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cumbria.gov.uk/jobs

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Jobs Bulletin

14 October 2011

CCC is conducting a pay and grading review, the result of which may affect the grading of these posts.

Early Years Adviser/Inclusion Officer

Soulbury 5 – 8 £36,817 - £40,192 + 3 SPA points available.

Location: **KENDAL** usually based at **Bridge Mills** Job Ref: **CH1085e**

Are you passionate about making a difference to outcomes for young children? If so we would like to hear from you. This is an unique opportunity to join a dedicated Early Years team in Cumbria, working with providers and children aged 0 – 5 years in the Private, Voluntary and Independent Sector as well as with maintained and independent primary schools and academies.

The role includes supporting settings to develop inclusive practice including advice on supporting children with additional needs.

This is a full time post which is open to anyone with QTS and experience of working in the Early Years sector.

Closing date 21 October 2011. Interview date 18 November 2011.

Early Years Adviser/Inclusion Officer

Soulbury 5 – 8 £36,817 - £40,192 + 3 SPA points available.

Hours: 0.9 (33 hours 18 minutes).

Job Ref: **CH1084e**

Location: **CARLISLE** usually based at **Parkhouse Building, Kingmoor Business Park**

Are you passionate about making a difference to outcomes for young children? If so we would like to hear from you. This is an unique opportunity to join a dedicated Early Years team in Cumbria, working with providers and children aged 0 – 5 years in the Private, Voluntary and Independent Sector as well as with maintained and independent primary schools and academies.

The role includes supporting settings to develop inclusive practice including advice on supporting children with additional needs.

This is a part time post which is open to anyone with QTS and experience of working in the Early Years sector.

Closing date 21 October 2011. Interview date 18 November 2011.

INTERNAL CANDIDATES ONLY

Principal Teaching Assistant – Learning Support Services

Job Ref: **CH1057i**

Salary: £26,276 - £27,052. Full time – Term Time Only.

Location: **COUNTYWIDE**

Undertake performance management and positive attendance, identifying, develop and delivering training needs to Support Assistants deployed in schools by Learning Support Service.

Closing date 4 November 2011. Interview date 14 November 2011.

INTERNAL APPLICANTS ONLY

Office Manager - West Cumbria Learning Centre

Salary: £26,276 - £27,052

Job Ref: **CH1086i**

Location: **DISTINGTON** usually based at **West Cumbria Learning Centre**

We seek a highly motivated professional to lead our business support team and work with all staff to underpin and enhance the day to day running and strategic vision of the service.

Closing date 31 October 2011. Interview date 8 November 2011.

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

INTERNAL APPLICANTS ONLY

Health, Safety & Wellbeing Advisor

Salary: £24,646 - £25,472

Job Ref: **SA153i**

Location: **Negotiable, ideally in South of the county**

The Corporate Health and Safety Team has been restructured bringing all the professional health and safety support in the Council into one place.

We provide services to all Council Directorates and some other public bodies in Cumbria.

In the role of Health, Safety & Wellbeing Advisor you'll be responsible for auditing and advising across the full range of activities covered by our Directorates and partners whilst maintaining the lead contact role for one service area.

We are looking for somebody with a NEBOSH diploma qualification or equivalent and with a track record of providing health and safety auditing and advisory support.

We are under represented in the South of the county so ideally you'd be based in either the South Lakeland or Barrow in Furness districts.

Closing date 21 October 2011. Interview date 31 October 2011.

Library Assistants (Temporary to 31 March 2012)

Salary: £16,440 - £16,880 Pro Rata

Location: **CARLISLE** Group Libraries

1 x 6 hours weekly (every Saturday) – Ref: **SS938e**

1 x 2 hours weekly (alternate Sundays 12:00 – 16:00) – Ref: **SS936e**

To provide frontline, customer-focused service in the busiest library in Cumbria. Excellent customer care and IT skills are essential.

Business Support Assistant to SEND Team

Salary: £15,725 – £16,054

Job Ref: **CH1056e**

Location: **WHITEHAVEN** usually based at **Blencathra House**

To provide efficient and effective administrative support to the Special Education Needs Statementing Officers requires a high level of IT and organisational skills.

Closing date 26 October 2011. Interview date 11 November 2011.

INTERNAL APPLICANTS ONLY

Business Support Assistant – Learning Support Service

Job Ref: **CH1052i**

Salary: £15,725 – £16,054 Pro Rata. 18.5 hours.

Location: **Barrow** usually based at **School House**

To provide administrative support to the District Co-ordinator, assisting in the placement of supply support assistants processing time sheets, absence information and training requests.

Closing date 28 October 2011. Interview date 11 November 2011.

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

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.

Domestic re-advertisement

Job Ref: CC41e

Salary: £12,145 pro rata 20hrs weekly

Location: Castle Mount, Bookwell, EGREMONT CA22 2JP

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 21 October 2011. Interview date 9 November 2011.

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.

Creating a brighter future for all

Planning Officer (Policy)

Temp Maternity Cover For up to one year

£29,236 - £30,851

Post No: V1477

An opportunity has arisen to work in our busy planning policy team whilst the current post holder is on maternity leave.

We are looking for someone with proven experience in plan making to assist in developing the Local Development Framework (LDF). There will also be opportunities to contribute to the determination of planning applications.

