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Issue Dated: 26 March 2021

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Administration/Clerical/Customer Service

Business Services Assistant

JOB/20/02910

Grade 6 £19,697 - £20,145 per annum • 37 hours per week • County Hall, Matlock

Full Time • Permanent • Adult Social Care and Health

Live Life Better Derbyshire (LLBD) supports people to identify their holistic health and wellbeing needs, and provides weight management, smoking cessation and physical activity services across Derbyshire. The Live Life Better Derbyshire Hub is the first point of contact for all referrals into the service as well as the first point of contact for all general enquiries from clients, referrers, partners and staff. The LLBD Hub is also the contact point for National Child Measurement Programme queries as well as having responsibility for processing and supporting the Exercise by Referral Scheme.

The post holder will contribute to the delivery of the expanding LLBD service by supporting and supervising the LLBD Hub Team. The successful candidate will play an essential role by providing support to a team of Health Improvement Workers and Business Services Assistants, as well as supporting the LLBD Hub Lead with the implementation and monitoring of appropriate systems and processes that enable the LLBD Hub to support people in Derbyshire with lifestyle changes.

A wide variety of duties will be undertaken including; responding to complex incoming queries from clients, staff, partners and referrers, training staff and supporting with various aspects of the LLBD IT system. In addition, the Business Services Assistant will support LLBD in the provision of Nicotine Replacement Therapies to Smoking Cessation clients, as well as supporting the weight management, physical activity and stop smoking services with a variety of tasks.

The post will be based full time within the Live Life Better Derbyshire Hub Team. Working within a very busy office, the successful candidate will require an excellent level of IT literacy including proficient use of Microsoft Word, Excel and Outlook along with the ability to adapt to bespoke databases. The ability to use Microsoft Office 365 and its associated applications would be an advantage. It is also essential that the successful candidate has excellent communication skills with the ability to communicate with a wide range of individuals whilst maintaining a professional attitude.

Due to the nature of the service the successful candidate must demonstrate the ability and commitment to undertaking a comprehensive range of duties as well as demonstrating flexibility in order to meet the demands of the service. For a confidential and informal conversation about the position please contact: Jenny Earnshaw (Service Development Officer) on 07966 153478 or email jenny.earnshaw@derbyshire.gov.uk

Closing Date 11 April 2021

Business Services Assistant

JOB/21/00401

Grade 4 £9,280.56 per annum • 18 hours and 30 minutes per week • Rowthorne Home for Older People, Alfreton

Part Time • Permanent • Adult Social Care and Health

We are looking for a committed and flexible person who can work as a key member of the Business Services administration team based in Swanwick. Working in a busy office, the successful candidate will require appropriate information & technology (IT) skills, which includes using a variety of IT systems.

You will be required to work as part of a team undertaking a wide range of duties from note taking, supporting social care functions, processing financial information to general administrative tasks. Communication skills, ability to work to deadlines and an understanding of confidentiality is essential to this post.

Candidates should be qualified to vocational/NVQ or equivalent with significant experience.

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.

Working pattern - Wednesday pm, Thursday and Friday all day .

Interviews will be conducted via Microsoft teams or Skype.

Closing Date 11 April 2021

Business Services Assistant - Team Leader **JOB/21/00688**

Grade 7 £20,745 - £22,625 per annum • 37 hours per week • Chesterfield Depot, Sheffield Road, Chesterfield

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

Can you use your skills to help run Derbyshire's homecare scheduling team? We are looking to recruit another Team Leader to join this established team.

Derbyshire's Homecare Service provides care and support to people in their own homes to help them maintain their independence. The scheduling team plays a vital role in ensuring that the service runs efficiently and responds quickly to provide care and support in the community.

The service is continually developing and we're supporting more people to be discharged from hospital as soon as they are well enough to go home, supporting people in the community to prevent hospital admissions in the first place and helping people to retain and regain their independence after a period of illness or something like a fall. The role of the team leader is to supervise our business services assistants who carry out the scheduling of the homecare calls for our care workers. Team leaders also ensure that shifts are adequately covered, carry out specific tasks relating to the running of the scheduling system and provide training, advice and guidance to others on issues relating to scheduling of homecare services.

To be a team leader you should have good information & technology (IT) skills which include using a range of different IT systems (full training is provided for our scheduling system); the ability to facilitate and maintain strong working relationships with other key staff; an understanding of confidentiality and the ability to work under pressure prioritising deadlines. Experience of managing a staff group would be advantageous.

The team works on a two-shift system on a rotational basis covering from 7.00am to 1000pm, 356 days per year, so evening, bank holiday and weekend working is required. 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.

Applications from internal Derbyshire County Council candidates are welcomed, with the opportunity to discuss secondment if appropriate.

For more information, please contact the Team Leaders 01629 533500

Provisional Interview Date: 16 April 2021

Closing Date 11 April 2021

Business Services Assistant (2 Posts)**JOB/21/00689****Grade 5 £17,908.68 - £18,266.28 per annum • 35 hours per week • Chesterfield Depot, Sheffield Road, Chesterfield**

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

Derbyshire's Homecare Service provides care and support to Residents of Derbyshire in their own homes. The Service is currently going through a big change which will involve providing primarily short term packages of care, in order to enable us to support timely discharge from hospital, avoid hospital admission and enable people to retain and regain their independence.

The Homecare Scheduling Team plays a pivotal role in ensuring that the Homecare Service runs efficiently and responds quickly to provide care and support in the community from 7.00 am to 10.00 pm, 365 days per year on a rotational basis. This post will involve planning workloads for care workers (community) staff, liaising with residents and Domiciliary Service Organisers and care workers and will include weekend and bank holiday working.

We currently have two 35 hour fixed term posts (6 months) and are looking for committed and flexible people for this team which is based in Chesterfield. The successful candidates will require appropriate information & technology (IT) skills, which includes using a variety of IT systems (full training is provided for our scheduling system). Communication skills, ability to work to deadlines and an understanding of confidentiality are also essential to this post.

The team works on a two-shift system on a rotational basis covering from 7.00am to 10.00pm, 356 days per year, so evening, bank holiday and weekend working is required. 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.

If you would like to find out more about this exciting new challenge, please contact the Scheduling Team on 01629 533500 for an informal discussion.

Applications from internal Derbyshire County Council candidates are welcomed, with the opportunity to discuss secondment if appropriate.

Provisional Interview Date: 23 April 2021

Closing Date 11 April 2021

Business Services Assistant (Music Partnership)**JOB/21/00710****Grade 6 £19,697 - £20,145 per annum • 37 hours per week • John Hadfield House, Matlock**

Full 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 a permanent Business Service Assistant. We are looking for an individual with a genuine interest in music making to provide efficient and effective business and administrative support to the Derby & Derbyshire Music Partnership team. You will work closely with the Music Adviser, Music Consultant and Task Managers to support high quality music education in and out of school. This role is key to ensuring service quality standards are maintained, therefore it is essential that you will have experience in working in a customer focused, fast paced office environment. You will need good organisational skills with the ability to prioritise and meet deadlines. Experience of DCC's administration practices and processes, council procedures and policies including an understanding of confidentiality, GDPR & Data Protection are all required along with strong ICT skills. Excellent communication skills and accuracy are paramount together with a flexible approach to work.

You will be responsible for the operational financial management including the authorisation of orders and invoices, dealing with the complexities of procurement and contractual needs, and ensuring adherence to DCC financial regulations. You will ideally have experience in budget monitoring, knowledge of the Council's Financial Regulations and payment systems, with an ability to interpret and analyse financial and statistical data to support the service. You will be the first point of contact and need to be able to handle and respond to enquiries from schools and the general public.

The post will be responsible for supervising grade 5/4 Business Services Assistants so an ability to assign tasks to others and be responsible for making sure they are completed correctly and to schedule to ensure standards are maintained is required. You will also work closely with a Business Services Officer as part of the wider business services function ensuring that the needs of operational services within the division are met and this may also include coordinating cover for reception.

In order to meet the needs of the service, there may also be a necessity to travel to other sites, to understand the organisational skills of bringing children and young people together for music making and public performances. Derby & Derbyshire Music Partnership leads the Derbyshire Music Education Hub. For more information about the range of provision you would be supporting please visit: <https://derbyshiremusic.org.uk/>

The post holder will be expected to work from home as well as in the office so it is essential to have good internet access at home.

If you require any further information or for an informal conversation, please contact Jayne Briggs
jayne.briggs@derbyshire.gov.uk

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

Provisional Interview Date: Week commencing 19 April 2021

Closing Date 4 April 2021

Business Services Assistant (Early Years Sufficiency) JOB/21/00713

Grade 5 £15,146.40 - £15,448.80 per annum • 29 hours and 36 minutes per week • John Hadfield House, Matlock

Part Time • Permanent • Childrens Services

Our new Business Services structure has given rise to an exciting opportunity for a Business Assistant. Schools & Learning. Early Years Sufficiency based at John Hadfield House. The working pattern is flexible, and the hours can be worked over four or five days.

This role will be to check the eligibility for 2 year-old funding and associated tasks supporting the Early Years' Service. The post holder will be contacting families and Early Years providers on a regular basis therefore excellent communication skills will be necessary.

We are looking for a driven and focused individual 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 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. The post holder will be expected to work from home as well as in the office, so it is essential to have good internet access at home.

If you require any further information or for an informal conversation, please email Emily Leach at Emily.leach@derbyshire.gov.uk

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

Provisional Interview Date: Week commencing 19 April 2021

Closing Date 4 April 2021

Business Services Assistant **JOB/21/00730**

Grade 6 £11,818.20 - £12,087 per annum • 22 hours and 12 minutes per week • The Arc (Derbyshire County Council) Clowne, Chesterfield

Part Time • Permanent • Adult Social Care and Health

The successful applicant will have significant supervisory experience and will be required to supervise a team of admin staff. The post holder will undertake a wide range of administrative duties such as minute taking, support to managers and processing financial information.

