

For more information or to apply online:

cumbria.gov.uk/jobs Jobs Bulletin

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3 February 2012

INTERNAL APPLICANTS ONLY

Direct Delivery Officer – Skills for Life

Salary: £30,011 - £30,851.

Job Ref: CHI138i

Open to job share applications.

Location: CARLISLE usually based at Parkhouse Building OR MARYPORT usually based at Educational Settlement

The Direct Delivery Officer is responsible for developing and managing the Skills for Life programme countywide (numeracy, literacy, ESOL) for Cumbria Adult Education.

Closing Date: 22 February 2012. **Interview Date:** 7 March 2012.

AP/AR Manager

RE433i

Salary: £26,276 - £27,052. Temporary 6 months contract.

Location: CARLISLE usually based at The Courts

The postholder will be responsible for the Accounts Payable and Receivable team and support the production of the County's statutory annual accounts.

Closing Date: 10 February 2012. **Interview Date:** 24 February 2012.

Management Support Administrator

SS985i

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

Working Monday to Friday every PM

Location: WHITEHAVEN based at Blencathra House

To provide a Flexible and responsive support function to support the work of the Directorate.

Closing Date: 6 February 2012. **Interview Date:** 21 February 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.

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.



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

YOT Officer

Job Ref: YOT114e



Salary: £26,276 - £28,636 (pro rata)

33.5 hours weekly.

Location: CARLISLE usually based 5 Brunswick Street

Cumbria Youth Offending Service requires a skilled and enthusiastic practitioner to work with young people involved in crime, their families and the local community.

Closing date 13 February 2012. **Interview date** 28 February 2012.

Support Worker

Job Ref: CC570i

Salary: £16,440 - £16,830. 37 hours weekly.

Location: CARLISLE usually based at Carlisle Day Services, Dispensary Service

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

Closing date 17 February 2012.

Interview date 29 February 2012, 1 and 2 March 2012.

Cook

Job Ref: CCC576e

Salary: £14,733 - £16,054 (pro rata). 17 hours weekly.

Location: KENDAL usually based Maudes Meadow.

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.

Closing date 13 February 2012. **Interview date** 2 March 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.



dallam school

AN INTERNATIONAL LANGUAGE COLLEGE



Dallam School, Milnthorpe, Cumbria

An opportunity has arisen for

Two Cleaning Operatives

37 hours per week all year round (8.00 - 4.00 pm)

Salary SCP 1 Point 4 (£12,145)

and

12.5 Hours per week - term time only (3.30 - 6.00 pm)

Salary SCP 1 Point 4 (£12,145 pa pro rata)

Required February 2012

The positions will be based primarily at our Milnthorpe site to assist in maintaining the cleanliness of the school.

Please contact Miss F Koller on 015395 65105 for further information and an application form, email

F.KOLLER@dallam.eu or visit the school website

www.dallam.eu

Closing date: Thursday 9th February 2012 at 12 noon



VACANCIES OPEN TO ALL APPLICANTS

Support Worker x 2

Job Ref: CC569i

Salary: £16,440 – £16,830. 37 hours weekly.

Location: **CARLISLE** usually based at **Carlisle Day Services, Carleton Day Services**

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

Closing Date: 17 February 2012.

Interview Date: 29 February 2012, 1 and 2 March 2012.

Support Worker

Job Ref: CC577e

Salary: £14,733 - £16,830 (pro rata). 18 hours weekly.

This post may include weekend working and shift work.

Location: **KENDAL** usually based **Maudes Meadow.**

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.

Closing date 13 February 2012. Interview date 2 March 2012.

Cleaning Operative

Job Ref: FM205e

2 posts available temporary for 12 months

Salary: £12,145.00 pro rata Hours: as and when required.

Location: **KENDAL** usually based at **County Offices**

Closing date 16 February 2012. Interview date 5 March 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.



APPRENTICESHIP VACANCIES

Cumbria County Council are currently recruiting for apprenticeships in:

Business Administration (*county-wide*)

Emergency Fire Service Operations (*county-wide*)

Health and Social Care (*South Lakes*)

Teaching Assistant (*Carlisle*)

To apply please visit www.apprenticeships.org.uk

or for further information e-mail

apprentice@cumbria.gov.uk

or phone Amanda Gill on 01228 226592.

