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Issue Dated: 11 June 2021

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Administration/Clerical/Customer Service

Business Services Assistant

JOB/21/00428

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

Full Time • Fixed Term - Covering for secondment 12 months from start date • Commissioning, Communities and Policy

We are looking to appoint an experienced Business Services Assistant to help deliver service improvement within the Statutory Compliance Team for CCP Property.

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

Provisional Interview Date: 25 June 2021

Closing Date 20 June 2021

Business Services Assistant

JOB/21/01527

Grade 4 £10,535.28 per annum • 21 hours per week • Chesterfield Community Centre

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 Chesterfield Community Centre.

Working in a busy office, the successful candidate will require appropriate information & technology (IT) skills, which includes using a variety of IT systems. You will be required to work as part of a team undertaking a wide range of duties from note taking, supporting social care functions, processing financial information to general administrative tasks. Communication skills, ability to work to deadlines and an understanding of confidentiality is essential to this post.

Candidates should be qualified to vocational/NVQ or equivalent with significant experience. Interviews will be conducted via Microsoft teams

Closing Date 27 June 2021

Business Services Assistant

JOB/21/01788

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

Full Time • Permanent • Place

We are looking to recruit an enthusiastic and flexible person to join a busy team providing business support to all areas of the department. You will be working with the electronic document and records management system, together with assisting in the co-ordination of responses to Access to Information requests. You will need to have excellent communication, ICT, time management and organisational skills.

You will be required to hold or seek to attain an NVQ Level 2 in Business Administration or equivalent.

If you would like any further information about this post please e-mail Tracey Clark at

tracey.clark@derbyshire.gov.uk

Provisional Interview Date: Week Commencing 12 July 2021

Closing Date 27 June 2021

Grade 6 £19,697 - £20,145 per annum • Various • Various locations

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

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

The available roles are detailed below:

Post 1 - Schools & Learning, DACES 21 hours per week based at Long Eaton, Adult Education Centre - £11,180.04 - £11,434.32 per annum

The post holder will be working in a fast paced customer focused environment ensuring that the centre runs smoothly for learners and staff. We need someone who is organised, extremely reliable, flexible, friendly and customer focused.

Post 2 – Schools & Learning, DACES 22 hours 12 minutes per week based at Wirksworth ECO Centre. Hours to be worked over Wednesday, Thursday & Friday - £11,818.20 - £12,087.00 per annum

The post holder will be working in a fast paced customer focused environment ensuring that the centre runs smoothly for learners and staff. This includes liaising with caretakers and contractors, health and safety – risk assessments, PEEP monitoring, processing orders, financial duties including petty cash, banking, income abstract, summary of accounts. Providing admin support to senior staff members and the line management responsibility for two members of staff. The ECO Centre is a unique centre with a varied and interesting range of courses and visitors. We need someone who is organised, extremely reliable, flexible, friendly and customer focused.

Post 3 – Schools & Learning, DACES 37 hours per week based at Hunloke Centre, Chesterfield - £19,697.00 - £20,145.00 per annum

The role will involve supporting the Apprenticeship Team with the recruitment, enrolment, delivery and assessment of apprenticeship standards to new and existing employees.

Post 4 – Schools & Learning, Finance 37 hours per week based at John Hadfield House, Matlock - £19,697.00 - £20,145.00 per annum

An exciting opportunity has arisen for an individual who would like to work within a finance and administrative environment in a supervisory role. The position is within the Schools and Learning division supporting the needs of education improvement services which provide advice and guidance for schools and early years settings in all areas of improvement including education, teaching and learning, and leadership, as well as delivering a significant range of training events throughout the academic year.

You will be responsible in delivering an efficient financial service whilst ensuring adherence to financial regulations. This includes ordering, invoicing, creating purchase orders, processing payments, and dealing with the complexities of procurement and contractual needs. You will also work closely across the wider teams to ensure that the needs of operational services are met. The team is based in a reception area and will also involve coordinating cover from

8.30am to 5pm ensuring a high-quality customer service.

If you would like more information about Post 4 please contact Joanne Coe at joanne.coe@derbyshire.gov.uk

Post 5 – Children in Care, Fostering Support 18 hours 30 minutes per week based at County Hall, Matlock - £9,848.52 - £10,072.56 per annum

The Fostering Support Team are a positive, supportive team with a focus on establishing positive working relationships with foster carers, colleagues, children and young people and other childcare teams. This role will require a worker with excellent interpersonal skills and be highly organised.

Post 6 – Early Help & Safeguarding, High Peak 37 hours per week based at Kents Bank Road, Buxton - £19,697.00 - £20,145.00 per annum**Post 7 – Early Help & Safeguarding, North East/Bolsover 37 hours per week based at Clay Cross Area Office - £19,697.00 - £20,145.00 per annum**

The focus of posts 6 and 7 in the Early Help & Safeguarding Services at Buxton and Clay Cross Area Office is to supervise, support and advise a small team of Business Services Assistants across the respective locality. You will have responsibility for ensuring policies and procedures are followed with regard to attendance management and everyday supervision of their workload. As part of the management team within the locality you will be expected to travel between the various offices as required.

Part of this role would require you to take accurate recordings at various meetings, produce and analyse data on performance indicators and actioning as necessary. Providing support to the Head of Service, Business Services Officer and operational managers. This role comprises of financial duties which include petty cash, placing orders, authorising expenditure and supporting workers around financial procedures, all within financial regulations.

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

We are looking for highly driven and focused individuals to provide an efficient and effective administrative support to Children Services functions. This role will be pivotal in ensuring targets are met and service quality standards are maintained, therefore it is essential that you 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 would all be beneficial along with excellent ICT skills. You will ideally have experience in budget monitoring, knowledge of the Council's HR Procedures, Financial Regulations and payment systems, with an ability to interpret and analyse financial and statistical data to support the service.

Some posts will be responsible for supervising grade 5 and grade 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 service quality standards are maintained is required.

In order to meet the needs of the service, there may also be a necessity to travel to other sites. Where posts are for the Adult and Community Education Service, there may be occasional weekend and evening work to support the programmes.

If this sounds like the role for you, then please read through the full Job and Person Profile, to help you do the best application possible. You need to detail on your application form how you meet the essential skills, knowledge and experience we are looking for.

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

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

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

Provisional Interview Date: Week Commencing 5 July 2021

Closing Date 20 June 2021

Business Services Assistant (3 Posts)

JOB/21/01821

Grade 5 £18,933 - £19,311 per annum • 37 Hours per week • Chatsworth Hall, Matlock

Full Time • Permanent • Childrens Services

Do you have strong IT, communication and organisational skills? Are you self-motivated and willing to adopt a flexible approach to meet priorities and deadlines? Do you have experience working in a busy office environment? If so, we would like to hear from you.

We offer a good pension, flexible working, training and many other benefits including a minimum of 5 weeks holiday plus 8 bank holidays per year (pro-rata for part time).

We wish to recruit:

3 Business Services Assistants, within our Specialist Provision, Child Protection Team, working 9.00 am to 5.00 pm Monday to Friday

The ideal candidate will be required to:

- Work as part of a team undertaking a variety of general administrative tasks relating to the work of the Child Protection and Independent Reviewing Officer services
- have good Microsoft IT skills and the ability to use bespoke IT packages (training will be given)
- note take at meetings, conference booking, diary management and specific tasks associated with this role.
- be competent in oral and written communication
- be highly motivated, well organised and be able to work unsupervised, on their own initiative whilst observing confidentiality at all times
- have excellent time management skills, the ability to work to tight deadlines and a keen eye for detail

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

If this sounds like the role for you, then please read the full Job and Person Profile, to help you do the best application possible. You need to detail on your application form how you meet the essential skills, knowledge and experience we are looking for.

The post holder will be expected to work from home as well as 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 cs.safeguarding@derbyshire.gov.uk

Interviews will be conducted via Microsoft Teams.

Provisional Interview Date: Week Commencing 5 July 2021

Closing Date 20 June 2021

Care/Social Work

Care Worker (Community) (3 Posts)

JOB/21/00677

Grade 5 Post 1 - £10,233.24 - £10,437.60 per annum, Post 2 - £5,117.64 - £5,2219.76 per annum, Post 3 - £7,164.24 - £7,307.28 per annum • Post 1 - 20 hours per week, Post 2 - 10 hours per week, Post 3 - 14 hours per week • Ecclesfold Resource Centre, Chapel-en-le-Frith
Part Time • Permanent • Adult Social Care and Health

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

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

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

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 will need to travel around the area to take up this role.