Appropriate information & technology (IT) skills which includes using a range of different IT systems and bespoke packages, ability to work to deadlines and an understanding of confidentiality is essential to this post.

Candidates should be qualified to vocational/NVQ or equivalent.

The role will predominantly be managing a business service staff team across our residential homes for older people.

Provisional Interview Date: 12 April 2021

Closing Date 11 April 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.

Community Care Worker **JOB/21/00400**

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

Full Time • Fixed Term - Covering for secondment 6 months from start date • Adult Social Care and Health

This is a challenging fast paced position in a busy social work team, with a County wide remit. A key element of the role is responding positively wherever possible to enquiries at the first point of contact from members of the public and other agencies. The provision of information and advice offering clients choice, along with our ability to identify and order small pieces of equipment using Simple Services, to meet a client's support needs at home, enables us to promote independence and well-being in local communities.

As part of the Prevention group, we are recognised as being proactive; effective and efficient, with around 47% of all referrals being managed and resolved by the team, this is your opportunity to share and gain extensive skills and knowledge.

In addition to routine referrals, the team currently provides a crisis response to those clients that might otherwise be admitted to an Acute Hospital through the Single Point of Access route, and also manage crisis work on a daily basis, including referrals for Safeguarding; Human trafficking; Domestic Violence, Mental Health and those with no recourse to public funds.

Excellent communication skills, and the ability to enable a client to feel confident in sharing information over the telephone to complete a holistic assessment is important, as is accurate recording and sound IT skills. A current knowledge base of partner agency support to enable information and advice sharing where appropriate, is essential.

The successful candidates will take an asset based approach with clients to explore how their identified needs might be met using their considerable assessment skills. We work closely with Health; Fire; Police, and Housing colleagues to provide a person centred service and cohesive response either by the team, or by Fieldwork colleagues should a face to face assessment be required.

Provisional Interview Date: 09 April 2021

Closing Date 4 April 2021

Care Worker

JOB/21/00676

Grade 5 £9,210.96 - £9,394.80 per annum • 18 hours per week • The Leys Home for Older People, Ashbourne

Part Time • Permanent • Adult Social Care and Health

We're recruiting a Care Worker 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 socializing.

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

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

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

For informal enquiries please contact Unit Manager Juanita Wheeldon, telephone number 01629 532659.

Closing Date 11 April 2021

Social Worker

JOB/21/00684

Grade 9-11 £25,753 - £36,155 per annum • 37 hours per week • South Derbyshire District Council (DCC), Civic Way, Swadlincote

Full Time • Permanent • Adult Social Care and Health

An exciting opportunity has arisen to join the South Derbyshire Mental Health Prevention and Personalisation Team as a social worker.

The successful candidate will take a strengths based approach to assessing care and support needs under the Care Act 2014, provide information and advice, undertake person centred support planning, assess risk and provide professional social work support. The successful candidate will work in partnership with colleagues from other agencies, including close working with the Trust, and will be integral to the investigation of safeguarding concerns. Experience of working within the mental health sector is preferred, though not essential.

Provisional Interview Date: 26 April 2021.

Closing Date 11 April 2021

Social Worker**JOB/21/00685****Grade 9 - 11 £25,753 - £36,155 per annum • 37 hours per week • Darley Unit Whitworth Hospital, Matlock**

Full Time • Permanent • Adult Social Care and Health

We are looking to recruit a highly motivated and enthusiastic Social Worker to work within the Mental Health Hospital Discharge Team. The role includes facilitating hospital discharges from the Hartington Unit and providing liaison between the hospital and adult care.

The successful candidate will take a strengths based approach to assessing care and support needs under the Care Act 2014, provide information and advice, undertake person centred support planning, assess risk and provide professional social work support. The post-holder will work in partnership with colleagues from other agencies, including close working with the Trust, and will be integral to the investigation of safeguarding concerns. Experience of working within the mental health sector is preferred, though not essential.

Provisional Interview Date: 21 April 2021

Closing Date 11 April 2021**Care Worker****JOB/21/00700****Grade 5 £8,025.84 per annum • 16 hours per week • Oakland Village Community Care Centre, Hall Farm Road, Swadlincote**

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 would like 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: 6 April 2021

Closing Date 11 April 2021**Care Worker****JOB/21/00703****Grade 5 £13,544.64 - £13,815.12 per annum • 26 hours and 28 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 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: 24 April 2021

Closing Date 11 April 2021

Care Worker

JOB/21/00704

Grade 5 £7,675.44 - £7,828.68 per annum • 15 hours per week • Holmlea Home for Older People, Tibshelf
Part Time • Permanent • Adult Social Care and Health

We are recruiting a Care Worker to help our residents lead dignified lives. Working as part of a valued care team you will be ensuring our residents stay happy, healthy and well by helping them with everyday tasks such as washing, dressing, eating meals, taking medication and socialising.

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

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

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

Provisional Interview Date: 24 April 2021

Closing Date 11 April 2021

Care Worker

JOB/21/00705

Grade 5 £11,768.76 - £12,003.72 per annum • 23 hours 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 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: 24 April 2021

Closing Date 11 April 2021

Care Worker **JOB/21/00706**

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 a Care Worker to help our residents lead dignified lives. Working as part of a valued care team you will be ensuring our residents stay happy, healthy and well by helping them with everyday tasks such as washing, dressing, eating meals, taking medication and socialising.

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

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

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

Provisional Interview Date: 24 April 2021

Closing Date 11 April 2021

Care Worker (Community) (4 Posts) **JOB/21/00711**

Grade 5 £18,933, £19,311 pro rata • Various • Ecclesfold Resource Centre, Chapel-en-le-Frith

Part Time • Permanent • Adult Social Care and Health

Could you make a difference to the life of an older or disabled person? We're looking for people to join our valued care teams helping Derbyshire residents lead independent, dignified lives. Vacancies are available based in and around various areas including Whaley Bridge, New Mills, Chapel-en-le-Frith, Buxton, Castleton and Hope Valley.

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

You don't need previous experience as we'll give you all the training and support you need to do the job.

If you're looking for a rewarding job that offers flexible working hours, good rates of pay and a good pension, free uniform, high quality training and many other benefits including a minimum of five weeks holiday and eight bank holidays a year (pro-rata) and extra pay for unsocial hours, we'd like to hear from you. You'll need to travel around the area to take up this role.

Closing Date 11 April 2021

Social Worker**JOB/21/00729****Grade 9 - 11 £15,451.80 - £21,693 per annum • 22 hours and 12 minutes per week • Erewash Hub, DCC
Mercian Close, Ilkeston**

Part Time • Permanent • Adult Social Care and Health

An exciting opportunity has arisen to join the Erewash Mental Health Prevention and Personalisation Team as a Social Worker.

The successful candidate will take a strengths based approach to assessing care and support needs under the Care Act 2014, provide information and advice, undertake person centred support planning, assess risk and provide professional social work support. The successful candidate will work in partnership with colleagues from other agencies, including close working with the Trust, and will be integral to the investigation of safeguarding concerns.

Within Mental Health Prevention and Personalisation Teams, there are excellent opportunities for career development, which includes the potential to train as an Approved Mental Health Professional and as a Practice Educator.

Closing Date 11 April 2021**Senior Care Worker****JOB/21/00731****Grade 7 £10.75 - £11.73 per hour • As and when required • Oakland Village, Swadlincote**

Guaranteed Hours Available • Relief • Adult Social Care and Health

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

Excellent communication skills both written and oral are required to promote teamwork and deliver quality handovers for each shift. You will be the senior person on duty for intervals during the working day and will be required to offer support and guidance appropriate to the grade. Full training will be provided appropriate to the level of the post.

Provisional Interview Date: 15 April 2021

Closing Date 11 April 2021**Care Worker (5 Posts)****JOB/21/00732****Grade 5 £9.81 - £10.01 per hour • As and when required • Oakland Village Home for Older People, Hall Farm Road, Swadlincote**

No Guaranteed Hours • Relief • Adult Social Care and Health

We are recruiting a Care Worker to help our residents lead dignified lives. Working as part of a valued care team you will be ensuring our residents stay happy, healthy and well by helping them with everyday tasks such as washing, dressing, eating meals, taking medication and socialising.

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

You don't need previous experience as we will give you all the training and support that you will need to do the job.

There will also be ongoing support and mentoring from experienced staff.

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

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 11 April 2021

Senior Care Worker

JOB/21/00734

Grade 7 £7,849.92 - £8,561.28 per annum • 14 hours per week • East Clune Home for Older People

Bolsover, Chesterfield

Part Time • Permanent • Adult Social Care and Health

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

Excellent communication skills both written and oral are required to promote teamwork and deliver quality handovers for each shift. You will be the senior person on duty for intervals during the working day and will be required to offer support and guidance appropriate to the grade. Full training will be provided appropriate to the level of the post.

We are looking to recruit an individual to work two shifts covering a mixture of early and late shifts. The job will include unsocial hours working including weekends and Bank Holidays.

Provisional Interview Date: Week commencing 26 April 2021.

Closing Date 11 April 2021

Domestic

JOB/21/00737

Grade 3 £16,475.52 per annum • 33 hours and 30 minutes per week • East Clune Home for Older People,

Bolsover, Chesterfield

Part Time • Permanent • Adult Social Care and Health

We are looking for a Domestic to join our team. You would be responsible for contributing to the provision of a comfortable, safe and hygienic environment for residents and staff. Knowledge of health and safety is required. Must hold or be willing to gain NVQ I Cleaning. The duties will include Carpet Shampooing, Steam Cleaning, Floor Cleaning and Maintenance.

