FTE (pro-rated £16,727 - £17,062) • 37 hours per week, 40 weeks per year • Queen Elizabeth's Grammar School, Ashbourne**

Full Time • Permanent - Covering for maternity leave

QEGSMAT are seeking to appoint a Science Technician on a temporary basis to contribute towards effective teaching and learning by providing technical support to the Science Department. We are looking for the successful candidate to start as soon as possible.

Nestled in the picturesque Derbyshire Dales in the idyllic town of Ashbourne, Queen Elizabeth's Grammar School, Ashbourne Academy is an academic and vibrant rural comprehensive school with a very successful Sixth Form. At QEGSMAT we believe and promote that exceptional workforce create exceptional results; they transform lives and transform futures. They support every pupil to achieve their full potential and become a confident, resilient and compassionate individual who can make a positive contribution to society.

QEGSMAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments are subject to an Enhanced DBS check. Further information about our commitment to Safeguarding can be found -

<https://www.qegsmat.com/documents/safeguarding>

If you wish to apply for this position, please visit our QEGSMAT website where you can apply via TES.

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

Please do not apply using the Derbyshire County Council website.

Provisional Interview Date: Proposed 8 January 2021

**Closing Date** 3 January 2021

**Specialist Teaching and Learning Assistant****JOB/20/03351****Grade 8 £20,383.56 - £22,030.08 per annum • 37 hours per week, 39 weeks per year • Amber Valley and Erewash Support Centre**

Full Time • Fixed Term - Pending restructure until one year from start date

We are seeking to appoint an experienced, talented and enthusiastic Specialist Teaching and Learning Assistant with excellent interpersonal skills to work at our Sawley Support Centre.

The Sawley Support Centre works 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.

**Closing Date** 10 January 2021**Cover Supervisor****JOB/20/03361****Grade 6 £14,323.08 - £14,648.76 per annum • 31 hours and 25 minutes per week, 39 weeks per year • Tibshelf Community School**

Part Time • Permanent

We are looking to recruit a talented, driven, suitably qualified individual to supervise prepared lessons in the absence of the class teacher.

If you are passionate about supporting students to achieve their full potential and want to work as part of an enthusiastic team of support staff and be part of creating a dynamic and innovative learning environment then we invite you to apply.

Applicants are encouraged to visit Miss L Herbert, Business and Finance Manager at school for an informal chat and tour of the school.

Provisional Interview Date: Week commencing 11 January 2021

**Closing Date** 3 January 2021**Specialist Teaching and Learning Assistant****JOB/20/03383****Grade 8, £19,908.08 - £21,517.20 per annum • 37 hours per week, 39 weeks per year • Brackenfield Special School, Long Eaton**

Full Time • Fixed Term - Due to pupil numbers until the end of March 2022

Brackenfield School is an area special school for the South of Derbyshire, providing an exciting and relevant education for young people with complex needs including communication and comprehension difficulties.

The Head Teacher and Governors wish to appoint an excellent Specialist Teaching and Learning Assistant (STLA) to support young people aged 4 to 16, ranging in ability from pre formal to formal learners (equivalent range from previous Pscale P3i to end of Y2- KS1 expectations). We deliver appropriate accredited learning at KS4 to all levels of learner. The expected start date will be ASAP.

*(For further information please see overleaf)*

All of our young people have complex learning needs. We have a specific focus on pupils with complex communication and comprehension needs and those with significant visual and auditory impairments.

Pupils in Brackenfield school are not chronologically age grouped and instead are grouped by their cognitive, social, communication and sensory needs. We are looking for someone to join our highly skilled team, who can build excellent relationships with our children and is committed to high standards in the classroom as part of a highly motivated and hardworking team. You should have knowledge and understanding of the National Curriculum and early childhood development. You will be required to demonstrate good verbal and written communication skills and a range of behaviour management strategies along with a commitment to positive reinforcement, reward and praise. Successful applicants will need an understanding of the issues and support strategies relating to children with complex special educational needs.