Closing Date 27 June 2021

Care Worker (Community) (3 Posts)

JOB/21/01263

Grade 5 £18,933 - £19,311 per annum pro rata • 2 Posts: 16 hours per week and 1 Post: 10 hours per week • Adult Care Social Care Office, Municipal Buildings, Glossop

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: Glossop, Gamesley and Hadfield.

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

You don't need previous experience as we'll give you all the training and support you need to do the job. If you're looking for a rewarding job that offers flexible working hours, good rates of pay and a good pension, free uniform, high quality training and many other benefits including a minimum of five weeks holiday and eight bank holidays a year (pro-rata) and extra pay for unsocial hours, we'd like to hear from you. You'll need to travel around the area to take up this role.

2 Posts: 16 hours per week £8,186.64 - £8,350.08 annual salary.

1 Post: 10 hours per week £5,117.64 - £5,219.76 annual salary.

Closing Date 27 June 2021

Senior Practitioner

JOB/21/01761

Grade 12 £37,263 - £40,589 per annum • 37 hours per week • Adult Care Social Care Office, Municipal Buildings, Glossop

Full Time • Fixed Term - Due to finite project 12 months • Adult Social Care and Health

This is an exciting opportunity to be a Senior Practitioner in one of the Better Lives Working Age Adults workstreams - the Better Lives Residential Review Team (BLRRT).

We are looking for an individual who is passionate about creating a better offer and more independent outcomes for people with a learning disability and/or who are autistic of a working age in Residential Care settings. The BLRRT work together with people with a learning disability and/or who are autistic and their families to support a move where appropriate from a residential setting to a more independent living setting (including supported living, extra care housing and shared lives). This affords people the opportunity to become part of a local community and gain independence in the way they live their lives.

This is a full-time post for a period of up to 12 months. The role involves:

- providing supervision for and promoting the development of the Social Workers in the team
- managing your own caseload and coordinating the workflow of the team
- attending and facilitating daily team briefs, weekly team meetings, attending Improvement cycle meetings and liaising closely with the Service Manager and Group Manager
- In addition to this your responsibility will also include ensuring data is collected and added by the team in a timely and accurate way
- To be able to understand and analyse the data on the team's systems and the BLRRT's data dock
- To attend relevant MDT meetings and to play a contributing role in developing the future supported living/extra care offer for people with learning disabilities and/or autism

- To attend meetings such as the SP community of practice to inform and share learning with P&P colleagues of the Better Lives work that the BLRRT are undertaking and championing this way of working

If you would like to have an informal discussion regarding this opportunity please contact Marcel Van Der Venne at Marcel.VanderVenne@derbyshire.gov.uk

Closing Date 27 June 2021

Community Care Worker **JOB/21/01815**

Grade 8 £23,250 - £25,128 per annum • 37 hours per week • South Derbyshire District Council (DCC), Swadlincote

Full Time • Permanent • Adult Social Care and Health

This is an opportunity to join a busy established Prevention and Personalisation generic team, as a Community Care Worker in Swadlincote.

The role of a Community Care worker involved being part of a busy Generic team, visiting Clients and completing Care Act Assessments, arranging provision of services or referrals to other appropriate agencies. The successful applicant will be expected to have good communication skills oral and in written words. The role will also be to liaise with clients, carers and people from other agencies to provide support as required to adults in need.

Experience in working with disabled people, people with mental health, learning disability and older people in social or health care are desirable, together with the ability to promote independence, sensitively and to maintain clients dignity. However, you will be inducted in the role and will have the opportunity for further training.

You will also be expected to undergo training in the provision of small aids and minor adaptations, as this is an integral part of the duties of a Community Care Worker.

Closing Date 27 June 2021

Caretaking/Cleaning/Security

Domestic **JOB/21/01817**

Grade 3 £8,852.88 per annum • 18 hours per week • Staveley Residential and Community Care Centre, Staveley

Part Time • Permanent • Adult Social Care and Health

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

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

Closing Date 20 June 2021

Catering

Catering Assistant **JOB/21/01784**

Grade 2 £7,835.28 per annum • 16 hours and 15 minutes per week • New Mills School, Church Lane, High Peak

Part Time • Permanent • Childrens Services

You will be working in a busy production kitchen assisting with the preparation, cooking and service of the lunch time meals to a large number of pupils.

You will be required to maintain all hygiene standards in the unit and have a good customer service approach. You will be working in a large team and expected to be able to help move and dismantle the dining room furniture on a daily basis

Closing Date 27 June 2021

Project Officer

JOB/21/01820

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

Full Time • Fixed Term - Due to funding 12 months • Adult Social Care and Health

A fixed term opportunity has arisen within the Quality and Compliance team in Adult Care services as a Project Officer. You will be working with a team of professionals who oversee the quality of provision and ensure the compliance standards are met within the Direct Care regulated and unregulated services.

The role will focus on supporting the delivery of a high-quality Catering and Facilities service in the Derbyshire County Council owned properties in the Direct Care portfolio. The role will also involve supporting the team with the development and delivery of specific projects within set time frames.

The successful candidate will be involved in the procurement and management of contracts and having a knowledge of this would be beneficial. The role will also include catering provision and property maintenance across a range of sites within Direct Care services.

We are looking for an individual who can demonstrate their ability to work well with others and welcome applications from those with a variety of experience.

If you are applying for this position on a secondment basis, please ensure you have the full support from your manager.

For a discussion about the role please contact Emma Benton, Service Manager at emma.benton@derbyshire.gov.uk or on 07816 589040

Provisional Interview Date: 7 July 2021

Closing Date 20 June 2021

Childrens Social Care/Social Work

Housekeeper

JOB/21/01289

Grade 5 £8,186.64 - £8,350.08 per annum • 16 hours per week • The Getaway, Ilkeston

Part Time • Permanent • Childrens Services

The Getaway is a purpose built home located in Kirk Hallam, Ilkeston delivering short breaks or shared care to disabled children and young people aged from 9 to 17 years old. This is an exciting opportunity to make a difference in the lives of young people with severe learning difficulties, autism, challenging behaviour and profound physical disabilities. The successful candidate will work with a supportive management team, receive regular supervision, and be involved in helping to develop this service.

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

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

Provisional Interview Date: Week Commencing 28 June 2021

Closing Date 20 June 2021

Residential Childrens Worker**JOB/21/01644****Grade 9 £25,753 - £27,629 per annum • 37 hours per week • Glenholme Children's Home, Long Eaton**
Full Time • Permanent • Childrens Services

We are inviting applications from caring and creative people, who are highly motivated and enthusiastic. You must be of good integrity and character.

Would you like to work as part of a team that acts as good parents, and provides a warm and caring home for children and young people? Can you nurture the talents and interests of young people and support each young person to develop as a whole person?

You will be working in a small residential care home maximum of 5 young people between the ages of 11-18, responsible for children with a staff team who provide support and a child centred service to children / young people working in partnership with them, their families or carers and with colleagues from other settings.

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

You must hold, or be already working towards the Level 3 Children & Young Peoples Workforce Diploma with Social Care Pathway (England) 2015 or have an equivalent qualification, such as, The Level 3 Diploma for Residential Childcare or The NVQ 3 Caring for Children & Young People or The NVQ 3 in Health & Social Care

This post requires regular weekend work, evenings and sleep in duties/overnight working.

For an informal discussion contact Danielle Waterfall the Registered Manager on 01629 531808

Provisional Interview Date: 14 June 2021

Closing Date 13 June 2021

Residential Childrens Worker**JOB/21/01679****Grade 9 £25,753 - £27,629 per annum • 37 hours per week • Glenholme Children's Home, Long Eaton**
Full Time • Permanent • Childrens Services

We are inviting applications from caring and creative people, who are highly motivated and enthusiastic.

Would you like to work as part of a team that acts as good parents, and provides a warm and caring home for children and young people? Can you nurture the talents and interests of young people and support each young person to develop as a whole person?