Previous experience of using a variety of cleaning machines would be an advantage but full training will be provided. Previous experience is preferred but is not essential the successful applicants will be required to undertake training.

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

Provisional Interview Date: 19 April 2021.

Closing Date 11 April 2021

Care Worker**JOB/21/00738****Grade 5 £12,793.08 - £13,048.44 per annum • 25 hours per week • East Clune Home for Older People, Bolsover**

Part Time • Permanent • Adult Social Care and Health

We are recruiting a Care Worker to help our residents lead dignified lives. Working as part of a valued care team you'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 would like to hear from you.

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

Working hours are based on a three-shift pattern 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 (prorata), and extra pay for unsocial hours.

Provisional Interview Date: Week Commencing 19 April 2021

Closing Date 11 April 2021

Catering

Catering Supervisor**JOB/21/00300****Grade 5 £10,954.68 - £11,173.44 per annum • 25 hours per week, 39 weeks per year • Springfield Junior School, Swadlincote**

Part Time • Permanent • Childrens Services

We are looking for a motivated individual to support approximately 27 schools in the Swadlincote area, and at times other schools across Derbyshire. This position requires you to be able to drive and have access to a car as you will be working at various schools cooking between 100 to 700 meals per day (depending on the size of the school). Your base will be Springfield Junior School, but you will be working off site the majority of the time at other locations

Working as part of the catering team, the post-holder will have the responsibility for managing all aspects of our busy kitchens. This will include general kitchen duties, food preparation, cooking, service and bookwork for any number of meals per day, this may include exports. The supervision of staff is a large part of this role.

You will need to demonstrate all-round catering experience and have good communication and supervisory skills. Working to pre-planned menus, it is essential that potential candidates possess an awareness of portion and cost control. IT skills are necessary.

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

Closing Date 11 April 2021

Catering Supervisor**JOB/21/00739****Grade 5 £12,279.96 - £12,525.12 per annum • 24 hours per week • East Clune Home for Older People
Bolsover, Chesterfield**

Part Time • Permanent • Adult Social Care and Health

We are looking to recruit a Catering Supervisor to work within our Residential Home for Older Adults, the post holder will have the responsibility for managing all aspects of work in our busy kitchen. Duties will include all general kitchen duties, food preparation, cooking and service, ordering and bookwork and monitoring and recording.

You will need to demonstrate an all-round catering experience and have good communication skills. Working to support specialist dietary requirements and menu planning, it is essential that potential candidates possess an awareness of portion and cost control.

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

Provisional Interview Date: 19 April 2021

Closing Date 11 April 2021**Childrens Social Care/Social Work****Residential Children's Worker****JOB/21/00719****Grade 9 £16,703.40 - £17,920.20 per annum • 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 home for Derbyshire children with complex social and emotional challenges.

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

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

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

You must have the appropriate skills and experience to perform and work within an environment that can at times require using your own initiative along with an understanding of the children act, the quality care standards and Children's Homes (England) regulations 2015.

You must hold or be already working towards or be willing to undertake and complete within 2 years of starting work at the home the Level 3 Children and Young people's Workforce Diploma and Social Care Pathway (England) 2015. OR you should hold an equivalent qualification such as The NVQ 3 caring for children & young people and be prepared to complete any additional work to meet the required level. If you want more information about the role then please call Lauren Duffy on 07823 552909

Closing Date 11 April 2021

Early Help Practitioner (Youth)**JOB/21/00724****Grade 8 £23,250 -£25,128 per annum • 37 hours per week • Peter Webster Centre, Chesterfield**

Full Time • Permanent • Childrens Services

An exciting opportunity has arisen in the Chesterfield Early Help Team for an Early Help Practitioner (Youth). We are a well-established team providing support to local children and their families. We are looking for an experienced early help worker who understands the challenges that impact children and their families, in particular our older children. The successful candidate will be responsible for completing assessments, planning and facilitating group work, and supporting some of our most vulnerable children to reduce risks of exploitation.

The successful candidate will require a level 3 qualification and the ability to demonstrate an aspiration to promote the best outcomes for children. The successful candidate will also have access to training throughout as part of their personal development, and shadowing opportunities during the induction period.

Provisional Interview Date: 26 April 2021

Closing Date 11 April 2021**Social Worker****JOB/21/00735****Grade 9 - 11, £25,753 - £36,155 per annum • 18 hours and 30 minutes per week and 37 hours per week • countywide**

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

Over the past 2 years Derbyshire has successfully recruited to social work posts across the county as part of our strategy to reduce caseloads and promote effective working relationships with children and families through our systemic approach to social work intervention.

During this period we have supported a number of newly qualified social workers to progress in their career and have added experienced social workers to our existing workforce. We have also ensured good staff retention rates through supportive frameworks and excellent progression opportunities.

Derbyshire is an ambitious and innovative Authority and is keen to continue to build upon our successful recruitment by adding to existing workforce.

We currently have a number of exciting opportunities, for both newly qualified and experienced social workers, to join our child protection, children in need and disability teams across all six localities of the county (Amber Valley, Chesterfield, Erewash, High Peak, Bolsover and North East and South Derbyshire) and our specialist disability service.

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

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

- A manageable case load
- Accelerated pay progression opportunities
- Access to an excellent range of training and development opportunities, worth over £5000
- Systemic training equivalent to Post Graduate Certificate
- Excellent supervision and a supportive peer network
- Effective leadership and management
- Fantastic opportunities for career progression and further formal qualifications
- Diverse range of cases providing an exciting, challenging and rewarding career
- High morale within the teams

- DBS fee covered and Social Work England registration fee reimbursed

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

- Local Government Pension Scheme
- Generous annual leave and flexi time scheme
- Travel expenses
- Discount on leisure centre memberships
- Free car parking at most sites
- Free eye tests for employees who regularly use a computer
- An in-house counselling service
- Occupational Health service
- Access to sessions with a trained physiotherapist
- Cycle to work scheme
- Easy access to a number of large cities, with excellent travel links
- Close proximity to Peak District National Park

If you are Social Work qualified and have Social Work England registration, or are a graduate waiting for registration, we would love to hear from you. Apply today, or for more information, email socialwork.childrens@derbyshire.gov.uk

Closing Date 11 April 2021

Education - Non Teaching/Support Services

Head of Service – Sensory and Physical Support Service (SPSS) JOB/21/00691

School Leadership Range 13 - 19 • 32 hours and 30 minutes per week • Alfreton SEN Support Service
Full Time • Fixed Term - Pending restructure 31 March 2022 • Childrens Services

Our vision is that all children and young people with SEND will be empowered to make choices which lead to fulfilled lives where they are included in their local community socially, access meaningful employment, are physically and emotionally healthy and live as independently as possible.

An opportunity has arisen for a dynamic, innovative and motivated leader who is committed to improving the inclusion of all children in line with this vision.

The head of service for the Sensory and Physical Support Service (SPSS) is responsible for ensuring that Derbyshire County Council fulfils its statutory duties through direct work with children with sensory or physical impairments, multiagency working with specialist colleagues in health, social care and the voluntary sector; the provision of specialist training, advice and support to schools and settings; close liaison with schools and families; identifying specialist equipment, and providing statutory advice for EHCPs. It is an exciting time to join what is a highly successful and motivated team.

The post holder will also take a crucial role in supporting the strategic leadership of inclusion development across the county. This is an opportunity to contribute to development of the service through an important period of change, and we are looking for an individual with high aspirations for all children and young people, strong and proven leadership skills and the ability to motivate a team to maximise their performance and impact.

You will need to bring:

- expertise and experience across the delivery of support for children with sensory and/or physical needs within both mainstream and specialist provision including building relationships with young people, parents, school leaders and service partners.
- a sound understanding of the implications of sensory or physical impairments for both physical access to school buildings and access to the curriculum.
- good spoken and written communication skills, organisation and an ability to commit to and meet deadlines
- experience of working collaboratively with a range of schools, other professionals, children and families
- substantial experience of working through complex processes and the ability to work at pace
- knowledge of legislation and regulations relating to the SEND Code of Practice, the 20 week formal assessment process and pathways for legal redress through mediation or tribunal

Applicants will have middle leadership experience and be able to lead a team to deliver service objectives to drive operational performance.

Applications are invited via an expression of interest detailing your suitable experience and ability to fulfil this role. You should be qualified to degree level or equivalent, hold a teaching qualification and hold additional qualifications or experience in specialist teaching for children and young people with sensory or physical impairment.

For more detailed information about the above opportunity please contact Paula Williams - Assistant Director: Learning, Access and Inclusion on 01629 532969

Provisional Interview Date: 30 April 2021

Closing Date 11 April 2021

IT/Telecoms

Testing and Cutover Manager

JOB/21/00631

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

Full Time • Fixed Term - Due to finite project until 31 March 2022 • Commissioning, Communities and Policy

We are looking for a committed and flexible person who can work as a key member of the Core Business Systems Team. Working in a busy project environment, the successful candidate will need experience of producing and executing robust testing plans and the ability to provide solutions to a range of different problems. You will also require excellent communication skills to be successful.

You will be part of a team undertaking the migration of the legacy SAP platform to the next generation solution. This will involve; coordinating all testing activity across technical and functional teams, collating testing and cutover requirements, the creation of multiple plans and working closely with internal and external stakeholders.

Closing Date 11 April 2021

Libraries

Library Assistant (Housebound)

JOB/21/00578

Grade 5 £5,628.84 - £5,741.16 per annum • 11 hours per week • Staveley Library

Part Time • Permanent • Commissioning, Communities and Policy

Do you enjoy meeting people? Are you enthusiastic about sharing reading? We are looking for someone who will deliver library materials to the homes of people unable to visit the library. The post-holder will also work to develop the service and bring in new customers. A driving licence is essential.