The successful applicant will promote the school ethos through high levels of expectation, being an adaptable team player, promoting growth mindset through recognition of character education and be able to encourage pupil independence. In specific we are looking for applicants who have experience in working with children with communication and cognition difficulties. A knowledge of strategies to support such as Makaton, symbols and Read Write Inc would be desirable. A knowledge of sensory processing difficulties and support of visually impaired pupils and use of braille is also desirable. Please see our website for further information.

Please email [hr@brackenfield.derbyshire.sch.uk](mailto:hr@brackenfield.derbyshire.sch.uk) or ring 0115 973 3710 if you would like a tour of the school before applying.

Provisional Interview Date: 15 January 2021.

**Closing Date** 10 January 2021

### **Breakfast Club Assistant**

**JOB/20/03388**

**Grade 5 £4,382.28 - £4,469.64 per annum • 10 hours per week, 39 weeks per year • Woodbridge Junior School, Alfreton**  
Part Time • Permanent

The pupils, staff and Governors of Woodbridge Junior School are looking to appoint a skilful, enthusiastic, fun, hardworking and motivated Breakfast Club Worker to join our friendly and dedicated school from January 2021. The working pattern is Monday to Friday 7.15am -9.15am. This role exists to provide high quality childcare and a healthy breakfast for the children of Woodbridge Junior School and Croft Infant School.

We are looking for someone who:

- Has experience of providing high-quality and varied activities for primary aged children within a safe and caring environment.
- Has experience of providing a high standard of care for children in the club, including those with special educational needs
- Is able to be responsible for implementing safeguarding and health and safety policies and procedures.
- Is able to provide a healthy and nutritious breakfast and promote healthy eating in children.
- Is warm, friendly and empathetic, and is able to develop excellent relationships with children, families and colleagues
- Has a sense of humour and is fun, fully embracing all aspects of school life.
- Aims high in all aspects of school life for self and others.

*(For further information please see overleaf)*



If you are looking for:

- A school where a dedicated and supportive group of team players work together to support every aspect of a child's learning and development.
- A school that holds the highest expectations for pupils and staff but knows that we achieve this by investing in nurturing and supporting the onward learning journey of all.
- A school with excellent attendance because children love coming to school, are happy and love learning.

We are looking forward to receiving your application. Visits with Covid protective measures in place are possible or alternatively please call school for a conversation about the role.

You will get a taste of Woodbridge life on our website here: <https://woodbridge-juniorschool.primarysite.media/playlist/welcome-to-woodbridge>

We have three roles advertised currently and we are open to the possibility of combining two of them if an applicant meets the requirements of more than one role.

Provisional Interview Date: 14 January 2021

**Closing Date** 3 January 2021

**Teaching and Learning Assistant** **JOB/20/03389**

**Grade 7, £7,201.56 - £7,854.12 per annum • 15 hours per week, 39 weeks per year • Woodbridge Junior School, Alfreton**

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

The pupils, staff and Governors of Woodbridge Junior School are looking to appoint a dynamic, enthusiastic, fun, hardworking and motivated Teaching and Learning Assistant to join our friendly and dedicated school from January 2021. The working pattern is Monday to Friday 9.00am – 10.30am and 10:45 to 12:15. The post will be based in Year 3 in the first instance, supporting children's learning in our two Year 3 classes and running interventions outside the classroom.

We are looking for someone who:

- Has experience of working with children in Key Stage 2.
- Has a wide range of knowledge and experience of supporting children's varied needs.
- Is warm and friendly and develops excellent relationships with parents and carers.
- Has a sense of humour and is fun, fully embracing all aspects of school life.
- Aims high in all aspects of school life for self and others.

If you are looking for:

- A school where a dedicated and supportive group of team players work together to support every aspect of a child's learning and development.
- A school that holds the highest expectations for pupils and staff but knows that we achieve this by investing in nurturing and supporting the onward learning journey of all.
- A school with excellent attendance because children love coming to school, are happy and love learning.