You will be working in a small residential care home maximum of 5 young people between the ages of 11-18, responsible for children with a staff team who provide support and a child centred service to children / young people working in partnership with them, their families or carers and with colleagues from other settings.

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

You must hold, or be already working towards the Level 3 Children & Young Peoples Workforce Diploma with Social Care Pathway (England) 2015 or have an equivalent qualification, such as, The Level 3 Diploma for Residential Childcare or The NVQ 3 Caring for Children & Young People or The NVQ 3 in Health & Social Care.

This post requires regular weekend work, evenings and sleep in duties/overnight working.

For an informal discussion contact Danielle Waterfall the Registered Manager on 01629 531808

For more details please ensure that you read the additional information specific to the post together with the broader Derbyshire additional information, all of which will be sent out with application packs or can be read by clicking on the link from the www.derbyshire.gov.uk website.

Provisional Interview Date: 14 June 2021.

Closing Date 13 June 2021

Residential Childrens Worker **JOB/21/01680**
Grade 9 £12,786.48 - £13,814.52 per annum • 18 hours and 30 minutes per week • Glenholme Children's Home, Long Eaton
Part Time • Permanent • Childrens Services

We are inviting applications from caring and creative people, who are highly motivated and enthusiastic. Would you like to work as part of a team that acts as good parents, and provides a warm and caring home for children and young people? Can you nurture the talents and interests of young people and support each young person to develop as a whole person?

You will be working in a small residential care home maximum of 5 young people between the ages of 11-18, responsible for children with a staff team who provide support and a child centred service to children / young people working in partnership with them, their families or carers and with colleagues from other settings. You must be of good integrity and character

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

You must hold, or be already working towards the Level 3 Children & Young Peoples Workforce Diploma with Social Care Pathway (England) 2015 or have an equivalent qualification, such as, The Level 3 Diploma for Residential Childcare or The NVQ 3 Caring for Children & Young People or The NVQ 3 in Health & Social Care

This post requires regular weekend work, evenings and sleep in duties/overnight working.

For an informal discussion contact Danielle Waterfall the Registered Manager on 01629 531808.

Provisional Interview Date: 23 June 2021.

Closing Date 13 June 2021

Assistant Early Help Practitioner **JOB/21/01770**
Grade 5 £18,933 - £19,311 per annum • 37 hours per week • Eckington Children's Centre
Full Time • Permanent • Childrens Services

The team is based at The Children's Centre, Eckington in North East Derbyshire and Bolsover Locality and are located with our Social Care colleagues. The team are currently both working from home and working in our buildings.

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

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

Closing Date 27 June 2021

Human Resources/Personnel

Employee Engagement Manager

JOB/21/01778

Grade 12 £37,263 - £40,589 per annum • 37 hours per week • County Hall, Matlock

Full Time • Permanent • Commissioning, Communities and Policy

We have an exciting opportunity for an enthusiastic and dynamic Employee Engagement Manager. A key part in developing the council's people strategy is to effectively and creatively engage our employees so they are committed to delivering the best outcomes for the residents of Derbyshire.

Reporting to the Head of Learning and Development, you will play a significant role in enabling the council's cultural shift aligned to our enterprising council strategy. You will understand the drivers of engagement across the organisation and lead the development of strategies and plans to address gaps and identify areas to further engage our people effectively.

You will be an expert in this field with a track record of supporting complex transformational and cultural change through the successful development and implementation of robust employee engagement approaches in a large organisation.

You will have experience of challenging, coaching and influencing and an ability to develop and maintain collaborative and inclusive working relationships with key stakeholders at all levels. Highly motivated and resilient, you will have a proactive approach with a focus on customer requirements and service needs.

If you would like to have an informal conversation about the role please contact Sally Pearson, Head of Learning and Development on sally.pearson@derbyshire.gov.uk or 0781 3524779.

Closing Date 20 June 2021

Legal Services

Designated Deputy Registrar, Birth Deaths and Marriages

JOB/21/01755

Grade 7 £10.75 - £11.73 per hour • As and when required • Various locations throughout

Derbyshire

No Guaranteed Hours • Relief • Commissioning, Communities and Policy

We are looking to appoint suitable persons who are available to work as and when required, but there are no guaranteed hours. The positions will be based at Derbyshire Registration Offices* with the requirement to work both at the Registration Office and at various approved premises in the County. There may also be a need to work in other areas of the County on occasions.

The hours of work are Monday to Sunday including Bank Holidays with the majority of ceremony work being on Thursdays, Fridays, Saturdays and Sundays between April and October. A flexible approach is essential because you may be required at short notice for varying periods of time and you may also be required to provide emergency cover. The post holders will carry out the duties of a Deputy Registrar of Births, Deaths, Marriages and Civil Partnerships and Deputy Superintendent Registrar under the Registration Acts.

**Please ensure you indicate your preferred base on your application form.* The Offices are at Chesterfield, Ashbourne, Bakewell, Buxton, Glossop, Ilkeston, Ripley and Swadlincote.

Please note: Previous applicants need not apply

For an informal discussion please telephone Suzanne Tunnicliffe, Superintendent Registrar on 01629 533110 / 533111

There are certain disqualifications for appointment to Registration Service posts, please see below:

Disqualifications

An un-discharged bankrupt and/or a person to whom a moratorium period under a Debt Relief Order applies, or who is the subject of a debt relief restrictions order or an interim debt relief restrictions order; A person who is or has been during the 12 months preceding the date on which the appointment is to take effect, a member of the council or of a committee of the council having duties in relation to the appointment of registration officers; An officer or servant, other than the clerk or deputy clerk, of a local authority employed by them in the performance of duties relating to their functions as a burial authority; A person holding office as an authorised person, secretary (for marriages) of a synagogue or registering officer of the Society of Friends; A minister of religion, a medical practitioner, a midwife, an undertaker or other person concerned in a burial or cremation business, a person engaged in any business concerned with life insurance, or a person engaged in any other calling which would conflict with or prevent the proper performance in person of the duties of the office for which he is a candidate; As superintendent registrar, if holding office as a registrar; A registrar, if holding office as a superintendent registrar or is a coroner.

Closing Date 27 June 2021

Maintenance/Construction/Property Services

Service Manager

JOB/21/01790

Grade 10 £28,682 - £31,832 per annum • 37 hours per week • County Transport - Dove Holes, Buxton
Full Time • Permanent • Place

County Transport are looking to recruit a motivated and enthusiastic Service Manager at its Dove Holes workshops. The successful applicant will possess relevant experience in the management and operation of a multi-disciplined vehicle maintenance and repair workshop including a parts section, inclusive of experience in the management and motivation of staff to achieve organisational goals.

They will be committed to the delivery of a high quality, customer focused service with good communication skills to complete documentation, answer technical queries and provide technical support to others.

This post requires the successful applicant to have the ability to be able to communicate fully in the role with clients/the public.

The successful candidate will be subject to security vetting by Derbyshire Police.

Provisional Interview Date: 12 July 2021

Closing Date 4 July 2021

Schools and Academies

Administration/Clerical/Customer Service

Executive Personal Assistant

JOB/21/01867

Grade 10 £28,682 - £31,832 per annum • 37 hours per week • Team Education Trust based at Stubbin Wood School, Langwith Junction

Full Time • Permanent

This is a fabulous opportunity for an exceptional organiser who is keen to bring their expertise to a relatively new multi academy trust and to grow with them.

This is a key role at the heart of our small multi-academy Trust where you can have a real impact on the development of the Trust and the positive outcomes for all who work within our schools.

The role provides an essential support to our Trust's Chief Executive Officer who is also the Executive Principal of Stubbin Wood School & Nursery. It's a wide-reaching role which would suit an individual who has outstanding organisational skills, an eye for detail and who is able to keep up with the pace of a rapidly developing organisation. The role requires flexibility and adaptability together with the ability to respond to tight deadlines when necessary.