Provisional Interview Date: 16 April 2021

Closing Date 4 April 2021

Procurement

Contracts Manager

JOB/21/00148

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

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

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

Primarily dealing with services that are procured to support the delivery of statutory and priority community services provided by organisations in the voluntary and community sector, the post holder will be required to lead and provide guidance on procurement options, have experience in producing high quality tender documentation and a familiarity with the Public Contract Regulations and Council Standing Orders.

In addition the post holder will undertake contract quality and performance monitoring in conjunction with Purchasing Officers in the team using a risk based approach, and will also be required to develop and undertake market shaping activities to meet required Care Act responsibilities.

An understanding of Adult Social Care as well as the ability to work well with a range of internal and external stakeholders and other agencies is desirable.

Provisional Interview Date: Week Commencing 12 April 2021

Closing Date 4 April 2021

Transport/Traffic

Mechanic (HGV)

JOB/21/00253

Grade 8 £23,250 - £25,128 per annum • 37 hours per week • Transport Depot, Liversage Street, Derby

Full Time • Permanent • Economy, Transport and Environment

We are looking for an enthusiastic and flexible individual to join our County Transport team in Derby You will be joining a small and friendly team you will be key to supporting excellent service delivery.

Duties include repair and maintenance of a wide variety of vehicles / equipment, fulfilling the needs of a key customer base within the County.

Closing Date 11 April 2021

Schools and Academies

Administration/Clerical/Customer Service

Education & Health Care Plan and Looked After in Care Administrator

JOB/21/00725

Grade 4 £18,561 per annum (pro-rata) • 22 hours per week, • Stubbin Wood School & Nursery, Shirebrook
Part Time • Permanent

This is an exciting opportunity for an individual who is keen to support the development of Education & Health Care Plans for children at Stubbin Wood School in Shirebrook.

The role includes supporting children who are 'Looked After in Care' (LAC) and requires a confident, caring and excellent administrator to support the service to our young learners.

This administrative role supports the provision of an EHCP & LAC support service to Stubbin Wood School and, on occasion, across the TEAM Education Trust. This includes supporting parents and staff who are unfamiliar with EHCPs to ensure that they are able to understand, contribute to and progress their child's education through the service.

The role includes supporting the planning and administration of annual reviews, ensuring that contact details are accurate and up to date, liaising with parents/carers, social workers, specialists to ensure that reviews are run efficiently to focus on the child and to facilitate the best possible outcome.

The successful candidate will be a member of the school Administration Team as well as the EHCP Team and, as such will, undertake reception duties, where required, including the meeting of visitors to the school, responses to all telephone calls, faxes, e-mails and other communications or enquiries and the provision of refreshments as necessary.

Provisional Interview Date: 1 April 2021

Closing Date 28 March 2021

School Business Assistant (Clerk to Governors)

JOB/21/00760

Grade 4 £18,561 pro-rata, per annum • 2 hours per week – worked on variable basis throughout the year. • Dronfield Infant School
Part Time • Permanent

The Governors are looking for someone with a good working knowledge of Governing Body procedures and a willingness to contribute to the smooth running of meetings. You will need to be self-motivated with relevant experience and good interpersonal and communication skills and have a positive attitude to personal development and training. You will also possess a high level of integrity and impartiality.

The successful candidate will become a vital member of our dedicated, efficient and friendly team of governors and our wonderful staff team. The successful candidate must be able to start as soon as possible.

If you would like further information or an informal discussion regarding this post, please contact the school on 01246 412302 and your details will be passed onto the Governing Body. Alternatively, please email chair@dronfieldinf.derbyshire.sch.uk

Provisional Interview Date: Week commencing 21 April 2021

Closing Date 11 April 2021

Caretaking/Cleaning/Security

Caretaker

JOB/21/00778

Band D £19,312 - £19,698.00pa FTE • 37 hours per week • Eckington School
Full Time • Permanent

We are looking to appoint an individual to assist in the maintenance, upkeep and security of the school premises and grounds, ensuring a safe, secure and clean environment, as directed.

Candidates must possess good communication skills, work well as part of a team and enjoy working in a busy environment.

Please return Applications to Sharon Foster, HR, Eckington School, Eckington, Sheffield, S21 4GN.

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

Closing Date 19 April 2021

Education - Non Teaching/Support Services

Science Technician

JOB/21/00744

Actual starting salary £9,077.18 per annum • 20 hours per week, 39 weeks per year • The Ripley Academy
Part Time • Permanent

The Ripley Academy is a popular school located in Mid-Derbyshire close to Nottingham, Derby and Sheffield and within easy reach of the Peak District. We are part of the East Midlands Education Trust and work in close partnership with other schools in the Trust. We are looking to appoint a well organised and skilled Science Technician on a part time basis as detailed above.

We wish to appoint a person who:

- Is enthusiastic and flexible
- Has the ability, commitment and drive to provide an efficient technical support to the staff and students in the Science department

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

<https://www.emet.uk.com/vacancies>

Please do not apply using the Derbyshire County Council website.

Please return completed application forms to recruitment@emet.uk.com Please ensure that your completed application is returned directly to the school by 12 Noon on the closing date.

Please note CVs will not be accepted for this post

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

We welcome applications from all who feel they have the qualities to contribute to this rapidly improving Academy.

Closing Date 19 April 2021

Welfare Officer

JOB/21/00740

Annual gross salary: £26,511 - £29,577 FTE (£13, 866 - £15, 819.12 pro rata) • 22 hours and 30 minutes, 39 weeks per year • St Chad's C of E Nursery and Infant School, Derbys
Part Time • Fixed Term - Due to pupil numbers until end August 2022

An exciting opportunity has arisen for Governors to appoint an experienced and committed Welfare Officer to join our friendly school family. The successful candidate will help to lead our nurture provision and first aid across school and work closely alongside our Senior Leadership Team as our school's Deputy Safeguarding Lead and Deputy Mental Health Lead. This is a pivotal role for the right candidate to make a real difference to the lives of children and their families in our wonderful school community.

We are looking for a caring, hardworking and passionate individual who:

- will work alongside our Designated Safeguarding Lead as an integral member of our safeguarding team;
- will successfully set-up and run nurture groups across school in our newly installed 'Nest Room';
- will act as a 'parent champion', in keeping with the school's distinctively Christian vision and values;
- will actively promote positive mental health and well-being for pupils and their families;
- will promote pupil's mental and physical welfare and ensure that the school consistently offers an excellent standard of care for all pupils;
- will effectively work alongside other staff and professionals supporting vulnerable and 'at risk' pupils and families;
- is genuinely warm-hearted and will sprinkle kindness and love like confetti.

St Chad's is a small school with a big heart. We are an inclusive school and our vision, though distinctively Christian, welcomes and values all faiths and cultures within our diverse school community. Our school's core values of *love, friendship, compassion and respect* sit at the heart of our school community and underpin every aspect of school life.

We want every child in our care to:

- know that they are special, unique, valued and loved;
- experience life in its fullness and achieve their fullest potential;
- have a high self-regard and positive mental health;
- make excellent educational progress, regardless of their background or starting points;
- show love, compassion and respect towards themselves, each other and their world;
- be equipped with the necessary skills and character to overcome challenges that they may encounter in life;
- flourish with their unique God-given talents in all that they choose to do.

We are a proud member of the Derby Diocesan Multi Academy Trust (DDAT) and benefit from a wide range of opportunities, including partnership working, school improvement and CPD.

We can offer you:

- amazing children who will fill your heart with joy every single day;
- a family-orientated and calm working environment;
- a supportive senior leadership team, committed to your success;
- dedicated and friendly staff, committed to school improvement;
- ongoing high quality professional development opportunities.

A comprehensive training programme will be provided in order for the successful candidate to fulfil all aspects of their role and responsibilities.

Please refer to the closed Job Description and Person Specification for full details of the role.

School visits are encouraged and will be planned with social distancing in mind. Please telephone our school office on 01332 345997 or email admin@stchads.derby.sch.uk to arrange an appointment.

Please do not apply using the Derbyshire County Council website.

All applications must be made on the attached DDAT application forms. Please email your completed application forms to head@stchads.derby.sch.uk Please ensure that your completed application is returned directly to the school by 12 Noon on the closing date.

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

Provisional Interview Date: Week commencing 19 April 2021

Closing Date 14 April 2021

Midday Supervisor **JOB/21/00746**

Grade 3 £2,392.56 per annum • 5 hours and 50 minutes per week, 38 weeks per year • St Andrew's CofE Junior School, Hadfield
Part Time • Permanent

The Governing Body is seeking to appoint a Midday Supervisor to join our team helping to help supervise our students during the lunchtime break, ensuring their safety, welfare, physical and mental well-being, as well as the maintenance of good order and discipline. You should also be a reliable and proactive team player. You will be required to work Monday to Friday, 12.55pm to 13.05pm, during term time.

St Andrew's CE Junior School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Please do not apply using the Derbyshire County Council website.

Please ensure your completed application form is returned to the school by 12 noon on the closing date.

Closing Date 18 April 2021

Cover Supervisor **JOB/21/00763**

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 • Fixed Term - Covering for maternity leave

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 29 March 2021

Closing Date 28 March 2021

Higher Level Teaching Assistant**JOB/21/00757**

Grade 9 £19,370.76 - £20,781.84 per annum • 32 hours and 30 minutes per week, 39 weeks per year • Hartshorne CE Primary School, Swadlincote
Full Time • Permanent

Hartshorne CE Primary School wish to appoint an excellent Higher Level Teaching Assistant to join our happy and supportive school. This will be a permanent post starting as soon as possible.