*(For further information please see overleaf)*

We are looking forward to receiving your application. Visits with Covid protective measures in place are possible or alternatively please call school for a conversation about the role.

You will get a taste of Woodbridge life on our website here: <https://woodbridge-juniorschool.primarysite.media/playlist/welcome-to-woodbridge>

We have three roles advertised currently and we are open to the possibility of combining two of them if an applicant meets the requirements of more than one role.

**Closing Date** 3 January 2021

**Teaching and Learning Assistant** **JOB/20/03390**

**Grade 7 £4,801.56 - £5,236.80 per annum • 10 hours per week, 39 weeks per year • Woodbridge Junior School, Alfreton**

Part Time • Permanent

Emotional Health and Wellbeing Teaching Assistant. The pupils, staff and Governors of Woodbridge Junior School are looking to appoint a skilful, enthusiastic, fun, hardworking and motivated Teaching and Learning Assistant to join our friendly and dedicated school from January 2021. The working pattern is Monday to Friday 1.00-3.00 pm.

This role exists to support the emotional health and wellbeing of children and involves working mainly outside the classroom with individuals and groups running emotional wellbeing interventions, in particular Positive Play.

We are looking for someone who:

- Has experience of running emotional wellbeing interventions in an educational setting.
- Has a wide range of knowledge and experience of children's emotional and social development, including the effects of adverse childhood experiences
- Is warm, friendly and empathetic, and is able to develop excellent relationships with children, families and colleagues
- Has a sense of humour and is fun, fully embracing all aspects of school life. • Aims high in all aspects of school life for self and others.

If you are looking for:

- A school where a dedicated and supportive group of team players work together to support every aspect of a child's learning and development.
- A school that holds the highest expectations for pupils and staff but knows that we achieve this by investing in nurturing and supporting the onward learning journey of all. • A school with excellent attendance because children love coming to school, are happy and love learning.

We are looking forward to receiving your application. Visits with Covid protective measures in place are possible or alternatively please call school for a conversation about the role.

You will get a taste of Woodbridge life on our website here: <https://woodbridge-juniorschool.primarysite.media/playlist/welcome-to-woodbridge>

We have three roles advertised currently and we are open to the possibility of combining two of them if an applicant meets the requirements of more than one role.

Provisional Interview Date: 14 January 2021

**Closing Date** 3 January 2021

## Management

### **Pastoral Manager**

**JOB/20/03353**

**Grade 8 18,831.96 - £20,353.08 per annum • 35 hours per week 39 weeks per year • Anthony Gell School**  
Part Time • Permanent

We are seeking to appoint a Pastoral Manager to work 35 hours per week on a term time only basis. This post will provide the successful candidate with the opportunity to work within our excellent pastoral support team. The post requires someone who is willing to be flexible in their outlook to work and respond to the needs of the school to provide an excellent level of support.

Each Pastoral Manager has responsibility for a School House and under the leadership of the AHT (Pastoral) will support students' learning by managing the pastoral welfare, behaviour and attendance of allocated students ensuring they are ready to learn.

If you would like any further information before you apply, please contact the Assistant Headteacher, Rachel Pickford by telephone on 01629 825577 or email [rpickford@anthonygell.co.uk](mailto:rpickford@anthonygell.co.uk)

The interview will consist of a time slot in school, followed by further shortlisting, then an online interview through Microsoft Teams. Shortlisted candidates will be notified by Friday 8 January 2021.

You should assume that you have not been shortlisted if you have not heard from the school by this date.

Provisional Interview Date: Week commencing 11 January 2021

**Closing Date** 3 January 2021

## Teaching - Headship

### **Headteacher**

**JOB/20/03295**

**Salary: £64,143 to £74,295 (Leadership 18–24) • 1.00 FTE • St Clares School, Derby**  
Full Time • Permanent

St Clare's School is part of Esteem Multi-Academy Trust and a vibrant, stimulating and specialist community in which pupils and staff value themselves and others. We aim to challenge, motivate, and empower individuals with the skills and knowledge for a life beyond school. We want the students and staff of St Clare's to be both aspirational and inspirational. We are passionate about training and developing our staff.