Key responsibilities

- All elements of personal administrative support to Executive Principal/Trust CEO to include diary, personnel, meeting and email management.
- Working with all members of the Executive team to maintain and develop effective administrative systems to ensure a high level of confidentiality and efficiency.
- Co-ordinating Executive and Central TEAM Diaries are managed and updated with key meetings, virtual meeting links, agendas and minutes for the whole school and Trust.
- Production of a weekly Trust and Stubbin Wood School update of key events (including meetings) for inclusion in the Staff Bulletin/Principals Briefings.
- Respond to communications on behalf of the CEO, signposting queries and issues to initiate appropriate action in order to ensure a timely response. Following-up actions to ensure that they are completed within agreed timelines.
- Organise and arrange events such as schools visits and speaking engagements for the CEO and Executives.
- Research and collate statistics, create presentations and collect information to ensure the CEO is fully prepared for meetings.
- Supporting the Local Governing Body and Trustees to include the induction of new Governors & Trustees.
- Co-ordination of Local Governing Body training for the Trust.
- Provide administrative support to a number of Trust meetings as and when required with the external Clerking provision.
- Work in conjunction with the Governance team regarding trust arrangements.
- Maintenance and update of School and Trust Improvement Plans to ensure a robust, clear presentation of information and action any follow-up required.
- Working with the Executive team to support the Trust's collaboration and growth plan.

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.

Provisional Interview Date: 25 June 2021

Closing Date 21 June 2021

School Business Officer**JOB/21/01894****Grade 10 £26,859.96 -£29,809.92 per annum • 37 hours and 30 minutes per week, 42 weeks per year •****Waingroves Primary School, Ripley**

Full Time • Permanent

The Governors are seeking to appoint a highly motivated School Business Manager to work alongside the Senior Management Team. The successful candidate will also manage a busy office and other support staff in a school with a budget of over £0.8m. S/he will also manage the school software systems including RM Integris and Sage.

The Business Manager will be organised, have good communication skills, innovative and proactive with good time management and interpersonal skills. The role is varied and includes Finance, Human Resources, Health and Safety, IT, Premises and Facilities and GDPR.

The school is proud to be part of The Embark Federation, a growing Multi-Academy Trust across Derbyshire. We want to enable all those who lives we touch to love learning and love life. The core beliefs of the Federation are Family, Integrity, Teamwork and Success and we are looking for someone that shares these with us.

The Trust is committed to growing the careers of our staff through highly effective professional development. Therefore, a package of support, training and mentoring will be available for the successful candidate.

We welcome visits to the school. Please contact the school on 01773 744106, to arrange a visit with Rachel Tattershaw – our present School Business Manager.

Closing Date 20 June 2021

Education - Non Teaching/Support Services

Teaching and Learning Assistant (LS KS1)**JOB/21/01823****Scale E Point 10-14 (£21,322- £23,080) pro-rata per annum Actual Scale E Point 10-14 (£16,992- £18,808) per annum • 35 hours per week • Hardwick Primary School, Derby**

Full Time • Permanent

We are looking for an enthusiastic and committed primary teaching assistant who has the knowledge, skills and drive required to make a difference to the lives of children in our community.

This is a real opportunity to make your mark and contribute to the development of learning in our school.

Hardwick Primary offers an inspiring modern learning environment for children, nurtured by a friendly, enthusiastic and supportive school team who believe our pupils deserve the best and who consistently strive to make improvements to our outstanding school.

We are proud of our school, our pupils, our team and our achievements and have CARE for one another at the heart of all we do.

We are looking to appoint a creative, experienced and enthusiastic teaching assistant who:

- high expectations and will use this to deliver engaging learning;
- has an innovative and exciting approach to learning;
- has the ability to reflect on and develop their own practice and that of others;
- is willing to play a key role in the development, delivery and enrichment of our curriculum;
- is well-organised and will make a positive contribution to our school team;

The successful candidates will enjoy:

- rewarding children to work with;
- working with a friendly, dedicated and supportive staff team;

- outstanding facilities in our new (PFI) building;
- a commitment to your professional development.

Closing Date 11 June 2021

Teaching and Learning Assistant **JOB/21/01825**

Grade 7, £6,482.04 - £7,069.56 per annum • 13 hours and 35 minutes per week, 39 weeks per year • Glebe Junior School, Alfreton

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

The Governors of Glebe Junior School wish to appoint a high quality grade 7 Teaching Assistant to be part of our continued drive for improvement.

The Glebe is a popular and good school with friendly, hard-working and polite children. Our large staff afford good teamwork with a strong ethos of support and friendliness.

The successful candidate will be an enthusiastic, dedicated teaching assistant willing to work with all children, including those with special needs, to promote good behaviour and learning.

The appointment is temporary from the start of September 2021 and is for 5 afternoons from 12.40pm - 3.20pm.

Provisional Interview Date: 24 June 2021

Closing Date 13 June 2021

Midday Supervisor **JOB/21/01826**

Grade 3, £9.43 per hour • see advert text • The Village Federation (The FitzHerbert C of E Primary School and Kirk Ireton C of E Primary School

Part Time • Permanent

The Village Federation are seeking to appoint three new Midday Supervisors. One of the roles will be deployed at The FitzHerbert C of E Primary and two at Kirk Ireton C of E Primary School.

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

We are looking for a passionate, committed and flexible team member who will start after the summer break (September 2021), or sooner as available.

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

Provisional Interview Date: 28 June 2021.

Hours of work:

FitzHerbert: 1 hour 25 minutes per day (11.50am to 1.15pm term time only)

Kirk Ireton:

1 hour 15 minutes per day (11.55am to 1.10pm Monday – Friday)

Closing Date 27 June 2021

Teaching and Learning Assistant (KS2)**JOB/21/01830****Grade 7, £16,060.32 - £17,515.88 per annum • 33 hours and 45 minutes per week, 39 weeks per year •****William Rhodes Primary and Nursery School, Chesterfield**

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

We have an exciting support opportunity available at William Rhodes to work as a general teaching assistant, supporting the class teacher in a Y5 class.

Many of our children come from disadvantaged and challenging backgrounds. Therefore, we're looking for a highly effective practitioner who can build strong relationships with our pupils and their families.

You must have had direct experience working in classrooms with children of primary age to apply for this role. You will need to be able to stay calm in all situations and demonstrate good levels of resilience. We are looking for an energetic and enthusiastic practitioner who is completely committed to working with disadvantaged children and ready to go the extra mile.

William Rhodes Primary & Nursery School is a fantastic place to work. We have a strong team ethos and a comfortable working environment. Many of our teachers and teaching assistants are very experienced and all are enthusiastic and totally dedicated to giving our children the very best education we can. We also have an excellent admin, midday and cleaning team who will ensure you are very well supported.

Provisional Interview Date: 12 July 2021.

Closing Date 27 June 2021**Teaching and Learning Assistant (KS2)****JOB/21/01831****Grade 7, £9,601.44 - £10,471.56 per annum • 20 hours per week, 39 weeks per year • William Rhodes****Primary and Nursery School, Chesterfield**

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

We have an exciting support opportunity available at William Rhodes to work as a teaching assistant within our intervention class of mixed KS2 children who are working at least 2 years behind their peers.

Many of our children come from disadvantaged and challenging backgrounds. Therefore, we're looking for a highly effective practitioner who can build strong relationships with our pupils and their families.

You must have had direct experience working in classrooms with children of primary age to apply for this role. You will need to be able to stay calm in all situations and demonstrate good levels of resilience. We are looking for an energetic and enthusiastic practitioner who is completely committed to working with disadvantaged children and ready to go the extra mile.

William Rhodes Primary & Nursery School is a fantastic place to work. We have a strong team ethos and a comfortable working environment. Many of our teachers and teaching assistants are very experienced and all are enthusiastic and totally dedicated to giving our children the very best education we can. We also have an excellent admin, midday and cleaning team who will ensure you are very well supported.

Provisional Interview Date: 12 July 2021

Closing Date 27 June 2021**Specialist Teaching and Learning Assistant (KS1 SEN)****JOB/21/01832****Grade 8, £17,999.64 - £19,453.68 per annum • 33 hours and 45 minutes per week, 39 weeks per year •****William Rhodes Primary and Nursery School, Chesterfield**

Full Time • Fixed Term until the end of August 2022

We have an exciting support opportunity available at William Rhodes to work as a SENTA supporting an individual or a very small group of children with complex needs within a Year 1 class.

Many of our children come from disadvantaged and challenging backgrounds. Therefore, we're looking for a highly effective practitioner who can build strong relationships with our pupils and their families.

