



For more information or to apply online:

cumbria.gov.uk/jobs

Jobs Bulletin

31 August 2012

INTERNAL APPLICANTS ONLY

Adoption Support Social Worker

Salary: £30,011 - £32,800 pro rata.

Job Ref: CH1211i

30 hours. Temporary post for 5 months.

Location: KENDAL usually based at Busher House

You will support and advise colleagues to ensure we meet the needs of customers who wish to complain, have a request for information or wish to see their records and we comply with relevant legislation and policies.

Appointment to this post is subject to **Enhanced** Vetting Checks.

Closing date: 12 September 2012. Interview date: 26 September 2012.

Supervisor

Job Ref: CC727i

Salary: £26,276 - £28,636 pro rata. 26 hours.

The postholder will be required to work shifts and weekends.

Location: KENDAL usually based Riverside House

Can you lead and be part of a team. Can you motivate, and manage the performance of others to protect and safeguard the service users.

Appointment to this post is subject to **Enhanced** Vetting Checks.

Closing date: 11 September 2012. Interview date: 25 September 2012.

Complaints and Information Officer

Salary: £24,646 per annum.

Job Ref: SS1084i

Location: Civic Centre, CARLISLE

You will support and advise colleagues to ensure we meet the needs of customers who wish to complain, have a request for information or wish to see their records and we comply with relevant legislation and policies.

Appointment to this post is subject to **Standard** Vetting Checks.

Closing date: 12 September 2012. Interview date: Monday 24 September 2012.

Finance Administrator x2 (Readvertised)

Salary: £17,161 - £17,802 (pro rata for part time post)

1 x 37 & 1 x 18.5 hour post.

Job Ref: SA184i

Location: PENRITH usually based CFRS HQ

This is an exciting opportunity to develop a career in Finance in addition to being part of a team providing essential support to the County's emergency services and the people of Cumbria. All necessary training will be provided. Previous experience of office procedures and working in a finance environment would be an advantage.

Closing date: 25 September 2012. Interview date: 9 October 2012.

For more information and to apply on-line for any of the above posts please visit www.cumbria.gov.uk/jobsandcareers or contact (01228) 223480. Please quote relevant reference number.

Procurement Services Supervisor

Salary: £24,646 – £25,472.

Job Ref: OD193i

This is a full time permanent post to begin October 2012.

Location: CARLISLE usually based at Parkhouse Building

Supervising the Procurement Services Team to provide consistent and coherent support in the provision of a cost effective, efficient and professional procurement service to all CCC.

Closing date: 7 September 2012. Interview date: 17 September 2012.

Finance Administrator x2 (Readvertised)

Salary: £17,161 - £17,802 (pro rata for part time post)

1 x 37 & 1 x 18.5 hour post.

Job Ref: SA184i

Location: PENRITH usually based CFRS HQ

This is an exciting opportunity to develop a career in Finance in addition to being part of a team providing essential support to the County's emergency services and the people of Cumbria. All necessary training will be provided. Previous experience of office procedures and working in a finance environment would be an advantage.

Closing date: 25 September 2012. Interview date: 9 October 2012.

Weekend Library Assistants x 2

Salary: £16,440 – £16,830 pro rata

Job Ref: SS1085i

4 Hours weekly alternate Sundays.

Location: WORKINGTON usually based at Workington Library

To provide frontline delivery of the library service to the public. Excellent customer care and IT skills essential.

Appointment to this post is subject to **Enhanced** Vetting Checks.

Closing date: 24 September 2012. Interview date: 11 October 2012.

For more information and to apply on-line for any of the above posts please visit www.cumbria.gov.uk/jobsandcareers or contact (01228) 223480. Please quote relevant reference number.

IMPORTANT NOTICE

JOBS BULLETIN - ADVERTISING CHARGES

All recruitment adverts that appear within the Jobs Bulletin that have not been placed by the client within other publications, ie local or national newspapers, magazines etc will be charged out at £50.00 ex VAT.

INTERNAL APPLICANTS ONLY**Business Support Administrator
(Readvertised)**

Job Ref: EN231i

Salary: £16,440 – £16,830

Location: CARLISLE usually based The Courts

To provide efficient, effective and confidential administrative support to officers and teams to ensure they are assisted in meeting the requirements of their posts effectively.

Closing date: 31 August 2012. Interview date: 11 September 2012.

Relief Support Worker

Job Ref: CC728i

Salary: £14,733 - £16,830 pro rata.

Posts may include weekend working and shift work.

Location: KENDAL usually based Riverside House

Can you work effectively to deliver personal and social care to enable services users to maximise a high level of personal independence, choice and control.

Appointment to this post is subject to **Enhanced** Vetting Checks.

Closing date: 11 September 2012. Interview date: 25 September 2012.

For more information and to apply on-line please visit www.cumbria.gov.uk/jobsandcareers or contact (01228) 223480.

