



For more information or to apply online:

cumbria.gov.uk/jobs

Jobs Bulletin

12 April 2013

INTERNAL APPLICANTS ONLY

Contract and Compliance Manager Job Ref: SS1189i

Salary: £30,011 – £30,851. 37 hours weekly.

Temporary Internal Transfer until September 2014.

Location: CARLISLE usually based at Civic Centre.

This post supports contracting and compliance activity for social care services, and leads on procurement and contract management in the ASC districts Carlisle and Eden.

Closing date: Thursday 25 April 2013. Interview date: Wednesday 1 May 2013.

Business Support to Teams Job Ref: CH1310i

Salary: £17,161 - £17,802. 37 hours weekly.

Maternity Cover/Temporary Assignment will be considered.

Location: Barrow-in-Furness usually based Market Street.

We are looking for an experienced administrator to provide business support to the Conference and Review Service. The ideal candidate will have the ability to act on their own initiative whilst working as part of a team.

Closing date: 22 April 2013. Interview date: 30 April 2013.

Business Support to Fostering and Adoption Panels Job Ref: CH1311i

Salary: £17,161 - £17,802 pro rata. 18.5 hours weekly.

Location: CARLISLE usually based at 5 Portland Square.

The successful candidate will be required to prepare for and minute Panel meetings. You need to be able to work under pressure and as part of a team as well as on your own initiative.

Closing date: 3 May 2013. Interview date: 15 May 2013.

District Support Administrator Job Ref: SS1186i

Salary: £17,161 - £17,802. 37 hours weekly.

Location: PENRITH usually based Friargate.

Using agreed procedures, you will administer Customer Support systems which ensure the efficient and effective delivery of community care services across the district.

Closing date: 26 April 2013. Interview date: 14 May 2013.

Business Support to Teams Job Ref: Ch1286i

Salary: £15,725 - £16,054 pro rata. 18.5 hours weekly.

Location: PENRITH usually based Friargate.

We are looking for a self-motivated and flexible people to work as part of the above Child & Family support teams, providing general administrative support.

Closing date: 24 April 2013. Interview date: 7 May 2013.

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

Cook Job Ref: CC874i

Salary: £14,733 – £16,054 pro rata. Starting Salary is £15,725

Pro Rata inc temp additional allowance. 18.5 hours weekly.

Location: EGREMONT usually based at Castle Mount.

Can you produce a varied and balanced meal which will meet the nutritional needs of the service users and maintain overall responsibility for a kitchen.

Appointment to this post is subject to Enhanced Vetting Checks.

Closing date: 22 April 2013. Interview date: 8 May 2013.

For more information and to apply on-line for this post 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

Ceremonies Officer (2 posts) Job Ref: SS1187e

Salary: £17,161 - £17,802 pro rata. Casual/As and when required. Predominantly weekend working, but to work as and when business needs require

Location: KENDAL usually based County Offices

To be part of the registration service team meeting the needs of customers in connection with the registration of marriages, civil partnerships and other celebratory services.

Closing date: 21 April 2013. Interview date: 2 May 2013.

For more information and to apply on-line for this post 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.

VACANCIES OPEN TO ALL APPLICANTS

Night Support Worker

Job Ref: CC872e

Salary: £14,733 – £16,830 pro rata. Starting Salary is £16,440 (pro rata) inc temp additional allowance. 19 hours weekly.

This post may include weekend working and shift work.

Location: **CARLISLE** usually based **Petteril House Residential Home**.

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: 19 April 2013. Interview date: 3 May 2013.

Vehicle Workshop Mechanic

Job Ref: SA228e

Salary: £15,981.24 + specialist skills allowance 36% + home availability allowance 15% overall package £24,131.76.

39 hours weekly.

Location: **BARROW** usually based at **Sowerby Woods Depot**

We are looking to recruit experienced LGV Mechanic's to work in our recently established Fleet Services team.

You will have responsibility for the undertaking of vehicle safety inspections, MOT preparation and presentation, under taking vehicle repairs and the repair and maintenance of ancillary plant & equipment.

With a City & Guilds NVQ level 3 or equivalent in vehicle maintenance, you will have previous experience of working in a multi disciplined workshop environment. You will be expected to have a flexible approach to work including the ability to undertake out of hours call outs on a rota basis.