You must have had direct experience working in classrooms with children of primary age to apply for this role. You will need to be able to stay calm in all situations and demonstrate good levels of resilience. We are looking for an energetic and enthusiastic practitioner who is completely committed to working with disadvantaged children and ready to go the extra mile.

William Rhodes Primary & Nursery School is a fantastic place to work. We have a strong team ethos and a comfortable working environment. Many of our teachers and teaching assistants are very experienced and all are enthusiastic and totally dedicated to giving our children the very best education we can. We also have an excellent admin, midday and cleaning team who will ensure you are very well supported.

Provisional Interview Date: 12 July 2021.

Closing Date 27 June 2021

Higher Level Teaching and Learning Assistant (Ks1 and KS2, PPA Cover) JOB/21/01833

Grade 9, £19,937.52 - £21,389.88 per annum • 33 hours and 45 minutes per week, 39 weeks per year •

William Rhodes Primary and Nursery School, Chesterfield

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

We have an exciting support opportunity available at William Rhodes to work as an HLTA providing PPA cover for our teachers in KS1 and KS2.

Many of our children come from disadvantaged and challenging backgrounds. Therefore, we're looking for a highly effective practitioner who can build strong relationships with our pupils and their families.

You must have had significant direct experience working in classrooms with children of primary age to apply for this role. You will need to be able to stay calm in all situations and demonstrate good levels of resilience. We are looking for an energetic and enthusiastic practitioner who is completely committed to working with disadvantaged children and ready to go the extra mile.

William Rhodes Primary & Nursery School is a fantastic place to work. We have a strong team ethos and a comfortable working environment. Many of our teachers and teaching assistants are very experienced and all are enthusiastic and totally dedicated to giving our children the very best education we can. We also have an excellent admin, midday and cleaning team who will ensure you are very well supported.

Provisional Interview Date: 12 July 2021

Closing Date 27 June 2021

Teaching and Learning Assistant (Early Years) JOB/21/01834

Grade 7, £16,803.00 - £18,325.68 per annum • 35 hours per week, 39 weeks per year • William Rhodes

Primary and Nursery School, Chesterfield

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

We have an exciting support opportunity available at William Rhodes to work as an Early Years TA providing support within our Nursery which we are extending to include 2 year olds from September.

Many of our children come from disadvantaged and challenging backgrounds. Therefore, we're looking for a highly effective practitioner who can build strong relationships with our pupils and their families.

You must have had direct experience working in a Nursery or Early Years classroom to apply for this role. You will need to be able to stay calm in all situations and demonstrate good levels of resilience. We are looking for an energetic and enthusiastic practitioner who is completely committed to working with disadvantaged children and ready to go the extra mile.

William Rhodes Primary & Nursery School is a fantastic place to work. We have a strong team ethos and a comfortable working environment. Many of our teachers and teaching assistants are very experienced and all are enthusiastic and totally dedicated to giving our children the very best education we can. We also have an excellent admin, midday and cleaning team who will ensure you are very well supported.

Provisional Interview Date: 12 July 2021.

Closing Date 27 June 2021

Cover Supervisor **JOB/21/01837**

Grade 6, £14,815.56 - £15,152.52 per annum • 32 hours and 30 minutes per week, 39 weeks per year •

Aldercar High School, Langley Mill

Full Time • Fixed Term - Pending restructure

Aldercar High School offers brand new facilities in which students flourish and staff develop, all within a welcoming and vibrant atmosphere.

We are a caring employer which prioritises the welfare and work/life balance of our staff presenting many additional benefits including:

- free use of our multi-gym;
- free on-site parking;
- staff-led clubs and welfare groups;
- a comprehensive CPD package;
- our 'Me Time' initiative which gives every member of staff one hour each week to take as they wish, with some staff choosing to leave school early or arrive later, and others opting for an extended lunch break...and yes, it is paid!

These, along with many other benefits, make Aldercar High School a great place to work, develop and progress your career.

What you offer:

With a diverse student base and range of abilities, we are looking for someone who can motivate and inspire students to reach their best.

We are looking to appoint a dedicated and competent Cover Supervisor for September 2021, the post is fixed term initially with a view to becoming permanent.

Provisional Interview Date: Week commencing 5 July 2021.

Closing Date 27 June 2021

Specialist Teaching and Learning Assistant **JOB/21/01839**

Grade 8, £13,452.48 - £14,539.20 per annum • 25 hours per week, 39 weeks per year • Stenson Fields

Primary Community School, Derby

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

Stenson Fields Primary School are looking to appoint a highly motivated, enthusiastic and committed teaching assistant to work with an EYFS child from September 2021 for 25 hours.

It would be preferable if candidates have had some experience of working with SEN children. The working pattern will require support during teaching times and also break times (timetable to be arranged).

The successful candidate will have knowledge, understanding and commitment to working closely with the class teacher, to provide support for the child to promote independence, encourage inclusion and access to the curriculum and learning resources.

They will need good communication skills, be enthusiastic and be able to work on their own initiative at times. Above all, we are looking for someone with a caring nature and kind personality who will have a range of strategies to ensure the child's personal, social and emotional and learning needs are met.

They will be required to be an active team player within the school, as we work hard as an effective team in improving teaching and learning for all children.

In return we offer the opportunity to work as part of a highly motivated and supportive team, opportunities for CPD and a caring ethos from parents and governors.

Closing Date 20 June 2021

Midday Supervisor **JOB/21/01840**

Grade 3, £9.43 per hour • 5 hours and 50 minutes per week, 39 weeks per year • Hunloke Park Primary School, Chesterfield
Part Time • Permanent

Due to an increase in pupil numbers, the Headteacher and Governing Body wish to appoint 2 enthusiastic Midday Supervisors to join our team over lunchtime, starting in September 2021. We are keen to appoint someone who is caring, flexible, conscientious and experienced in good behaviour management.

Applicants should be able to work as part of a team and ideally have some experience of working with children. We are proud of the positive ethos in our school and we are looking for someone with a calm and efficient manner who can work under pressure and has the ability to communicate effectively with both adults and young children.

Lunchtime is an important part of the school day and we are looking for staff to provide high quality play experience for all our children.

Provisional Interview Date: 1 July 2021.

Closing Date 20 June 2021

Intervention Assistant **JOB/21/01841**

Grade 07 (Point 8) Actual Salary £17,764 to £18,162 • 32 hours and 30 minutes per week, 39 weeks per year • Elmsleigh Infant and Nursery School, Swadlincote
Full Time • Permanent

Elmsleigh Nursery & Infant School is an Enhanced Resource School in South Derbyshire. We are a mainstream school with additional funding to develop expertise and resources to work with pupils with high level needs, who may live outside the area normally served by the school.

We are seeking a positive, flexible, caring individual who are willing to contribute fully to the life of the school and who are committed to safeguarding and promoting the welfare of children and young people.

Reporting directly to the Senior Leadership Team, the ideal candidate will have a Care/Teaching Assistant related qualification/NVQ level 3 or equivalent along with experience of supporting pupils with a variety SEN, including physical needs, behaviour and /or learning difficulties.

Benefits include: LGPS Pension Scheme, school holidays, Westfield Health membership and free parking. For further information, please contact Ruth Samme, Elmsleigh Infant and Nursery School, on 01283 216883, via email to info@elmsleigh.derbyshire.sch.uk or visit our website at www.esteemmat.co.uk/jointheteam.

Please use the relevant application form on the MAT website; CVs alone will not be accepted. Please do not apply via The Derbyshire County Council Website

Provisional Interview date: 01 July 2021

Closing Date 25 June 2021

Student Services / Receptionist**JOB/21/01842**

Scale 4, SCP 7 – 11 FTE £20,092- £21,748 (Pro-rated £6,963 - £7,537) • 14 hours and 50 minutes per week, 40 weeks per year • Queen Elizabeth Grammar School, Ashbourne
Part Time • Permanent

Required to work 14.8 hours per week /40 weeks per year Working pattern – 8.00am to 4.00pm or 8.30am to 4.30pm.

QEGSMAT is seeking to appoint an enthusiastic, supportive and well-organised person to work alongside a team of dedicated support staff in our Student Services department at Queen Elizabeth's Grammar School Ashbourne Academy, providing a professional frontline service to students, parents and visitors. QEGSMAT vision is to 'Question, Explore; Give; Succeed' and our exceptional staff, strong leadership and motivated children and young people, as well as excellent facilities, provide the successful formula for this.