The postholder will be required to cover leadership, PPA, support forest school activities, and support/lead groups. We are looking for an outstanding practitioner who can work alongside our staff. The successful candidate should demonstrate enthusiasm and excitement. They will have at least 2 years' experience of working as a Teaching Assistant in KS2.

If you are interested in becoming a member of our friendly team please read the person specification carefully. If you meet the criteria then we actively encourage you to phone our school on 01283 217423 to arrange to chat to a member of the team.

Provisional Interview Date: 22 April 2021

Closing Date 14 April 2021

Special Educational Needs and Disability Teaching and Learning Assistant**JOB/21/00767**

Grade 7 £7,201.56 - £7,854.12 per annum • 15 hours per week, 39 weeks per year • Fairfield Infant & Nursery School, Buxton
Part Time • Fixed Term - Due to funding until end August 2021

We are looking for a hardworking teaching assistant who wants to make a real difference to children's lives. This is a fantastic opportunity for the right candidate to join our well-established and supportive team, working alongside motivated class teachers and our team of skilled teaching assistants to support a child in Year 2 for 15 hours per week.

For further information about role please speak to the SENCO – Mrs Sarah Humpleby or the Headteacher - Mrs Jennifer Allin.

Closing Date 31 March 2021

Midday Supervisor (2 Posts)**JOB/21/00771**

Grade 3 £2,560.20 per annum • 6 hours and 5 minutes per week, 39 weeks per year • Palterton Primary School
Part Time • Permanent

Palterton Primary School is a small friendly school looking to appoint an enthusiastic and thoughtful Midday Supervisor to join our team. During the lunchtime our staff need to take an interest in our children, help them to develop socially and be calm in dealing with any problems that arise. Candidates should be able to show commitment to our school and a positive caring attitude to our children. They will work for 1 hour and 15 minutes a day serving and supervising children with their lunch, encouraging good table manners as well as supervising and supporting their play activities.

Two posts are available;
Post 1 to start June 2021
Post 2 to start September 2021

Provisional Interview Date: Week commencing 19 April 2021

Closing Date 4 April 2021

Midday Supervisors (2 Posts)**JOB/21/00773**

Grade 3 Post 1 £2,392.56 per annum, Post 2 £9.43 per hour • Post 1, 5 hours and 50 minutes per week, 38 week per year. Post 2 as and when required • Baslow St Anne's Primary School
Part Time • Permanent

Baslow St. Anne's Church of England Primary is a friendly village school which cares for every pupil and every member of staff. We work collaboratively as a strong team and we are looking for permanent and relief Midday Meals Supervisors. Please see Job Description and Person Specification.

For further information please call 01246 583298 or email enquiries@st-annescofe.derbyshire.sch.uk

Please indicate which post you are interested in.

Closing Date 28 March 2021

Midday Supervisor (2 Posts)**JOB/21/00779**

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

We are seeking to appoint 1 Permanent Midday Supervisor and also relief Midday Supervisors to join our team.

The successful candidates will be enthusiastic team players, who is committed to promoting a positive ethos and will engage children in constructive play, games and activities. Staff will supervise children on the playground and in the dining hall, having high expectations of behaviour and ensuring their welfare and safety. A friendly and positive attitude is essential. Swanwick Primary is a large, successful school with 405 well behaved, happy pupils. Swanwick Primary School is committed to safeguarding and promoting the welfare of the children in its care and expects all staff and volunteers to share this commitment.

Closing Date 25 April 2021

Management

Data and Exams Manager**JOB/21/00602**

Band 9 Actual Salary: £21,945 to £24,224 • 37 hours per week, 41 weeks per year • Brookfield Community School, Chesterfield
Full Time • Permanent

We are looking to appoint an enthusiastic and inspirational Data and Exams Manager to be responsible for the effective running and administration of the school's data management and examination services, ensuring that the school adheres to all regulations.

Brookfield Community School is a large 11-18 Academy with 1080 students on roll situated on the Western edge of Chesterfield and next to the Peak District National Park. We have talented staff, committed and enthusiastic students, strong local partnerships and a wide range of extra-curricular and sporting opportunities for students. We became part of the Redhill Academy Trust on 1st March 2019. The Redhill Trust's core purpose of raising student achievement is reflected in its values, ethos and working practices. This is an exciting opportunity to join an expanding Trust.

The Redhill Academy is also the lead school for the Redhill Teaching School Alliance, comprising of over 30 schools with a range of ages and abilities.

For further information regarding this post, please contact Mr Matthew Robinson on 01246 568115 or by email to m.robinson@brookfieldcs.org.uk or to request an application form, please contact Mrs Gillian Rhodes on g.rhodes@brookfieldcs.org.uk or alternatively please visit our School/ Academy websites.

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.

Brookfield Community School is committed to safeguarding children practices. Any appointment will be subject to an enhanced DBS check and successful references.

Provisional Interview Date: Week commencing 29 March 2021

Closing Date 24 March 2021

Teaching - Deputy & Leadership

Director of Teaching and Learning Communications Faculty (Head of English) JOB/21/00759

L4 - L8 • 1.00 FTE • Anthony Gell School, Wirksworth

Full Time • Permanent

We are seeking to appoint an outstanding teacher of English, who is able to teach across the ability range and teach up to and including A level English Literature. In addition, the successful applicant will be able to lead and manage staff across the Faculty in which English sits.

We therefore wish to appoint a permanent, full-time, talented and enthusiastic leader to the position of Director of Teaching and Learning to lead the Communications Faculty. We have a five Faculty structure at AGS and therefore a close-knit team of five excellent DTLs who form part of the Extended Senior Leadership Team. The salary for this position is on the Leadership Scale (L4-L8).

The Communications Faculty consists of the following subject areas: English, Media Studies, Modern Foreign Languages (French, German and Spanish) and Criminology. This post would suit someone looking to gain senior leadership experience in a successful and ambitious school within an established and supportive Faculty.

If you would like any further information before you apply, please contact Stuart McIntyre – Deputy Headteacher smcintyre@anthonygell.co.uk

Shortlisted candidates will be notified by Friday 23 April 2021. You should assume that you have not been shortlisted if you have not heard from the school by this date.

Closing Date 18 April 2021

Deputy Headteacher JOB/21/00761

L7-11 • 1.00 FTE • Brookfield Primary School, Langwith Junction

Full Time • Permanent

Brookfield is a warm and welcoming school, where we believe that every child is unique and has the potential to be the best that they can be.

Are you looking to take the next step in your career? This is an exciting leadership position that would suit a highly motivated successful leader seeking a senior SLT post. Whether you are a leader looking for promotion into your first deputy head role, or an existing deputy head teacher, we want to hear from you.

Prospective candidates must be available to start in September 2021 or sooner.

We are looking for an individual who can offer clear, inspirational ideas for raising educational standards in all areas of the school with the skills to support the implementation of a strategic vision for the school.

We are seeking a practitioner with proven impact who can lead by example and inspire, challenge and nurture our pupils enabling them to grow and achieve. A secure knowledge and interest in teaching pupils with SEN would be beneficial.

Brookfield is committed to safeguarding and promoting the welfare of our pupils.

Visits to the school are warmly welcomed outside of the school day and with social distancing guidelines adhered to. Please contact the school office to arrange an appointment.

Provisional Interview Date: Week commencing 10 May 2021

Closing Date 25 April 2021

Teaching - Primary

Teacher

JOB/21/00707

MPS • 1.00 FTE • Brockwell Junior School, Chesterfield

Full Time • Permanent

Brockwell is a special place. In partnership with parents, the whole school delivers excellence at all levels with a clear mission to be Safe, Smile & Succeed. The governors of Brockwell Junior School wish to appoint an excellent teacher from September 2021.

The successful candidate will join an experienced, happy and supportive team who are committed to ensuring that our children reach their full potential. We particularly welcome applications from teachers with musical expertise. However, we will prioritise quality first – great teaching – so please apply regardless of subject specialism.

We would like a teacher who:

- demonstrates excellence
- has high expectations and standards of their own work and of children's achievements - Is thorough, innovative and dynamic, capable of leading a subject area

In return we offer:

- A happy working environment
- A supportive school where everyone is valued and cared for.
- Opportunities to develop professionally
- A school dedicated to caring for staff well-being.

Visits to the school are warmly welcomed. Please ring the school on 01246 278542 and speak to Mrs Knowles or Mrs Murcott, Senior Business Assistants to make an appointment.

Provisional Interview Date: Week commencing 4 May 2021

Closing Date 18 April 2021

Specialist Teacher of the Deaf**JOB/21/00708**

Main Scale/Upper Pay Range plus SEN 1 allowance (SEN 2 for appropriate qualification) • 1.00 FTE • New Whittington Community Primary School
Full Time • Permanent

The Headteacher and Trust School Champions wish to appoint a professional, caring and enthusiastic person to join our hard working and friendly team at New Whittington Community Primary School.

This is an exciting, rare and specialist opportunity, to lead, manage and further develop our Enhanced Resource Facility for deaf children. The successful candidate will work across our two sites (Infants – Handley Road, Juniors – London Street).

You will be responsible for a small team of dedicated, specialist teaching assistants. With a responsibility to lead the team and to meet the needs of the children placed in our Enhanced Resource Facility, both emotionally and academically.

We are an inclusive school and feel exceptionally proud of our Enhanced Resource Facility - it is a major part of our school community. We are committed to our mission statement 'Working together to be happy and successful' for all of our team, families and children.

Please do not apply via The Derbyshire County Council Website.

ALL applicants need to apply by using the link below.