You must have experience of drafting policies and proposals and organising and evaluating a range of consultation measures and evidence bases to support the plan. You will also be experienced in providing advice on planning matters to the public, elected members and a range of organisations and agencies who interact with the Planning Service.

Civil Enforcement Officers (Parking)

£17,161 - £18,453

Post No: V1478

37 hours based on 7.4 hours a day over 5 days

This is a 7 day a week operation therefore weekend working, evening working, Bank Holidays and Public Holidays are all required

Your main duties will involve patrolling on and off street parking zones to ensure compliance with current legislation. As well as providing parking advice and assistance to the public you will also be required to issue Penalty Charge Notices where contraventions have taken place. You will also be expected to report abandoned and untaxed vehicles.

Although no formal qualifications are necessary a good standard of education to GCSE Level would be desirable. Experience in the security or customer service industry would also be beneficial.

You will be expected to undertake formal on the job training to NVQ Level 2 and to comply with operational procedures particularly in respect of uniform and Health & Safety legislation.

A Standard Criminal Disclosure will be required before taking up this post.



Dallam School, Milnthorpe

An opportunity has arisen for the following appointment within our successful Administration team.

Student Services Officer for Sixth Form Office

Salary pro-rata NJC Scale 4 points 18-21 (£17,161 - £19,126)

Required as soon as possible

16 hours per week, term time + two weeks outside term

We are looking to recruit an enthusiastic and energetic member of staff to work in the Sixth form office assisting with student support and general administration. At least NVQ Level 3 or equivalent qualifications preferable.

Please call on 015395 65165, email enquiries@dallam.eu or visit the school website www.dallam.eu for further details and an application form which must be returned by 12 noon on Friday 28th October 2011. Interviews will be held on Friday 4th November 2011.



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



ICT Technician

Salary: OP3A £16,440 - £16,830 pa pro rata.
Term time only

We are a very successful enterprise specialist school with rapidly developing provision for ICT across most of what we do. We are seeking an enthusiastic and creative senior technician who will play an important role in developing high quality delivery of ICT learning and the development of web-based material for the school. This role offers exciting development opportunities and rewards.

If you would like further information and an application form please contact Mrs H Vasilic or see our website www.caldew.cumbria.sch.uk

Closing date for the receipt of applications:
Monday, 31 October 2011

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

CARLISLE CITY COUNCIL For further details and an application pack for either post returnable by 12.00 noon on Friday 28 October 2011, visit: www.carlisle.gov.uk or email vacancies@carlisle.gov.uk or phone us on 01228 817080 (24 hour answerphone) quoting the relevant post number.

INVESTORS IN PEOPLE

WARRIOR ABILITY

ST AIDAN'S DAY NURSERY

is looking to recruit the following:



A fully qualified NVQ Level 3
or equivalent **NURSERY NURSE**,
30 hours per week Monday to Friday for Pre School Group.
and
RELIEF ADMINISTRATIVE ASSISTANT
For holiday cover. Good salary.

For further details please contact
Miss Julie Gibson (01228) 631266
Closing date for both vacancies 26 October 2011

We follow the Equality Act for 2010
'Complete dedication to children' quoted Ofsted.



Trinity School
Strand Road, Carlisle,
Cumbria

IT SERVICES TECHNICIAN

Salary grade OP 4A
(Salary range £19,621 - £20,198 pa)
Full time, full year

Required As Soon As Possible

We require an enthusiastic person to join our IT Network Services team. The successful candidate will have a good understanding of networking environments, have Computer Hardware maintenance skills, a sound understanding of web based services and media streaming technologies.

Knowledge of Adobe Creative Suite 3, Web Design skills and photo/video editing on PC and MAC would be an advantage but not essential as full training will be given.

We offer excellent induction, support and professional development

Please telephone Chris Waddell, Deputy Headteacher's PA, for details (01228 516051 Ext. 291)

or email cwa@trinity.cumbria.sch.uk.

**Closing date is 12.00 noon,
Monday 31st October 2011.**

Trinity School is a successful and friendly 11 - 18 mixed comprehensive school of over 1750 students, of whom around 350 are in the sixth form. The school is a Church of England academy. Trinity is committed to safeguarding and promoting the welfare of children and successful candidates will need to undertake an enhanced disclosure through the CRB.

Specialist Language College



KIRBY MOOR SCHOOL **Brampton, Cumbria** **Trainee Care Workers**

To work in our very successful Care Homes

Candidates must be committed, energetic, child orientated, pro-active and highly motivated. A genuine interest in developing yourself as a Care Worker is essential. Previous Care Worker applicants need not apply. Salary will be £15,000 and hours of work will be discussed at interview.

Closing date for all hand written applications is Monday 31st October. Unsuccessful applicants will not be notified.

To apply for this vacancy, please contact:

The School Secretary – Mrs Elaine Smith
On Telephone 0169 7745640 or write to
Kirby Moor School, Longtown Road, Brampton,
Cumbria, CA8 2AB

North Lakes Children's Services are committed to safeguarding and promoting the welfare of children. Successful applicants will be required to undertake an enhanced C.R.B check.



County Council

Anything of interest? If the answer is 'yes' then telephone the relevant number at the end of each advert for a chat or 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

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cumbria.gov.uk/jobs

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