We offer candidates:

- Support, mentoring and professional learning appropriate to the post.
- A forward looking, hardworking and enthusiastic team of staff with the desire and skills to improve outcomes.
- A location which has a highly successful school, with an aspirational ethos which leads to excellent levels of achievement.

Staff, students and governors are committed to working together to build a positive learning environment, ensuring continuing success for all students.

Our core values include hard work and personal courtesy. We firmly believe that the aim of always doing one's best is the key to sustained success.

QEGSMAT is committed to promoting equality, challenging discrimination and developing community cohesion. We welcome applications from all sections of the community. We are committed to the protection of children and vulnerable adults. Appointment is subject to a clear DBS check to an enhanced level.

Please visit www.qegsmat.com where you can apply via TES. Alternately, you can contact us at hr@qegsmat.com
Please do not apply via The Derbyshire County Council Website.

Start date: Monday 6 September 2021

Provisional Interview Date: Wednesday 23 June 2021

Closing Date 17 June 2021

Behaviour Support Officer**JOB/21/01843**

Grade 6, £16,866.60 - £17,250.24 per annum • 37 hours per week, 39 weeks per year • Aldercar High School, Langley Mill
Full Time • Fixed Term - Pending restructure

Aldercar High School requires a Behaviour Support Officer for September. The ideal candidate will be a serious, reliable and responsible person able to help maintain our high standards of behaviour and work as part of a pastoral team to secure a positive climate for learning around the school.

The successful candidate must have excellent communication skills in order to influence and interact with students with challenging behaviour. They will be required at times to staff our seclusion facility as well as be 'On call' to deal with incidents around the school as part of a larger, dynamic and hardworking team.

Aldercar High School offers brand new facilities in which students flourish and staff develop, all within a welcoming and vibrant atmosphere.

We are a caring employer which prioritises the welfare and work/life balance of our staff presenting many additional benefits including:

- free use of our multi-gym;
- free on-site parking;
- staff-led clubs and welfare groups;
- a comprehensive CPD package;
- our 'Me Time' initiative which gives every member of staff one hour each week to take as they wish, with some staff choosing to leave school early or arrive later, and others opting for an extended lunch break...and yes, it is paid!

These, along with many other benefits, make Aldercar High School a great place to work, develop and progress your career.

Provisional Interview Date: 5 July 2021.

Closing Date 27 June 2021

Specialist Teaching and Learning Assistant **JOB/21/01848**

Grade 8, £19,905.82 - £21,995.61 per annum • 39 hours per week, 39 weeks per year • Holbrook School for Autism, Belper

Full Time • Permanent

Holbrook School for Autism is looking to appoint an outstanding specialist teaching and learning assistant to join their team.

Holbrook School for Autism is a successful school for children and young people with autism and learning difficulties, aged 4 – 19. Our students, may at times, display challenging behaviour related to their communication, social interaction and/or sensory processing difficulties. Therefore, the successful candidate will have a positive approach to behaviour support.

We are looking for an outstanding STLA to work with 4-19-year-olds with autism and learning disabilities. Within a safe, structured and predictable environment, we deliver a personalised curriculum. We teach the full range of national curriculum subjects and support students to develop independence, confidence and life skills. We strive to enable our students to participate fully in experiences both in school and the wider community, to help them make informed life choices.

Holbrook School for Autism is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

For more information, please contact Sam Bayliss on 01332 880208.

Please only use the application form enclosed within the Pack; CVs will not be accepted. Please submit your forms with a covering letter directly to Holbrook School for Autism to t.richards@holbrookautism.derbyshire.sch.uk before the closing date.

Please do not apply using the Derbyshire County Council website.

Closing Date 14 June 2021

Level 3 Early Years Teaching Assistant **JOB/21/01849**

NJC8-11 (£16,799-17,828 per annum actual salary) • 37 hours per week, term time only • The Mease Spencer Academy, Hilton

Full Time • Permanent

Do you want to be part of a new team in a new school? Can you provide care and support to ensure safety and wellbeing?

Will you bring imagination, enthusiasm and excitement to provide our children with magical memories?

The Mease is a new academy which opened in September 2019, part of the Spencer Academies Trust, and you could be part of the team shaping it! We are looking for a Teaching Assistant to join our small team as we go into our third year, helping us to create a great experience for our pupils, initially in our Reception class.

We are looking for a practitioner who:

- Loves working with children and puts their wellbeing first
- Has the ability to work independently as well as part of a team
- Is motivated and passionate to achieve the very best for the children in our care and makes a genuine difference
- Can demonstrate they have the experience and deep understanding of FS and KS1 pupils
- Understands how children learn through play
- Takes their own initiative to assess and evaluate pupils' needs
- Is ready to learn themselves and grow with us
- Has excellent communication skills and a sense of humour
- Will deliver whole class sessions in the absence of the teacher
- Wants to be involved in everything!

What can we offer you?

- Friendly, supportive, enthusiastic and hardworking colleagues
- A place where you will feel valued for your hard work
- A growing learning community with opportunities to learn from others and through research
- Encouragement to develop new ideas and the opportunity to make a real difference
- Networking opportunities for staff all

Spencer Academies Trust is an educational charity and academy sponsor, which is committed to ensuring that every child, regardless of background, has access to an outstanding education and real choices in life. We have a successful track record of providing high quality teaching and learning which ensures improved outcomes for children and young people. The Trust mission statement reflects our vision and aim for all Trust schools. Our highly-successful network of 17 schools (8 Secondary and 14 Primary) educates students across Nottinghamshire, Derbyshire, Nottingham City, Derby City and Leicestershire.

Vision

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

We Believe:

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

Applicants would be expected to share the Trust's high aspirations and expectations for pupils and staff and have demonstrable evidence of driving teaching and learning outcomes in the primary phase.

If you would like to visit the school, please phone Deb Findlay (Office Administrator) on 01332 981187 to make an appointment or email info@themeasespencer.co.uk

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

Please do not apply using the Derbyshire County Council website.

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

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

Closing Date 20 June 2021

Midday Supervisor **JOB/21/01854**

Grade 3, £4,211.88 per annum • 10 hours per week, 38 weeks per year • Dronfield infant School
Part Time • Permanent

The Governors wish to appoint a suitable candidate to work within our happy and popular school. You will be working within a very supportive and happy team.

We are looking for a friendly, caring person who loves working with children. Your duties are to provide supervision, care, guidance and support to pupils during their lunchtime, in the dining hall and at lunchtime play.

Please contact the Office Manager, Miss Donnelly on 01246 412302, if you require any further information. Unfortunately, we are unable to allow visits to the school but feel free to look at our website to find out more about us. www.dronfieldinf.derbyshire.sch.uk

Provisional Interview Date; 30 June 2021

Closing Date 20 June 2021

Teaching and Learning Assistant (2 Posts) **JOB/21/01855**

Grade 7 £13,202.16 - £14,398.56 per annum • 27 hours and 30 minutes per week, 39 weeks per year •
Dronfield Junior School
Full Time • Fixed Term - Due to funding Academic year 2021-2022

Dronfield Junior School is a popular and oversubscribed school where children are eager to learn. We are committed to ensure every child reaches his or her full potential by having high expectations and teaching an exciting curriculum.

The post will be a mixture of General and SEND 1:1 support as decided by the Year Group Team Leader, Headteacher, SENDCO and/or Deputy Headteacher.

We are searching for a willing, cheerful personality who has patience and is eager. Any previous experience of working in schools with children, and knowledge or experience of working with children and also those with additional needs is a distinct advantage.

Visits to the school are subject to our Covid-19 risk assessment, but we will endeavour to accommodate these. Please ring the school on 01246 413145.

Provisional Interview Date: Week commencing 21 June 2021

Closing Date 20 June 2021

Teaching and Learning Assistant**JOB/21/01856****Grade 7 £15,603.84 - £17,017.92 per annum • 32 hours and 30 minutes per week, 39 weeks per year •****Holbrook School for Autism**

Full Time • Permanent

Holbrook School for Autism is a successful school for children and young people with autism and learning difficulties, aged 4 – 19. Our students, may at times, display challenging behaviour related to their communication, social interaction and/or sensory processing difficulties. Therefore, the successful candidate will have a positive approach to behaviour support.