Closing date: 17 April 2013. Interview date: 26 April 2013.

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



FINANCE OFFICER

Full Time (37 hours), Full Year

NJC Scale 5 (£19621 - £21519) pro rata

Required immediately, we are seeking to appoint a Finance Officer to join our busy Finance Department. Reporting to the Finance Director the postholder will provide support in all aspects of our financial procedures: payroll, purchasing, creditor payments, banking, credit control and home-to-school transport. This is a challenging and varied role for the right candidate. A real interest in the development of the post will provide the successful candidate with an ideal opportunity to further their career in financial administration with a view to increased involvement in budget planning, monitoring and control.

At least two years similar experience and/or qualifications are essential (although not necessarily in a school). We are looking for an enthusiastic person who can demonstrate a good working knowledge of accounting systems and the ability to work well under pressure and to strict deadlines.

INSTRUMENTAL MUSIC INSTRUCTOR -

STRINGS

8.5 hours per week

(to be worked during the school day, at a time to suit postholder/music department)

£18.32 per hour

Applications are invited from candidates able to offer instrumental music teaching (strings) within a highly successful Music Department. The successful candidate will also take responsibility for the Junior and Senior Sting ensemble and will play a key role during the Junior School Instrumental week.

CASUAL COVER SUPERVISORS

NJC Point 14-18 (£16991 - £18937) pro rata

The school is looking to build a team of Casual Cover Supervisors who will work on a casual basis based on the needs of the school and their availability.

Key responsibilities of the post will be to take sole charge of the classroom, ensuring students remain focused and on task. No active teaching is required as students will learn by carrying out pre-prepared work under supervision. Minimum qualifications: 5 A*-C GCSE or equivalent, including English and Maths.

Please go to www.williamhoward.cumbria.sch.uk for further details and application form or telephone 016977 45766. The closing date for applications for all posts is 9.00 am, Tuesday 23 April and interviews will be held as soon as possible after that.

Two Castles 
 Housing Association
 Enhancing the quality of life of residents and communities

FINANCIAL INCLUSION OFFICERS


Newcastle Office - 36.25 hours per week
 Salary £22,950 – £26,010 plus benefits, for 2 years fixed term

For more information and an application pack, please visit our website: www.twocastles.org.uk/jobs or email: recruitment@twocastles.org.uk

Closing date 5pm Monday 22 April 2013.

Interviews will be held on:
 Thursday 2 May 2013.



   

 **Impact** - Improvement Through Action

PART-TIME INDEPENDENT LIVING WORKER (30 HOURS PER WEEK)

Young People's Service (South), based in Kendal
 Salary - £14,528 p.a. - £15,950 p.a. (30 hours)
 Closing date: Wednesday 24th April 2013
 Interviews: Wednesday 8th May 2013

For further details about this post and to apply, please visit our website at www.impacthousing.org.uk and follow the link to our online recruitment system. If you experience any problems with this please telephone (01900 842145). Please note CVs will not be considered/acknowledged.

Impact Housing Association Ltd - Committed to equal opportunities



OPERATORS and CALL HANDLERS - Ref: V62

**Based within the Communications Centre, Police Headquarters, Penrith
Various Full and Part-time positions available**

*Salary - £17,188 - £20,734 (plus enhancements for shift and weekend working)
Appointments will normally be based on the bottom point of the salary.*

The training course will commence on 3rd June 2013 and there will be a requirement to work full time during training and tutoring.

OPERATORS

Providing a professional service in response to emergency contact from the public, assessing, prioritising and circulating information to aid and ensure optimum safe deployment of Officers.

CALL HANDLERS

Acting as first point of contact between the public, other agencies/ organisations and the Force, resolving and recording customer enquiries.

If you are interested in this post then for more details and an application form, please visit our website at www.cumbria.police.uk

The closing date is

5pm, Friday 26th April 2013

Interviews will be held
week commencing 29th April 2013



**CUMBRIA
CONSTABULARY**
SAFER STRONGER CUMBRIA



Copeland Borough Council

Senior Elections Officer - Democratic Services

Salary Grade 9 - £25,472-£28,636

Temporary contract - up to 12 months to cover maternity leave commencing July 13

This is an opportunity for an enthusiastic electoral administrator to lead our Elections Team for up to 12 months to cover maternity leave.