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

We are seeking a dynamic and inspiring leader who is passionate about enabling our students to access educational opportunities via an individualised curriculum, and, wherever possible, enabling and supporting them to be active citizens in the wider community.

*(For further information please see overleaf)*

You must be able to demonstrate exceptional leadership and managerial skills, as well as having significant experience and knowledge of working with children and young people with a range of complex needs. As a skilled SEND practitioner, you will have proven success in leading a team in delivering a personalised curriculum to students with a broad range of needs including challenging behaviour and communication difficulties.

If you are a highly motivated and forward-thinking individual, with the energy and passion to change lives, coupled with proven experience of impacting on whole school development and improvement, this could be the opportunity for you.

We welcome applications from experienced senior leaders with:

- A demonstrable record of success in leading teams to deliver outstanding learning outcomes for children and young people with significant special educational needs
- The ability to build excellent relationships with students, staff, parents, governors, other schools and officers in the multi-academy trust and the local community
- The vision and skill to embrace, lead and manage change and improvement

The children and young people who come to us have a range of needs and abilities but primarily have moderate learning difficulties (MLD) and or social, emotional, and mental health (SEMH). However, we focus mostly on the abilities of our pupils and how we can nurture and develop their skills and knowledge to prepare our pupils for life beyond school.

Visits to the Academy are warmly welcomed and encouraged. Please arrange appointments through our HR Team ([HR@esteemmat.co.uk](mailto:HR@esteemmat.co.uk)). Please only use the application and monitoring forms enclosed within the Pack; CVs will not be accepted. Completed application forms along with a covering letter need to be sent via email to the HR Team, [hr@esteemmat.co.uk](mailto:hr@esteemmat.co.uk) or via post to: HR Department, Esteem Multi-Academy Trust, Suite 43 Pure Offices, Lake View Drive, Annesley, Nottingham, NG15 0DT

St Clare's School is part of Esteem Multi-Academy Trust.

St Clare's School and Esteem Multi-Academy Trust are committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers, and agency staff to share this commitment. The successful candidate will be required to undertake an Enhanced Disclosure and Barring Service (DBS) 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.

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.

Provisional Interview Date: 21 & 22 January 2021

**Closing Date** 15 January 2021

# Teaching - Primary

## **Class Teacher**

**JOB/20/03331**

**MPS • 0.8 FTE • Findern Primary School**

Part Time • Fixed Term - Covering for maternity leave

The Governors are looking to appoint a committed, caring individual to teach in our Year 1 class from February 2021. This is a temporary post for 4 days a week to cover maternity leave. We are a successful and caring primary school who has high expectations for all our learners. The successful applicant will be working within the year 1 and reception team with 5 other staff. We are a motivated team who believe in working together and supporting each other for the best outcomes for our children.

We are looking for a person who is passionate about what they do and dedicated to working hard. It is essential that you:

- Are an enthusiastic class teacher who is fully committed to a school ethos of high achievement and excellent classroom practice
- Demonstrate a good working knowledge of the curriculum
- Have excellent Maths and English knowledge
- Are able to work in collaboration to instigate innovative practice
- Understand the importance of parental and community involvement
- Possess good organisational and communication skills
- Have experience of or be committed to inclusion within the mainstream setting

Telephone calls, questions and visits are very welcome. To arrange a visit please call or email: [info@findern.derbyshire.sch.uk](mailto:info@findern.derbyshire.sch.uk) 01283 702150.

**Closing Date** 6 January 2021

## **Key Stage 1 Teacher**

**JOB/20/03337**

**MPS • 1.00 FTE • Charlotte Nursery and Infant School, Ilkeston**

Full Time • Fixed Term - Covering for maternity leave

Charlotte Nursery and Infant School is a large, happy and popular school in Ilkeston. The pupils, staff and Governors are looking to appoint a dynamic, enthusiastic, fun, hardworking and motivated teacher to join our friendly, experienced and dedicated Key Stage 1 team. NQTs are welcome to apply. Initially, the post is fixed term until December 2021 but there may be a possibility to extend this. The start date for this post is 22 February 2021, however, we could be flexible with this for the right candidate.