<https://www.mynewterm.com/school/New-Whittington-Community-Primary-School/144012/EDV-2021-NWCPS-24841/Specialist-Teacher-of-The-Deaf>

Provisional Interview Date: 13 May 2021.

Closing Date 6 May 2021

Key Stage 2 Teacher**JOB/21/00714**

MPS • 1.00 FTE • Coppice Primary School and Nursery, Heanor
Full Time • Permanent

Governors of our successful family orientated primary school are seeking to appoint a permanent, full-time, experienced KS2 Teacher from September 2021.

Do you have the passion, drive and vision to work with our supportive, whole-school community?

As our new KS2 Teacher, you will:

- Build on existing strengths and help to lead the school to further improve the quality of our provision.
- Have substantial experience in teaching and assessing KS2 children.
- Be dynamic, determined, approachable, and visionary; and have high personal expectations.
- Be an excellent team player and classroom practitioner.
- Have high expectations of achievement and behaviour.
- Be able to motivate and inspire both staff and pupils.
- Have the ability to develop strong relationships with staff, pupils, parents, governors and other stakeholders.
- Have the ability to communicate effectively and sensitively with all members of our whole school community.
- Be committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.
- Lead a curriculum area – developing this and guiding Staff and Governors through Staff Meetings and INSET

In return we can offer:

- Committed, supportive, enthusiastic, caring and friendly staff.
- Happy, enthusiastic, attentive children.
- A positive, caring ethos which has our families central to our decision making.
- Supportive parents.
- A knowledgeable and supportive team of governors.

Applicants are invited to an informal visit to the school and this can be arranged by contacting the school on 01773 712840. Please be assured we have procedures in place for visits and interviews and these adhere to the current guidelines with regards to Covid-19.

Provisional Interview Date: Week commencing 3 May 2021

Closing Date 25 April 2021

Nursery Teacher

JOB/21/00766

MPS • 0.55 FTE • Saint Joseph's Catholic and Church of England Primary School, Staveley

Part Time • Fixed Term - Due to pupil numbers until end August 2022

The Headteacher and Governors of this popular expanding school wish to appoint an outstanding Early Years/Nursery teacher to join our hardworking team from September 2021.

Do you have the energy and enthusiasm to help us on our exciting journey of school improvement? Do you have a passion and enthusiasm for purposeful, fun engaging learning?

We are looking for someone who can build excellent relationships with our children and families. Someone who will be a supportive member of our Early Years team. The successful candidate will be a good team player who uses creativity, flexibility and initiative.

We can offer a great working environment, the opportunity to work with engaged, hardworking children and the chance to join a fun loving, supportive team of professionals who are always prepared to go the extra mile. Applications from NQTs are warmly welcomed. Visits by prospective candidates are warmly encouraged by prior arrangement, please contact the school on 01246 472798

Provisional Interview Date: 29 April 2021

Closing Date 21 April 2021

Key Stage 2 Teacher

JOB/21/00768

MPS • 0.4 FTE • Morley Primary School, Ilkeston

Part Time • Fixed Term - Pending restructure review annually - August 2022

Are you an inspiring, motivated and committed teacher? Are you a good team player? The Governors, staff and pupils are looking for a skilled & innovative class teacher in our mixed lower KS2 class in our 'Outstanding school' (Ofsted 2006, 2009, 2012).

We have high expectations of learning and behaviour, but also lots of fun. This role would suit someone in the early stages of their career, or as a first time teaching position with full support provided by colleagues. Virtual visits to our school are welcome.

Provisional Interview Date: 20 May 2021

Closing Date 9 May 2021

Teaching - Secondary

Teacher of English

JOB/21/00709

MPS • 1.00 FTE • Highfields School, Matlock

Full Time • Fixed Term - Covering for maternity leave

For September 2021 we are looking to appoint an innovative and committed teacher of English to cover maternity leave. We require a strong classroom practitioner with a proven track record of delivering good and outstanding lessons with excellent organisational skills. We welcome applications from all teachers who are confident in their ability to engage with, inspire and motivate students to achieve their best.

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

Highfields is a vibrant and popular school with approximately 1200 students, including 200 in our sixth form. Our students are friendly and highly motivated. We were judged as a good school by Ofsted in May 2017 and are committed to continuous improvement in all aspects of our work.

Highfields is situated in Matlock, the county town of Derbyshire, on the south eastern edge of the beautiful Peak District National Park. It is within easy reach of Sheffield, Derby and Nottingham.

Closing Date 28 March 2021

Teacher of English

JOB/21/00728

MPS • 1.00 FTE • Whittington Green School, Chesterfield

Full Time • Permanent

Are you an inspirational English who is ambitious and innovative and is able to demonstrate successful student outcomes and progress.

We are an improving school and are seeking to appoint a Teacher of English who is ambitious, dynamic and dedicated to ensuring the continuing improvement of standards in our department across K3 and KS4 English carries significant weight in the national performance indicators and we expect all of our students to be challenged, to be inspired and to achieve beyond expectation

As a member of the English department, you will be required to deliver outstanding lessons and contribute to the wider education agenda: inspiring learners and raising standards.

The right candidate will share our vision and values of achieving excellence and raising further the standards of teaching and learning in a dedicated and forward looking team. This position would suit either an NQT or experienced teacher

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

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

Provisional Interview Date: Week commencing 26 April 2021

Closing Date 18 April 2021

Teaching - Special

Class Teacher

JOB/21/00733

MPS • 1.00 FTE • Alfreton Park Community Special 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 successful candidate will need to have extremely high expectations to ensure children regardless of gender, ethnicity and religion achieve to the best of their ability.

We require a flexible, enthusiastic and energetic teacher who is able to contribute positively to the working of the class team and the whole school.

The successful applicant needs to be able to respond to our pupils learning levels and support them in all areas, including self-help skills and a range of medical interventions.

You must be able to lead a class team and have a clear understanding of how to match activities to suit the needs of our pupils. The ability to think creatively, inspire young people and have an appreciation of a sense of humour is essential. This post is open to NQT or experienced teachers.

Applicants need to have a love of learning, enjoy a challenge and have the ability to develop strategies in problem solving.

This is an extremely exciting time to join our team as we prepare to move into our brand-new purpose-built school. Dependent on the Covid-19 situation applicants may be required to undertake the following;

- Formal virtual interview.
- Informal virtual meeting with members of the team.
- Plan and deliver a virtual lesson.
- Provide additional referees.

NB: References will be taken prior to interview

Provisional Interview Date: 4 May 2021

Closing Date 25 April 2021

Bolsover District Council

Leisure/Tourism/Community

Healthy Lifestyles Instructor

JOB/21/00712

See advert text • As and when required • Go Active Leisure Centre, The Arc, High Street, Clowne

No Guaranteed Hours • Casual

- Salary/Grade: Grade 3, £9.87 to £10.19 per hour, Grade 5, £11.40 - £12.66 per hour (for class instruction additional duties) Plus 30 minutes preparation and breakdown per class

The above opportunity is now available at the Go Active Leisure Centre in Clowne. The successful candidate will undertake general leisure duties including control, organisation and implementation of the work of leisure services and assisting customers with fitness programmes and offer general advice where necessary.

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

To be short-listed for interview candidates must possess the following:

- Excellent understanding of the leisure industry
- Understanding of customer computerised booking systems
- Understanding of the operation of leisure facilities and equipment including Health and Safety awareness Level 2 Gym Instructor
- Excellent interpersonal communication skills
- Customer service skills
- Ability to work in a team environment
- Must be physically fit and capable of heavy lifting

For additional duties:

- Relevant fitness class/Instructor qualifications
- A Health Referral qualification.

For an informal discussion about this post please contact David Hall or Jamie Bend, Duty Manager's on (01246) 242365, david.hall@bolsover.gov.uk or jamie.bend@bolsover.gov.uk

Provisional Interview Date: To be confirmed

Closing Date 5 April 2021

Casual Lifeguard/Leisure Attendant

JOB/21/00716

£9.87 to £10.19 per hour • As and when required • Go Active Leisure Centre, The Arc, High Street, Clowne

No Guaranteed Hours • Casual

The above opportunity is now available at the Go Active Leisure Centre in Clowne. The successful candidate will be flexible in general leisure duties including control, organisation and implementation of the work of Leisure Services, its assets and resources employed, systems and methods of work.

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

To be short-listed for interview candidates must possess the following:

- Excellent understanding of the leisure industry
- Understanding of customer computerised booking systems
- Understanding of the operation of leisure facilities and equipment including Health and Safety awareness
- RLSS UK National Pool Lifeguard Award
- Experience of working with pool plant
- Excellent interpersonal communication skills
- Customer service skills
- Ability to work in a team environment
- Must be physically fit and capable of heavy lifting

For an informal discussion about this post please contact David Hall or Jamie Bend, Duty Manager's on (01246) 242365, david.hall@bolsover.gov.uk or jamie.bend@bolsover.gov.uk

Closing Date 5 April 2021

Casual Fitness Instructor

JOB/21/00747

Grade 5, £11.40 - £12.66 per hour • As and when required • The Arc, High Street, Clowne, Chesterfield

No Guaranteed Hours • Casual

The above opportunity is now available at the Go Active Leisure Centre in Clowne. The successful candidate will undertake general leisure duties including control, organisation and implementation of the work of leisure services and assisting customers with fitness programmes and offer general advice where necessary.