We are looking for an outstanding TLA to work with 4-19-year-olds with autism and learning disabilities.

Within a safe, structured and predictable environment, we deliver a personalised curriculum. We teach the full range of national curriculum subjects and support students to develop independence, confidence and life skills. We strive to enable our students to participate fully in experiences both in school and the wider community, to help them make informed life choices.

Candidates who do not hold a relevant qualification may still apply if they are able to demonstrate a commitment to undertake training and will only be considered for a fixed term contract until successful completion of the relevant course.

Holbrook School for Autism is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

For more information, please contact Sam Bayliss on 01332 880208.

Please only use the application form enclosed within the Pack; CVs will not be accepted. Please submit your forms with a covering letter directly to Holbrook School for Autism to t.richards@holbrookautism.derbyshire.sch.uk before the closing date.

Please do not apply using the Derbyshire County Council website.

Holbrook School for Autism and Esteem Multi-Academy Trust are committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

Provisional Interview Date: Week commencing 14 and 16 June 2021 at Holbrook School for Autism

Closing Date 13 June 2021

Teaching and Learning Assistant**JOB/21/01860****Grade 7, £13,323.00 - £14,530.32 per annum • 27 hours and 45 minutes per week • Hulland Church of****England Primary School**

Part Time • Fixed Term - Due to pupil numbers until the end of July 2022

The Governors of Hulland CE Primary School wish to appoint a Teaching and Learning Assistant for the beginning of the 2021/22 school year.

Whilst this post is initially to support a child with an Individual Education Plan within Key Stage 1, this could be subject to change in the future.

We are seeking to appoint an enthusiastic, flexible and hardworking individual to join our small team. Experience in working with primary aged children, particularly with SEN are preferable.

You should have:

- A passion for working with children and a desire to have a positive impact on their learning.
- The ability to work within a team and form positive relationships with staff, pupils and parents.
- A good level of communication, English and Maths skills.
- A flexible approach
- A level 2 (or above) TA qualification
- A willingness to go above and beyond and contribute to the wider extended curriculum.

Provisional Interview Date: Week commencing 28 June 2021.

Closing Date 20 June 2021

Teaching and Learning Assistant **JOB/21/01861**

Grade 7 £14,403.00 - £15,708.36 per annum • 30 hours per week, 39 weeks per year • South Darley and Darley Churchtown C.E. Primary Schools

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

Our small and welcoming neighbouring rural schools are looking to appoint a skilful and committed TA to work for 30 hours a week, mornings at South Darley and afternoons at Darley Churchtown, as part of friendly, dedicated teams of staff. This post is initially for 1 year but will hopefully be extended as further funding is confirmed.

The successful candidate will work with the class teachers and SENCos but will be expected to have the ability to lead activities for groups and plan and prepare learning support for specific children. As we are small schools, the successful candidate will play a key role in maintaining high standards across the schools.

We believe this is an excellent opportunity so we would encourage you to visit our schools, whilst following social distancing guidance. Please call 01629 732240 or email headteacher@southdarley.derbyshire.sch.uk to arrange an appointment or to ask about any aspect of the role. Commencement date and hours are negotiable.

Closing Date 23 June 2021

Science Technician **JOB/21/01863**

Grade 6 £15,635.04 - £15,990.60 per annum • 33 hours and 30 minutes per week, 40 weeks per year • Highfields School, Matlock

Part Time • Permanent

We are looking to appoint a confident, enthusiastic and resourceful science technician to join our high achieving department. You will need to provide efficient and effective support in the preparation of materials, equipment and resources to support teaching and learning. Ideally, you should have experience of working in a school/college and be able to work flexibly and alone, as well as part of a team.

You should be willing to contribute fully to the life of the school and be committed to safeguarding and promoting the welfare of children and young people.

Highfields is a vibrant, popular school and has a strong partnership with the community and local schools. It is a coeducational comprehensive school of almost 1200 students, including 200 at post 16. Our students are well-motivated and the school's academic results are good and improving.

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

Closing Date 20 June 2021

Residential Child Care Officer**JOB/21/01864****Grade 8, £23,250 - £25,128 per annum, pro rata • 37 hours per week • Holly House School, Chesterfield**
Full Time • Permanent

We are a residential Special School for children aged 7 to 14 years with Severe Emotional and Mental Health Difficulties. Residence operates Monday to Friday, term times only.

The Governors are looking to appoint an experienced individual who has worked in an environment where children can display very challenging behaviour.

If you have not heard from the school by the 2 July 2021, please assume that your application was not successful on this occasion.

Closing Date 20 June 2021

Teaching and Learning Assistant (2 Posts)**JOB/21/01869****Grade 7, £18,565.92 - £19,918.32 per annum • 31 hours and 15 minutes per week, 39 weeks per year •**
Hallam Fields Junior School, Ilkeston
Part Time • Fixed Term - Due to pupil numbers

We are seeking to appoint two Teaching and Learning Assistants to work with a range of children who have EHCP/GRIP funding for 31.25 hours per week from September. It is essential that candidates have a good general education, are literate and numerate and are able to communicate well orally and in writing. Successful candidates are required to hold a Teaching and Learning Assistants Level 2 qualification.

We are looking for a member of staff who is well organised, enjoys working with children, who is able to challenge, motivate and care for each pupil as an individual and foster independence. Good communication skills and the ability to work flexibly as part of a team are essential for this role. Experience of working with children with ASD and ADHD is desirable, as is experience of working with parents.

Our Ofsted inspection in March 2017 judged the school to be 'good'.

We continue to develop as a school to the ever-changing needs of our children. Our children need care and understanding of their needs to be able to access learning, and we require staff who want to make a real difference to our children, and see the rewards.

Visits out of school hours (Due to current restriction) are warmly welcomed by prior arrangement – please telephone the school to make an appointment. You will also find lots of information about the school on the website and blogs www.hallamfields.derbyshire.sch.uk

Provisional Interview Date: 30 June and 1 July 2021

Closing Date 23 June 2021

Teaching - Deputy & Leadership**Deputy Headteacher****JOB/21/01868****L7-11 • 1.00 FTE • Park House Primary School, Lower Pilsley**
Full Time • Permanent

Due to the retirement of our current Deputy Headteacher, the Governors and Headteacher of Park House Primary School are seeking a creative, committed and outstanding practitioner to join and help lead our team.

Do you have the energy and enthusiasm to contribute to the leadership and management of this caring, successful and popular school?

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 headteacher, we want to hear from you.

We are looking for a leader who:

- Is a recent outstanding classroom practitioner, being able to fulfil the role of the classroom teacher whilst working at a strategic level,
- Has proven successful leadership experience,
- Has good communication, organisational and interpersonal skills,
- Has a commitment to teamwork and high standards,
- Has an effective knowledge and recent experience of School Improvement Strategies, offering clear, inspirational ideas for raising educational standards in all areas of the school,
- Has proven impact, leading by example, who will inspire and challenge our pupils enabling them to be the best they can be,
- Has an inclusive approach and will lead SEND across the school (this will depend on candidate's skills/experience)
- Is a good team player, being able to work collaboratively with colleagues to enhance provision,
- Is able to foster good relationships with pupils, colleagues, parents and the wider community,
- Can work to further develop our 'Good' OFSTED rating,
- Is committed to safeguarding the welfare of our pupils.

We can offer:

- The opportunity to work closely alongside the Headteacher,
- Dedicated Leadership time,
- Excellent career development opportunities,
- The opportunity to work with a dedicated, professional, team of staff; supportive Governors and parents; and happy, hardworking and friendly pupils,
- A wonderful, friendly and welcoming place to work.

This is an ideal opportunity for someone with proven successful teaching experience, drive and commitment, who wishes to be given every opportunity to develop their potential, and further their career, in the management of an exciting educational environment.

The Deputy role initially has a 3 day teaching commitment with a job share and 2 days management responsibility. In return, Park House Primary School offers a warm and friendly environment with a dedicated, professional and supportive staff team. Please look at our website www.parkhouse.derbyshire.co.uk to learn more about our school. Prospective candidates to start on 1 November 2021 or earlier if possible.