If you are interested in the position, we are keen to hear from you!

We are looking for someone who:

- Has a passion for education and inspires pupils, staff and parents.
- Is, or has the potential to be, an excellent KS1 teacher with experience of delivering the curriculum to a high standard.
- Has knowledge of the KS1 curriculum, including assessment procedures and is able to support the children to achieve their best.
- Is warm and friendly and develops excellent relationships with parents and carers. • Has a sense of humour and is fun, fully embracing all aspects of school life. • Will embrace our school ethos and add to our brilliant team.

*(For further information please see overleaf)*

We can offer:

- An experienced, friendly and supportive staff team.
- Well behaved pupils who enjoy being at school.
- A school that values the social and emotional development of children.
- An inclusive school that embraces the wider curriculum and outdoor learning.
- CPD and training opportunities.
- The opportunity to make a real difference to the lives of our children and the wider community.

We are committed to safeguarding and promoting the welfare of children and all employees are expected to share this commitment.

Provisional Interview Date: 15 January 2021

**Closing Date** 10 January 2021

## Partner Organisations

### Amber Valley Borough Council

#### **Senior Licensing Officer**

**JOB/20/03293**

**Grade 6 £26,511 - £29,577 pro rata per annum • 18 hours and 30 minutes per week • Central Headquarters, Ripley, Derbyshire**  
Part Time • Permanent

We are looking to appoint an enthusiastic individual to join our Licensing Team who cares about the communities of Amber Valley. Located in the 'Heart of Derbyshire' with a borough comprising of quiet villages, market towns and excellent transport links, Amber Valley is set in beautiful countryside with the Derwent Mills world heritage site adding to the charm of Amber Valley.

We are looking for someone to provide technical advice and support to our small but busy licensing team. You will need to have experience of local government licensing regimes and demonstrate a caring attitude towards the safety of our communities and providing a high standard of customer care. You will need a thorough understanding of relevant licensing legislation, statutory guidance, and codes of practice.

As the Senior Licensing Officer, you would be responsible for the processing of licence applications and assisting other members of the team with technical and legal queries that arise. You would also be required to perform enforcement duties including preparing and presenting reports to the Licensing Board.

You will need to have excellent communication skills, IT skills and the ability to organise and prioritise your own work and that of the team. You will also need to be flexible in your approach to work as you will be expected to get involved with enforcement activities which may involve work outside of normal office hours. You may also be required to work from home occasionally. Please refer to the job description and person specification for further details.

Off line Applications can be obtained from Elizabeth Wall, Assistant Personnel Officer, Town Hall, Ripley, Derbyshire, DE5 3BT or at [elizabeth.wall@ambervalley.gov.uk](mailto:elizabeth.wall@ambervalley.gov.uk) and they can be returned to the same address. Please do not apply using the Derbyshire County Council website.

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** 6 January 2021

# Chesterfield Borough Council

**Tenancy Sustainment Officer**

**JOB/20/03334**

**£22,627 - £24,982 per annum • 37 hours per week • Stonegravels Depot, Chesterfield**

Full Time • Permanent

Chesterfield Borough Council is offering an exciting opportunity for a professional and enthusiastic individual to join its Neighbourhoods Team as a Tenancy Sustainment Officer.

This is a permanent post working 37 hours a week with flexi time.

Chesterfield Borough Council provides homes and services across the Borough of Chesterfield and have big plans to build and acquire more properties over the next five years.

Helping our customers to sustain their tenancy is key to this as a Tenancy Sustainment Officer, you will work with vulnerable Council tenants across Chesterfield who are at risk of losing their homes for example due to rent arrears, or mental health problems. The job will require you to provide support, advice and guidance to tenants to help them keep their tenancies.