Please quote relevant reference number.

If you have a CCC 'MyHR' login and password use these details to sign on through the 'Existing user login' tab on the 'Job Search' page.

If you have not used the CCC on-line application process before and do not have a CCC 'MyHR' login, the system will prompt you to use the 'New User Registration' option. If this is case and you are a CCC employee, contact (01228) 223477 once you have registered so we can link your 'Web Recruitment' record to your CCC employee record.

VACANCIES OPEN TO ALL APPLICANTS**Human Resources Adviser (2 posts)**

BP4W Temporary for 6 months.

Job Ref: OD190e

Public Health Temporary for 12 months.

Job Ref: OD191e

Salary: £27,849 - £28,636.

Location: BP4W – CARLISLE usually based The Courts

Public Health – CARLISLE usually based 15 Portland Square

Working as part of the HR Team providing advice and guidance to Directorates to support specific projects; Better Places for Work and Public Health Transition. Please indicate on your application which post you are applying for.

Closing date: 12 September 2012. Interview date: 21 September 2012.

Library Assistant

Job Ref: SS1075e

Salary: £16,440 - £16,830. Temporary for 6 months.

Location: WORKINGTON usually based Workington Library

To provide frontline delivery of the library service to the public. Excellent customer care and IT skills essential.

Appointment to this post is subject to **Enhanced** Vetting Checks.

Closing date: 11 September 2012. Interview date: 25 September 2012.

Location: CARLISLE usually based at Carlisle Day Services

Support Worker (3 posts)

Post 1: Temporary to cover maternity leave

Job Ref: CC730e

Post 2: 28 hours weekly

Job Ref: CC731e

Post 3: Temporary to cover maternity leave

Job Ref: CC732e

29.5 hours weekly

Salary: £14,733 – £16,830 pro rata.

We require a committed and enthusiastic Support Worker who is positive about working with people with learning disabilities within a range of community settings.

Appointment to these posts is subject to **Enhanced** Vetting Checks.

Closing date: 7 September 2012. Interview date: 19, 20, 21 September 2012.

For more information and to apply on-line please visit www.cumbria.gov.uk/jobsandcareers or contact (01228) 223480. Please quote relevant reference number.

VACANCIES OPEN TO ALL APPLICANTS**Relief Support Worker x 3**

Job Ref: CC734e

Salary: £14,733 – £16,830 pro rata. As and When required.

Location: WORKINGTON usually based at Cavendish House Respite

We require motivated people to cover for staff absence within our enthusiastic team which delivers high standards of care and support to adults with learning disabilities.

Closing date: 1 October 2012. Interview date: 15 October 2012.

Night Support Worker - 2 posts

Post 1: 23.75 hours weekly

Job Ref: CC722e

Post 2: Variable hours

Job Ref: CC723e

Salary: £14,733 - £16,830 pro rata.

Location: EGREMONT usually based at Castle Mount

Can you work effectively to deliver personal and social care to enable services users to maximise a high level of personal independence, choice and control.

Appointment to both posts is subject to **Enhanced** Vetting Checks.

Closing date: 12 September 2012. Interview date: 26 September 2012.

Domestic

Job Ref: CC724e

Salary: £12,145 - £12,312 pro rata. 20 hours.

Temporary for 6 months.

Location: EGREMONT usually based at Castle Mount

Can you maintain high standards of cleanliness and adhere to infection control within a residential setting whilst supporting and respecting the Rights of Service users.

Appointment to this post is subject to **Enhanced** Vetting Checks.

Closing date: 12 September 2012. Interview date: 26 September 2012.

Domestic Assistant

Job Ref: CC733e

Salary: £12,145 – £12,312 pro rata. Various positions.

These posts will include weekend and shift work.

Location: FURNESS, ULVERSTON and MILLOM district, base home will be agreed on appointment

Can you maintain high standards of cleanliness and adhere to infection control within a residential setting whilst supporting and respecting the Rights of Service users.

Closing date: 13 September 2012. Interview date: 26 September 2012.

Kitchen Team Member

Job Ref: FM311e

Salary: £12,145 – £12,312 pro rata.

5 Core Hours and 3 Hours 45 Minutes Variable weekly.

Location: PENRITH usually based at Beaconside Primary School

Appointment to this post is subject to **Enhanced** Vetting Checks .

Closing date: 12 September 2012. Interview date: 17 September 2012.

For more information and to apply on-line for any of the above posts please visit www.cumbria.gov.uk/jobsandcareers or contact (01228) 223480. Please quote relevant reference number.



Anything of interest? If the answer is 'yes' then telephone the relevant number at the end of each advert for an application form. Please remember to quote a reference number.

If you have not heard from us within 4 weeks of submitting your application please assume that on this occasion your application has been unsuccessful

View jobs and apply on line at

cumbria.gov.uk/jobs

CALDEW

A BUSINESS AND ENTERPRISE SCHOOL

Dalston, Carlisle, Cumbria CA5 7NN.