Visits to the school are warmly welcomed (with social distancing guidelines adhered to). Please contact the school office to arrange an appointment on 01246 851185

Provisional Interview Date: Week commencing 5 July 2021

Closing Date 27 June 2021

Teaching - Headship

Headteacher

JOB/21/01892

L29-35 • 1.00 FTE • Netherthorpe School, Chesterfield

Full Time • Permanent

Netherthorpe School is a truly special place. Combining modern facilities with listed buildings and a unique history, which offers a unique learning environment for students of all ages to flourish. We aim for every student and staff member to 'Learn, Enjoy, Succeed'.

The school is part of the Cavendish Learning Trust, which consists of four schools based in Chesterfield. Each school is unique with a range of strengths and all our schools work alongside each other to develop inspiring learning experiences for the children and young adults.

We are looking to appoint an innovative and inspirational person who has the skills and experience to lead Netherthorpe School on to the next stage of its journey, to ensure the best possible experiences and outcomes for every student.

We are looking for an experienced school leader who:

- has a proven track record of inspiring and empowering those around them to raise standards
- has high expectations of achievement and behaviour and who believes that every student can succeed
- has a clear vision to develop the academy and the skills and determination to achieve this
- has an excellent understanding of how to develop an effective curriculum
- is committed to working in partnership with the parents and the community to provide a safe and caring environment which allows students to develop socially, emotionally and academically

We can offer you:

- high quality support from an experienced Trust team, including school improvement, finance and HR
- opportunities to work with colleagues and leaders from across the trust
- a commitment to your professional development as a leader
- a supportive staff team who are committed to working together to make a positive difference for every student

For more information about this role please see our Candidate Information Pack attached or visit the vacancies section on our website www.clt.org.uk

If you have any further questions or you would like a discussion about the role or would like to arrange a visit, please see the section in the Candidate Information Pack on 'How to Apply and Visit our Academy'.

Please do not apply using the Derbyshire County Council website.

The Cavendish Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Provisional Interview Date: 12 and 13 July 2021

Closing Date 25 June 2021

Teaching - Primary

Teacher (Reception)

JOB/21/01827

MPS • 1.00 FTE • Draycott Community Primary School

Full Time • Fixed Term - Covering for maternity leave

Reception Teacher from September 2021 Maternity Cover followed by additional fixed term contract to 31 August 2022.

At Draycott Community Primary School we are seeking to appoint a reception teacher who is committed to ensuring every child is challenged to achieve their maximum potential; Someone who has the skills and desire to develop and nurture every child in their care, is creative in their teaching with the ability to inspire and motivate all children.

As a primary school, we work closely to maintain a happy and caring environment for everyone. If you are dedicated, reflective and a professional who embraces working as part of a strong team, we would welcome your application.

If you are interested in joining our team, we would welcome the opportunity to discuss this with you. Please contact the school office (01332 872261) to arrange a telephone appointment at a suitable date and time. We look forward to hearing from you.

Provisional Interview Date: 17 June 2021.

Closing Date 13 June 2021

KS1 Teacher

JOB/21/01838

MPS M1 - M6 • 1.00 FTE • Aldecar Infant School

Full Time • Fixed Term until the end of August 2022

Are you looking to work in a school which is aspirational? Where you will be valued and supported in your career development? Aldercar Infant and Nursery School is a friendly and welcoming school with happy and engaged children who love to learn. Our staff team are dedicated and passionate, with a sense of fun and commitment to every child. At Aldercar 'The children are the stars'. We are an Enhanced Resource School for hearing impaired and deaf children and are fortunate to have specialist staff as part of our school team.

From September 2021, our Governors and pupils are seeking to appoint an enthusiastic, hard-working and highly motivated Teacher to join the Key Stage 1 Team (1fte) at our happy and successful school.

We are looking for an infant (Key Stage 1) practitioner who:

- Is creative and able to demonstrate a sound understanding of the national curriculum requirements.
- Shares the schools' commitment to achieving the highest possible standards for all our children.
- Provides an empowering and inspiring learning environment.
- Is reflective and consistently provide opportunities for children to learn through carefully planned lesson sequences.
- Is able to support less able children, as well as children who are working at a greater depth of understanding.
- Has an understanding and awareness of the needs of deaf and hearing impaired individuals
- Has a strong grasp of assessment processes and can use this accurately to plan 'next steps' in learning.
- Works well in a team, can establish good relationships with children and parents and are willing to fully participate in the Aldercar learning family .

Our school is committed to safeguarding and promoting the welfare of all our pupils and expects all staff to share this commitment. This job is suitable for both newly-qualified teachers and those with experience. We are proud to be part of The Embark Federation (Multi Academy Trust) and as part of the trust, we share the core beliefs of: Family, Integrity, Teamwork and Success and our vision is to become a stand out school at the heart of the community. Interested candidates are invited to look around the school, outside of the school day, or you are more than welcome to discuss the post and the school with the Executive Headteacher or Deputy Headteacher.

To make arrangements, please contact the school office on 01773 713428 Please note: Applications received will be posted, e-mailed or collected the day after the closing date so please wait at least 3 working days before expecting to hear if successful in being shortlisted.

Provisional Interview Date: Week commencing 28 June 2021

Closing Date 20 June 2021

Year Group Team Leader and SENDCO
TLR 2.1 • 1.00 FTE • Dronfield Junior School
Full Time • Permanent

JOB/21/01858

Dronfield Junior School is a popular and oversubscribed school where children are eager to learn. We are committed to ensure every child reaches his or her full potential by having high expectations and teaching an exciting curriculum.

We are looking for an excellent classroom teacher, who is well motivated, enthusiastic and hard working. The successful candidate will be given an important role in leading the school's SEND provision and inclusive practice. We look forward to new, and existing, ideas to further develop our school in terms of SEND and inclusion. In addition, you will need to be a strong team leader with effective inter-personal skills.

Visits to the school are subject to our Covid-19 risk assessment, but we will endeavour to accommodate these. Please ring the school on 01246 413145.

Provisional Interview Date: Week commencing 21 June 2021.

Closing Date 20 June 2021

Partner Organisations

Erewash Borough Council

Markets Assistant

JOB/21/01890

Grade C £19,312 to £20,092 (pro rata) per annum • 29 hours per week • Merlin Way, Ilkeston
Part Time • Permanent

Fixed hours as follows:

Wednesday and Saturday 07:00 – 15:00
Thursday and Friday 07:00 – 14:30

We are looking for a confident and professional individual to deliver our Markets Service. You will assist with the running of the markets in Long Eaton and Ilkeston and with the development and promotion of the Council's Markets Service. You will need excellent communication and organisational skills and be prepared to work outside in all weathers.

Ideally you will have previous experience of working in a market or retail environment. You should be assertive and committed to managing and enforcing the Council's market rules. You will also be able to work on your own initiative and within a team. You will require a good standard of general education, be confident in handling cash, have good IT skills and have access to a vehicle.

Please apply online. Alternatively, an application form and job description are available from Personnel, Erewash Borough Council, Town Hall, Wharnccliffe Road, Ilkeston, Derbyshire DE7 5RP, telephone: 0115 931 6049 (24 hr voicemail) or e-mail: jobs@erewash.gov.uk.

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 this criteria.

Closing Date 25 June 2021

Vertas Derbyshire Limited

Mobile Caretaker

JOB/21/01813

£9.71 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.

The role:

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:

- £9.71 per hour.
- Company pension scheme.
- Lifeworks Staff discount scheme.
- Job related training plus personal development opportunities

To obtain application from and return to:

Jean Thompson, Vertas Derbyshire Limited, Denby Depot, Prospect Road, Denby DE5 8RE

Closing Date 27 June 2021

Mobile Cleaners

JOB/21/01816

£9.52 per hour • 20 hours per week • Various locations throughout Derbyshire

Part Time • Term Time

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.

The Role:

We have a fantastic opportunity for Mobile 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:

- £9.52 per hour.
- Shopping Discount Scheme with LifeWorks.
- Pension Scheme.
- and much more.....

To obtain and return application to:

Jean Thompson, Vertas Derbyshire Limited , Denby Depot , , Prospect Road, Denby DE5 8RE

Closing Date 27 June 2021