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

To be short-listed for interview candidates must possess the following:

- Excellent understanding of the leisure industry
- Understanding of customer computerised booking systems
- Understanding of the operation of leisure facilities and equipment including Health and Safety awareness
- Level 2 Gym Instructor
- Excellent interpersonal communication skills
- Customer service skills
- Ability to work in a team environment
- Must be physically fit and capable of heavy lifting

For additional duties

- Relevant fitness class/Instructor qualifications
- Health Referral qualification

For an informal discussion about this post please contact David Hall or Jamie Bend, Duty Managers on (01246) 242365, david.hall@bolsover.gov.uk or jamie.bend@bolsover.gov.uk

Closing Date 5 April 2021

Maintenance/Construction/Property Services

Mechanic

JOB/21/00678

Grade 6, £25,471 - £27,720 per annum (£13.20 - £14.36 per hour) • 37 hours per week • Riverside Depot, Mansfield Road, Doe Lea

Full Time • Permanent

This is a new post to meet increased large goods fleet vehicle maintenance demands arising from the kerbside recycling collection service being brought in-house. Candidates must be skilled, experienced and qualified mechanics to maintain, inspect and repair a range of vehicles and operational plant.

You should be able to work with minimal supervision and have experience and knowledge in the maintenance of diesel and petrol engines, heavy and light goods vehicles.

Experience in the maintenance of municipal refuse collection vehicles, street cleansing vehicles and industrial grounds maintenance plant would be an advantage. A category C driving licence is required and a Driver CPC qualification (or willingness to work towards) is preferred.

The successful applicant will be required to work from either of two transport facilities at Eckington and Doe Lea and there may be a requirement to work on occasional Saturdays for an additional payment.

In return we offer 22 days annual leave plus bank holidays rising to 27 days annual leave plus bank holidays after five years continuous service.

For an informal discussion about the post, please contact Tony Foster (Transport Supervisor) 01246 593055 tony.foster@ne-derbyshire.gov.uk

Closing Date 28 March 2021

Seasonal Multi-Skilled operative (Grounds and Refuse)

JOB/21/00683

Grade 3 £19,041 - £19,668 per annum, pro rata • see advert text • Riverside Depot, Doe Lea, Chesterfield

Full Time • Seasonal

Salary/Grade: Grade 3 – £19,041 to £19,668 per annum pro rata

Fixed Term: 30 weeks and 38 week contracts

Days/Hours of Work: Monday to Friday, 42 hours per week and 37 hours over 4 days

Applicants must demonstrate evidence of competency in the following in order to undertake daily duties:

- Hold a full valid driving license (preferably with categories: B+E, C1)
- Basic standard of education; Good verbal communication skills to be able to respond to the public and customers in a professional and responsible manner.
- An understanding of Health & Safety (Regulations and Codes of Practice for Working Environment).
- Applicants must demonstrate evidence of competency in the ability to use small hand or power tools; an ability to deal with conflicting demands; undertake strenuous manual work activity.
- Basic knowledge of Road Traffic Act legislation where applicable when working on or adjacent the highway.
- Home telephone/quick contact point.
- A willingness to work outdoors in all weather conditions.
- The ability to work within a team environment.
- The ability to demonstrate strong customer focus and a commitment to service improvements.

For an informal discussion about the post, please contact Steve Jowett, Joint Street Scene & Waste Services Manager, 01246 593045.

Provisional Interview Date: To be confirmed

Closing Date 28 March 2021

If you are interested in any of the Bolsover District Council posts, please visit the Jobs pages on the [Bolsover District Council](#) website for more information

To apply using our online application form, please visit the [Derbyshire Jobs](#) website. visit the [Derbyshire Jobs](#) website.

Please read the Guidance Notes provided before completing any application.

Please note that CV's will not be accepted.

Alternatively, if you do not have internet access, application packs are available by telephoning the BDC Contact Centre on 01246 242424 or alternatively email humanresources.bdc&neddc@ne-derbyshire.gov.uk

Please return completed application forms to Human Resources, District Council Offices, 2013 Mill Lane, Wingerworth, Chesterfield, Derbyshire, S42 6NG or to humanresources.bdc&neddc@ne-derbyshire.gov.uk by the advertised closing date.

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

Chesterfield Borough Council

Senior Auditor

JOB/21/00797

£32,234 - £33,782 per annum (Grade 9) • 37 hours per week • Mill Lane,, Wingerworth and Remote Working

Full Time • Permanent

An exciting opportunity has arisen to join a team providing an Internal Audit service to Bolsover, Chesterfield and North East Derbyshire Councils.

You will be responsible for ensuring that your team continues to meet the Public Sector Internal Audit Standards and for assisting the Internal Audit Consortium Manager in the management, development and continuous improvement of the team.

The post will be based predominantly in North East Derbyshire leading a small team but may involve working at any of the Consortium's partner locations.

Applicants should have good inter-personal skills, be able to communicate assertively, work to deadlines with the minimum of supervision and have experience in an internal audit environment.

Preferably you will have experience of managing staff. The successful candidate will have strong report writing skills, the ability to challenge, investigate, test and assess risks within the organisation.

You will also be required to support the development of strong risk management, corporate governance and assurance arrangements.

The successful candidate will be Association of Accounting Technicians qualified or a part qualified member of an accounting institute.

A basic disclosure check will be required from the Disclosure and Barring Service to obtain access to the National Fraud Initiative database.

The Council is an excellent employer with rewarding conditions of service which include generous leave entitlement and sick pay, flexible working, progressive HR policies, access to the local government pension scheme and discounted leisure membership.

If you are interested in this vacancy, please apply using the application form below. If you require further information or an informal discussion on any aspect of the post please contact Jenny Williams, Internal Audit Consortium Manager on (01246) 959770.

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.

Your application must be received no later than the closing date.

See our [guide to applying](#) for tips on how to complete your application form and for details of other ways to apply.

Provisional interview date: 30 April 2021

Closing Date 18 April 2021

Derbyshire Dales District Council

Finance

Senior Auditor

JOB/21/00752

Salary: Grade 9 (SCP 27-30 - £31,346 - £33,782 per annum) • 37 hours per week • Town Hall, Matlock, Derbyshire

Full Time • Permanent

The District Council is seeking to recruit an individual to undertake, without supervision, audits covering the full range of modern audit techniques in line with the Public Sector Internal Audit Standards. This includes the main financial systems; corporate/cross cutting; IT; fraud; VFM; probity and operational audits in all departments. The post will be based at the Town Hall in Matlock.

The successful applicant must have good inter-personal skills and the ability to communicate assertively and effectively with all levels of personnel; strong report writing skills; the ability to challenge, investigate, test and assess risks within the organisation; and experience of Microsoft Office Software. You will also be required to support the development of strong risk management, corporate governance and assurance arrangements.

A minimum of two years' experience in an internal audit environment is essential. It is also essential to be Association of Accounting Technicians qualified or equivalent e.g. Institute of Internal Auditors.

For an informal discussion on any aspect of the post please contact Leanne Richardson (Senior Auditor) 01629 761246.

If you are unable to apply online, please contact Corporate Support on 01629 761325 or email corporatesupport@derbyshiredales.gov.uk for an application form.

Provisional interview date (interviews to be conducted via Zoom): 20 April 2021

Closing Date 6 April 2021

IT/Telecoms

Digital Transformation Assistant

JOB/21/00720

Grade 4 (SCP 4 - 6 - £18,933 to £19,698 per annum) • 37 hours per week • Town Hall, Matlock

Full Time • Temporary for 1 year from start date

We are looking for an enthusiastic individual to provide administrative support to the Digital Transformation Project team.

You will assist in the development and testing of digital systems and transformation initiatives and provide assistance to end users and customers to support the launch of new systems and new ways of working.

This will commence with the integration of a new Customer Relationship Management platform with existing applications before expanding to include other services and systems in due course.

Derbyshire Dales District Council is an ambitious rural authority who wants to make a difference by delivering services that could transform the lives of its customers.

We can offer you excellent employment benefits including access to membership of the Local Government Contributory Pension Scheme, free car parking, leisure discounts, opportunities for flexible or remote working and a generous annual leave entitlement.

The ideal candidate will have advanced MS Office skills and be a co-operative team player. We are looking for someone to support the Digital Transformational Project team and the Council in transitioning its business to one of greater customer capability and efficiency with an increased focus on self-serve.

Please apply on this link and include in your application how you meet the person specification.

For further information about this post please contact Glenn Burton on 01629 761381 or email glenn.burton@derbyshiredales.gov.uk.

If you are unable to apply online, please contact Corporate Support on 01629 761325 or email corporatesupport@derbyshiredales.gov.uk for an application form.

Provisional Interview Date (interviews to be conducted via Zoom): Friday 16 April 2021 **Closing**

Date 29 March 2021

Derbyshire Fire and Rescue Service

Health and Housing

Occupational Health Screening Nurse

JOB/21/00727

£27,741 - £32,234 per annum pro-rata • 19 hours per week • Alfreton Fire Station

Part Time • Permanent

Play your part in making Derbyshire safer by proactively delivering occupational health services and initiatives within Derbyshire Fire and Rescue Service. As a Registered General Nurse you will assist the Occupational Health Nurse Advisor and Occupational Health Physician in promoting the health and wellbeing of employees.

With responsibility for undertaking health screening for new and existing employees, you will also support the overall health and wellbeing of employees through health promotions and campaigns, providing advice and guidance for employees and managers and contributing to the development of policies and procedures.

To apply please visit

<https://www.jobtrain.co.uk/derbyshirefire/displayjob.aspx?jobid=471>

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

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

Provisional Interview Date: 9 and 16 April 2021.

Closing Date 31 March 2021

Occupational Health Nurse Advisor

JOB/21/00741

Salary £35,745 - £38,890 per annum pro-rata • 22 hours per week • Alfreton Fire Station

Part Time • Permanent

Play your part in making Derbyshire safer by proactively delivering occupational health services and initiatives within Derbyshire Fire and Rescue Service. As a Registered General Nurse with an Occupational Health Nursing qualification, you will take an active role in promoting the health and wellbeing of employees.