You must have experience of managing major elections and of electoral registration, a good knowledge of election and electoral registration law, and good organisational and all-round IT skills. You will be a self-starter who can work well under pressure and to tight deadlines, without close supervision. You will be expected to take a key role in implementation of individual electoral registration. Knowledge of Eros and Avant Garde would also be useful, but is not essential.

For an informal discussion, please contact Tim Capper on 01946 598526
e-mail tim.capper@copeland.gov.uk

To apply please email info@copeland.gov.uk or request an application pack from www.copeland.gov.uk which you can complete online. Alternatively telephone 0845 054 8600 or contact Customer Services Department, The Copeland Centre, Catherine Street, WHITEHAVEN, Cumbria, CA28 7SJ.

Closing date:
Monday 22 April 2013



Proud of our past. Energised for our future.



We are now recruiting for the following vacancy:

Kitchen Team Leader

Kirkbride Primary School.

£16,400 per annum (pro rata).

**Monday – Friday, 20hrs per week core,
plus 2.5hrs per week variable (Term Time Only).**

**Job Ref: FS0001. This post will involve preparing, cooking
and serving meals to a high standard.**

This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it will be necessary for a submission for Disclosure to be made to the Disclosure and Barring Service (formerly known as CRB) to check for any previous criminal convictions.

To apply please contact Karen Wilson on 08454707010 or write, enclosing CV, to Orian Solutions Ltd, Unit 1b Eden House, Wavell Drive, Rosehill, Carlisle CA1 2ST.

Closing date for returned applications is 19th April 2013.

Orian Solutions Ltd is ultimately owned by Cumbria County Council



We are now recruiting for the following vacancy:

Kitchen Team Leader

Penriddock Primary School.

£16,400 per annum (pro rata).

Monday – Friday, 18hrs per week (Term Time Only).

Job Ref: FS0002. This post will involve preparing, cooking and serving meals to a high standard.

Cleaning Operative

North Lakes School, Penrith.

£6.30 per hour. Monday – Friday, 10hrs per week.

Job Ref: CL0001.

These posts are subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it will be necessary for a submission for Disclosure to be made to the Disclosure and Barring Service (formerly known as CRB) to check for any previous criminal convictions.

To apply please contact Karen Wilson on 08454707010 or write, enclosing CV, to Orion Solutions Ltd, Unit 1b Eden House, Wavell Drive, Rosehill, Carlisle CA1 2ST.

Closing date for returned applications is 19th April 2013.

Orion Solutions Ltd is ultimately owned by Cumbria County Council



We are now recruiting for the following vacancy:

Casual Cleaning Operative

Various locations within the Kendal and South Lakes area.

£6.30 per hour, variable. Job Ref: CL0002

This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it will be necessary for a submission for Disclosure to be made to the Disclosure and Barring Service (formerly known as CRB) to check for any previous criminal convictions.

To apply please contact Karen Wilson on 08454707010 or write, enclosing CV, to Orion Solutions Ltd, Unit 1b Eden House, Wavell Drive, Rosehill, Carlisle CA1 2ST. Closing date for returned applications is 19th April 2013.

Orion Solutions Ltd is ultimately owned by Cumbria County Council



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

Compiled by Cumbria County Council.
Email: advertising@cumbriacc.gov.uk.



Waste and Recycling Officer

£28,636 - £31,754

37 hours per week.

Closing date for applications is 26 April 2013

To find out more, please visit our website:

www.allerdale.gov.uk/jobs

or telephone (01900) 702910.

Committed to equal opportunities



Allerdale - a great place to work



We are now recruiting for the following vacancy:

Kitchen Team Member

Roose Primary School, Barrow.

£6.30 per hour.

Monday – Friday, 10 hrs. per week (Term Time Only).

Job Ref: FS0003. This post will involve serving meals and washing up as directed.

This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it will be necessary for a submission for Disclosure to be made to the Disclosure and Barring Service (formerly known as CRB) to check for any previous criminal convictions.

To apply please contact Karen Wilson on 08454707010 or write, enclosing CV, to Orion Solutions Ltd, Unit 1b Eden House, Wavell Drive, Rosehill, Carlisle CA1 2ST.

Closing date for returned applications is 19th April 2013.

Orion Solutions Ltd is ultimately owned by Cumbria County Council