You will be a customer orientated individual focused on encouraging tenants to successfully manage their tenancy and live independently. You will have experience of providing a broad range of advice and support and have the skills and knowledge to advise tenants about money, benefits and debt, as these are often the key issues. The post holders will need a full driving licence and use of a car. This post is also subject to an enhanced level check from the Disclosure and Barring Service.

For an informal discussion about the posts available please contact Louise Speed on (01246) 959553.

Working in local government is a highly satisfying and rewarding experience in so many ways. In return for the contribution you'll make to your local community, whatever your role, you'll enjoy an excellent range of benefits and the possibility of flexible working options, plus learning and development opportunities which will offer the chance to progress your career further.

How to apply, CVs are not accepted, please download and complete the application form below and return it by email to [hrjobs@chesterfield.gov.uk](mailto:hrjobs@chesterfield.gov.uk). Your application must be received no later than the closing date shown below. See our [guide to applying](#) for tips on how to complete your application form and for details of other ways to apply.

Please do not apply via The Derbyshire County Council Website.

Provisional Interview Date: 14 January 2021.

**Closing Date** 3 January 2021

# Derbyshire Fire & Rescue Service

**Business Systems Analyst and Developer**

**JOB/20/03297**

**£32,910 - £34,728 per annum • 37 hours per week • Headquarters, Ripley**

**Full Time • Permanent**

Derbyshire Fire & Rescue Service is looking for a Business Systems Analyst and Developer experienced in designing, developing, implementing and maintaining large-scale business system solutions. You will require C# and .NET skills, along with experience of working with relational databases and SQL. You will also be able to demonstrate experience of being involved in all phases of the system development lifecycle for new business systems, as well as your experience of maintaining existing systems.

Please see the Job Description and Person Specification for more details relating to the role.

The normal working week is 37 hours however you may occasionally need to work beyond normal office hours. In return we offer flexible working hours, family friendly policies, free car parking, health & wellbeing services, discount scheme and eligibility to join the Local Government Pension Scheme.

There may be a requirement for some travel for which a pool car would be provided.

We are committed to equality and fairness at work. Applications are encouraged from all diverse communities. Police security vetting procedures at the appropriate level will be requested for the successful applicant. Please note that, due to the nature of security checks undertaken, applicants must have 3 years continuous residency in the UK up to the date of the application and Home Office approval for indefinite leave to remain within the UK. To apply please visit: <https://www.jobtrain.co.uk/derbyshirefire/displayjob.aspx?jobid=433>

The closing date for completed applications is Sunday 3 January 2021 at midnight. First interviews will be held on Tuesday 12 and Wednesday 13 January 2021 by video conference. Second interviews and a Job Related Test will be held on Thursday 21 and Friday 22 January 2021. These will be held in person at Ripley Headquarters, following COVID guidelines.

For an informal chat regarding the role please contact the recruiting manager Liz Rowbottom by email [lrowbottom@derbys-fire.gov.uk](mailto:lrowbottom@derbys-fire.gov.uk).

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

**Closing Date** 3 January 2021



# Derbyshire Dales District Council

## **Business Support Assistant (Procurement)**

**JOB/20/03314**

**Grade 5 (SCP 6-9 - £19,698 - £20,903 per annum pro-rata to hours of work) • 14 hours and 48 minutes per week • Town Hall, Matlock**

Part Time (Monday and Tuesday) • Permanent

We are looking for a highly motivated person with relevant experience to join the District Council's Business Support Team. Candidates should be passionate about delivering excellent service to our customers. The ideal person will have good communication skills, be organised, confident and able to communicate effectively, both verbally and in writing. We are looking for someone who can work as part of a team, are flexible in their approach and take pride in getting it right.

The post is based within Corporate Services in the Business Support Team, where the successful applicant will be required to work as part of our Procurement Section, assisting with the ordering of goods and also provide a general business support service in relation to any of the other functions of the District Council.

Duties are detailed in the Job Description and, to be shortlisted, you must match the essential elements of the Person Specification

To apply please tell us within the application form why you would like to be considered for this post and how your skills fit the requirements detailed on the Job Description / Person Specification. We're looking for people who can work as a team, find better ways of doing things and take pride in getting it right.