Responsibilities include triaging management referrals, undertaking health assessments and consultations and providing advice relating to an employee's fitness for work.

To apply please visit:

<https://www.jobtrain.co.uk/derbyshirefire/displayjob.aspx?jobid=470>

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

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

Provisional Interview Date: 23 and 28 April 2021.

Closing Date 31 March 2021

Erewash Borough Council

Maintenance/Construction/Property Services

Building Control Manager

JOB/21/00723

Grade J, £46,845 to £51,113 per annum (plus standby allowance) • 37 hours per week • Town Hall, Long Eaton

Full Time • Permanent

A rare opportunity has arisen for a building control professional to become the manager of one of the Midlands foremost local authority building control services.

We are looking for a manager with a progressive outlook on service delivery to both further develop the service and move it forward. Key skills required are business development, financial and staff management with the addition of an ability to develop good marketing initiatives.

The service currently successfully delivers building control, demolition licensing and a dangerous structure service to four local authorities – Erewash, Broxtowe, Mansfield and Ashfield.

You will inherit a sound platform to build from with the full support of both the Head of Planning and Regeneration and the Director of Resources and Deputy Chief Executive.

You should have a degree in Building Surveying (or equivalent demonstrable experience) and corporate membership achievement with either the Association of Building Engineers, Chartered Institute of Building or Royal Institute of Chartered Surveyors. Ideally you should also hold a postgraduate qualification in fire engineering, access studies and risk assessment together with formal management training and/or qualification.

The usual place of work will be the Long Eaton Town Hall offices, however you may be required to work at other premises from time to time in order to undertake your duties. The post is full time and the hours of work are 37 hours per week plus out of hours emergency standby, which is rota based.

Apply online by following the link on this page.

Alternatively, an application form and job description is available from Personnel, Erewash Borough Council, Town Hall, Wharncliffe Road, Ilkeston, Derbyshire DE7 5RP, telephone: 0115 931 6049 (24 hr voicemail), email: jobs@erewash.gov.uk. The application form and Job Description for the above post can be downloaded from the website.

The Council is positive about disabled people and those who meet the essential shortlisting requirements will be guaranteed an interview.

The council also supports the Armed Forces Covenant and those who have previously worked in the armed forces and meet the essential shortlisting criteria will be guaranteed an interview. Please ensure that you make it clear on your application form that you wish to be considered under these criteria.

Shortlisted applicants will be expected to undertake recruitment assessments prior to the interview and further information will be provided at this time.

Provisional Interview Date: Wednesday, 21 April 2021

Closing Date 31 March 2021

North East Derbyshire District Council

Maintenance/Construction/Property Services

Seasonal General Labourer (Grounds and Refuse)

JOB/21/00668

Grade 4, SCP 4 Fixed £18,932 per annum, pro rata • see advert text • Eckinton Depot and Various Council Establishments

Full Time • Seasonal

The Council is seeking to recruit Refuse Seasonal General Labourers on temporary contracts working in the Council's Refuse Collection service teams:

Seasonal General Labourers (Parks) 30 weeks x 42 hours

Seasonal General Labourers (Refuse) 26 weeks x 37 hours

Seasonal General Labourers (Refuse) 38 weeks x 37 hours

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

Duties may also include other Streetscene activities in Refuse Collection, Street Cleansing and transport operations; applicants must:

- Have experience and knowledge in the use of light powered plant and equipment and \ or mechanical lifting equipment.
- Ability to sustain high levels of physical output and performance.
- Knowledge and experience of safe working systems of work
- Hold a full valid driving license (preferably with categories: B+E, C1).

For an informal discussion about the post, please contact Darren Mitchell, Joint Street Scene & Waste Services Manager on (01246) 217285.

Closing Date 28 March 2021

Heavy Light Goods Vehicle Mechanic

JOB/21/00680

Grade 8, £24,491 - £27,040 per annum (£12.70 - £14.02 per hour) • 37 hours per week • Eckington Depot

Full Time • Permanent

This is a new post to meet increased large goods fleet vehicle maintenance demands arising from the kerbside recycling collection service being brought in-house. Candidates must be skilled, experienced and qualified mechanics to maintain, inspect and repair a range of vehicles and operational plant.

You should be able to work with minimal supervision and have experience and knowledge in the maintenance of diesel and petrol engines, heavy and light goods vehicles.

Experience in the maintenance of municipal refuse collection vehicles, street cleansing vehicles and industrial grounds maintenance plant would be an advantage. A category C driving licence is required and a Driver CPC qualification (or willingness to work towards) is preferred.

The successful applicant will be required to work from either of two transport facilities at Eckington and Doe Lea and there may be a requirement to work on occasional Saturdays for an additional payment.

In return we offer 29 days annual leave, plus bank holidays rising to 34 days annual leave plus bank holidays following five years continuous service.

For an informal discussion about the post, please contact Darren Mitchell, Joint Streetscene and Waste Services Manager 01246 217285 darren.mitchell@ne-derbyshire.gov.uk

Closing Date 28 March 2021

If you are interested in any of the North East Derbyshire District Council posts, please visit the Jobs pages on the [North East Derbyshire District Council](http://www.neddc.gov.uk) website for more information.

To apply using our online application form, please visit the [Derbyshire Jobs](http://www.derbyshirejobs.co.uk) website.

Please read the Guidance Notes provided before completing any application.

Please note that **CV's will not be accepted.**

Alternatively, if you do not have internet access, application packs are available from the NEDDC Contact Centre on 01246 217640 or email humanresources.bdc&neddc@ne-derbyshire.gov.uk

Please return completed application forms to Human Resources, District Council Offices, 2013 Mill Lane, Wingerworth, Chesterfield, Derbyshire, S42 6NG or to humanresources.bdc&neddc@ne-derbyshire.gov.uk by the advertised closing date.

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

We welcome applications from all sections of the community.

Vertas

Caretaking/Cleaning/Security

Mobile Caretaker

JOB/21/00687

£9.62 per hour • 25 Hours Per Week • Various Locations Throughout Derbyshire

Part Time • Permanent

Vertas is one of the fastest growing multi-services facilities management companies in the UK. Our passion is driven by putting our colleagues and customers at the heart of everything we do.

Mobile Caretakers required to provide an efficient and effective caretaking and cleaning service for Derbyshire County Council schools, Academies, office buildings, libraries and public buildings throughout Derbyshire; ensuring that the security and general appearance of the site are maintained according to the required standards.

Your Package:

- Company pension scheme.
- Lifeworks Staff discount scheme.
- Job related training plus personal development opportunities

To apply for this role, please send your completed application to Careers@vertas.co.uk or post to:
Vertas Group Limited, Beacon House, Landmark Business Park, Whitehouse Road, Ipswich, IP1 5PB

Closing Date 11 April 2021

Relief Cleaners

JOB/21/00693

£9.43 per hour • As and when required • Various locations throughout

Derbyshire

No Guaranteed Hours • Relief

Vertas is one of the fastest growing multi-services facilities management companies in the UK. Our passion is driven by putting our colleagues and customers at the heart of everything we do.

Vertas is one of the fastest growing multi-service facilities management companies in the UK. Our passion is putting our staff and customers at the heart of everything we do.

The Role:

We have a fantastic opportunity for Relief Cleaning Operatives to join the Vertas Derbyshire Cleaning Team. The role will involve assisting with the provision of a cleaning service in accordance with requirements and to the satisfaction of staff.

Your Package:

- £9.43 per hour.
- Shopping Discount Scheme with LifeWorks.
- Pension Scheme and much more

Main responsibilities include:

- Remove rubbish / clinical waste / sharps.
- Vacuum carpeted areas and material covered furniture.
- Cleaning high hygiene areas e.g. toilets, kitchen.
- Dusting and damp wiping edges and ledges around the rooms.
- Mop and damp sweeping hard surface floors.
- Laundry and/ or other additional duties.

The Cleaning Operative will have:

- Previous experience working in a cleaning environment.
- Great customer service and communication skills.

To Apply please complete the attached Application Form and return it to:
Vertas Derbyshire Ltd, Denby Depot, Prospect Road, Denby DE5 8RE

Closing Date 11 April 2021

Maintenance/Construction/Property Services

Grounds Maintenance Operatives

JOB/21/00695

£9.81 per hour • 37 hours per week • Denby Depot, Ripley

Full Time • Permanent

Vertas is one of the fastest growing multi-services facilities management companies in the UK. Our passion is driven by putting our colleagues and customers at the heart of everything we do.

Grounds Maintenance operatives required to develop, construct and maintain designated landscape areas with the minimum of supervision in a safe and efficient manner. To liaise with customers and other agencies. To ensure quality of work and customer satisfaction.

Your Package:

- £9.81 per hour.
- Company pension scheme.
- Lifeworks Staff discount scheme.
- Job related training plus personal development opportunities.

* For more information on the working pattern/hours for this role, please email careers@vertas.co.uk

General Responsibilities of Ground Operatives:

1. To drive and undertake routine maintenance of light goods vehicles and trailers and landscape machinery including completion of associated paperwork.
2. To work in a safe manner, ensuring the safety of others on site.
3. To maintain good customer relations whilst working on sites.
4. To liaise with other agencies as required.
5. To ensure the safe passage of pedestrians and vehicles on site in conjunction with the supervisor/chargehand.
6. To carry out basic first aid treatment.
7. To undertake all associated paperwork and return to administrative centre in accordance with procedure.
8. To undertake all duties in accordance with appropriate health and safety, COSHH regulations and manufactures guidelines.
9. To carry out duties in compliance with the councils equalities and environmental policies.
10. To work with information technology and associated systems in accordance with council policies.

Please apply using The Application form and return to:
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