Tel: (01228) 710044 Fax: 01228 710390.

E-mail: office@caldew.cumbria.sch.uk

Website: www.caldew.cumbria.sch.uk

Kitchen Assistant

Hourly Rate £6.30 (20 hours per week)

Monday to Friday between
9.30am – 1.30pm

Mid-day Supervisor

Hourly Rate £7.64

(11¼ hours per week)

Monday to Friday 10.45am to 1.30pm
(30mins lunch break)

Both positions are term time only.

Caldew School is a successful and oversubscribed mixed comprehensive school of some 1,000 pupils aged 11-18, serving the rural area to the south and west of Carlisle, as well as the southern suburbs of the city itself.

For an application pack for either post please contact Mrs Susan Campbell on 01228 710044 or by email to office@caldew.cumbria.sch.uk

Closing date for applications:

12 Noon, Wednesday 12 September 2012.

Caldew School is committed to the protection and safety of its students. The successful applicant will be required to undertake a criminal record check via the CRB. Caldew School is an equal opportunities employer.



The Glenmore Trust



SUPPORT WORKERS

Penrith Area

Hourly rate: £6.93 and £7.77 Depending on qualifications

Sleep-in rate: £28.15 per night

16-30 Hours (Overtime may be available) & Relief positions needed.

Work will include evenings, weekends and sleep-ins.

Due to further service developments in the Penrith area, The Glenmore Trust is looking to recruit imaginative, enthusiastic and reliable staff.

Could you enable adults with Disabilities to live and work in the community independently? Are you the kind of person who can listen to people, help people achieve their aspirations and treat people with respect? Can you help with personal care, cooking, cleaning and shopping? Can you work in a person centred way to support people to get involved in social activities and encourage people to make their own decisions? If you answer YES to the above questions, this is the job for you.

To work for the Glenmore Trust you do not need previous experience as full induction and development training is provided on an ongoing basis.

We value each member of staff and we will work with you and enable you to meet your potential through training, development and promotion opportunities.

If you are interested, please ring Chris Allison on 01228 553104 for further information & to request an application pack. This will include further information about The Glenmore Trust & the job requirements.

Or visit our website at www.glenmore.org to find out more or join us at www.facebook.com/theglenmoretrust to see what activities we get involved in.

The closing date is: Friday 14th September 2012.



All successful candidates will be subject to an enhanced disclosure.



Creating a brighter future for all

Welfare Advice Officer

Post No: V1519

Salary Grade G £24,646 to £26,276

30 hours per week

Experienced Welfare Advice Officer required to be part of a small team specialising in welfare benefit advice. This challenging post covers all aspects of the benefit system, you will be advising on benefit entitlement undertaking better off calculations, completing claim forms and pursue casework to appeal level and beyond if required.

You will be responsible for organising your own workload on a day to day basis and for maintaining accurate records of work carried out. You must be IT literate, have a minimum of GCSE grade C or above in Maths and English and a full driving licence.

This varied role will see you help deliver a user-focused service to a wide ranging client base including people who are homeless, sick, disabled, elderly, unemployed, families and young people. You will need to be able to discuss sensitive issues and to empathise with clients.

The ability to work alone yet be able to make positive contribution as a team member is essential.



www.carlisle.gov.uk

For further details and an application pack returnable by 12.00 noon on 14th September 2012

visit: www.carlisle.gov.uk or email vacancies@carlisle.gov.uk or phone us on 01228 817080 (24 hour answerphone)

quoting the post number V1519



ST AIDAN'S DAY NURSERY

NURSERY NURSE

26 hrs weekly

Monday to Friday and also

RELIEF NURSERY NURSES

Applicants must be NVQ
Level 3 or equivalent.

For an application form please
contact Miss Julie Gibson
01228 631266.

Closing date Wednesday
12th September 2012.

Previous applicants need not apply.



If you are interested in the posts below and would like further details and an application form please visit our website www.kendal.ac.uk or email jobs@kendal.ac.uk or phone 01539 814742.

One full time, permanent appointment to be made from:

LECTURER 1 PLUMBING - Salary £23,318 - £29,541

LECTURER 2 PLUMBING - Salary £31,344 - £33,252

ASSISTANT HEAD OF SCHOOL - Salary £35,282 - £38,565

Whatever your career stage we can offer you an opportunity to be part of a dynamic, growing department in a college which is focused on teaching, learning and students.

In return for your excellent plumbing skills and a commitment to delivering an outstanding student experience, Kendal College offers the opportunity to further enhance your skills, to work with an excellent team and facilities, a generous holiday entitlement, Health Cash Plan and a final salary pension scheme

Closing date for applications: Friday 14 September 2012.

Interviews will take place week commencing 24 September 2012

Kendal College is committed to equal opportunities