For further information about this post please contact Lucy Prime, Business Support Team, Town Hall, Matlock: 01629 761283; or email [lucy.prime@derbyshiredales.gov.uk](mailto:lucy.prime@derbyshiredales.gov.uk).

Provisional interview date (interviews to be conducted via Zoom): Week commencing 18 January 2021

**Closing Date** 10 January 2021

# North East Derbyshire District Council

## **Healthy Lifestyles Instructor**

**JOB/20/03320**

**Grade 7, £21,589 - £23,836 per annum • As and when required • Dronfield Sports Centre**

Various hours available • Permanent

A vacancy for a full-time Healthy Lifestyles Instructor has arisen to join our successful, highly motivated team. The post will be based at Dronfield Leisure Centre, but a flexible approach is required as the successful candidate may be required to work at Sharley Park Leisure Centre and Eckington Swimming Pool as service needs dictate. Candidates must be exercise orientated, have a good understanding of a wide range of exercise activities and must hold a Level 2 Fitness Instructor qualification as well as Health Referral, Cardiac Rehab Phase 4 & Nutrition & Weight Management qualifications (or take & pass within 12 months). Some teaching or instructing experience would be an advantage.

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

For an informal discussion about the post, please contact Mark Walsham, Healthy Lifestyles Operations Officer on (01246) 217208 or [mark.walsham@ne-derbyshire.gov.uk](mailto:mark.walsham@ne-derbyshire.gov.uk)

*(For further information please see overleaf)*

If you are interested in this post, please visit the Jobs pages on the NEDDC websites  
<http://www.nederbyshire.gov.uk/index.php/your-council/jobs>

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

Please note that CV's will not be accepted.

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

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

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

We welcome applications from all sections of the community

**Closing Date** 23 December 2020

## South Derbyshire District Council

### **Park Attendant**

**JOB/20/03319**

**£18,562 - £18,933 per annum • 37 hours per week • Swadlincote**

**Full Time • Permanent**

South Derbyshire's Street Scene Services team are looking to appoint two full time Park Attendants to join our busy and successful front line Grounds Maintenance Services based within the Council's Public Parks, Swadlincote. The job involves working within the Street Scene Service undertaking a range of attendant duties ensuring the appropriate use of equipment and facilities by visitors, setting up sports equipment, cleaning and assisting with horticultural tasks within the parks and surrounding areas.

The successful applicant will need to be able to work until late in the evenings, be able to work outside in all weather conditions and to be able to cope with the physical demands of the job. The job requires good communication skills and teamwork.

We pride ourselves on the high quality of our Grounds Maintenance Services and therefore, reliability and a commitment to the service are essential. Once you have read the job description and person specification should you wish to discuss these roles informally, please contact Steve Sheppard, Street Scene Manager on 01283 595 793.

**Closing Date** 3 January 2021

**Grounds Maintenance Operative****JOB/20/03326****£19,312 - £19,698 per annum • 37 hours per week • Swadlincote**

Full Time • Permanent

South Derbyshire's Street Scene Services team are looking to appoint four full time Grounds Maintenance Operatives to join our busy and successful front-line Street Scene Services based at the Council's Depot at Unit 1 Boardman Industrial Estate, Boardman Road, Swadlincote, Derbyshire.

The job involves working within the Street Scene Teams undertaking a range of horticultural and cleansing tasks plus play equipment repairs and servicing across the district of South Derbyshire. The successful applicant will need to be able to start work early in the mornings, be able to work outside in all weather conditions and to be able to cope with the physical demands of the job. The job requires good teamwork and communication skills.

We pride ourselves on the high quality of our Street Scene Services and, therefore, reliability and a commitment to the service are essential. Once you have read the job description and person specification should you wish to discuss this role informally, please call Steve Sheppard, Street Scene Manager on 01283 595 793.

**Closing Date** 3 January 2021