The Nelson Thomlinson School

High Street • Wigton • Cumbria • CA7 9PX

A Maths & Computing Specialist School, a HPSS and a Training School.
(11-18 VC Comprehensive. 1438 on roll inc. 290 in V11th Form. Founded 1714.)

Tel: (016973) 42160 Fax: (016973) 49160 Email: admin@nts.cumbria.sch.uk

DEPUTY HEADTEACHER
(Curriculum & Data)
(L16 - 20)



DEPUTY HEADTEACHER
(Teaching & Learning)
(L16 - 20)

Required for September 2012

OFSTED says that we are outstanding. We say, 'Would it do for your child?' We ask ourselves this question every day. NTS is a local comprehensive that emphasises the highest standards of classroom practice, strong pastoral support and traditional values based on mutual respect.

With the approaching retirement of one Deputy and the recent promotion of another, we are looking to appoint two passionate educationalists who can build on our present position. The attitudes we require include: a preference for being in school rather than out at meetings; a belief in the priority of teaching and learning; a healthy scepticism and independence of mind when faced with the latest educational initiative; an assumption that being a Deputy does not preclude being a human being too.

A glimpse of what life is like at The Nelson Thomlinson School can be obtained from our website: www.nts.cumbria.sch.uk
Wigton is a market town on the northern fringes of the Lake District, 10 miles from Carlisle.

Application forms and further details are available from Mrs M Byrne, Clerk to the Governors at the school (e-mail mbyrne@nts.cumbria.sch.uk).

Closing date: Wednesday 15th February 2012.

NTS is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Criminal Records Bureau.

**Lecturer 1 / Lecturer 2 Engineering
– Full-time**

**Lecturer 1 Electrical Installation
- Full-time**

**Lecturer 1 Wood Occupations
– 0.5 to Full-time**

**Lecturer 1 Business and Administration
- Full-time**

Assessor/Facilitator Motor Vehicle – 0.5

All posts are permanent

Lecturer 1 Salary £23,318 - £29,541

Lecturer 2 Salary £31,344 - £33,252

Assessor Facilitator Salary £24,014 - £26,243

Are you an outstanding teacher who would like to work for an outstanding college? Our Engineering, Electrical and Wood departments are housed in an award winning, purpose built facility and there is opportunity to help develop our growing engineering and construction provision with opportunities for progression. We are also seeking a Lecturer in Business to teach from L2 BTEC up to Foundation Degree level and to develop and expand our current curriculum. Whilst qualified lecturers would be preferred, the College priority is to recruit highly competent and well qualified practitioners with a total commitment to student. The applicants who do not have a teaching qualification would commit to obtaining one within 2 years of appointment.

In addition, an Assessor Motor Vehicle is required to assess students in the workplace.

**Student Services Manager Full-time
Permanent Position
Salary £24,014 - £26,243**

The successful candidate will ensure the delivery of high quality Student Services including information, advice and guidance, welfare and financial support together with an annual programme of activities to support the improvement of student success rates and progression. They will be expected to use initiative in coping effectively and efficiently with all areas of responsibility.

Closing date for applications: Friday 17 February 2012

Assessing Opportunities

We would like to hear from assessors in most subject areas but particularly hospitality, construction, engineering, electrotechnical, hair and beauty, creative and media, team leading and management. In many cases it is possible for assessing to be within your locality. Please send a CV clearly

Kendal College is committed to equal opportunities

**In return we offer an opportunity to enhance your skills,
work with an excellent team and facilities,
generous holiday entitlement
and a final salary
pension scheme.**



**PROBATION SERVICE
OFFICERS**

Fixed Term – 5 Posts

**Salary: £21,607 to £27,102
plus prison supplement**

37 Hours per week

Fixed Term – Initially until 31 March 2013



An exciting opportunity has arisen at HMP Haverigg for Probation Service Officers. HMP Haverigg is a closed category C training prison for adult males where all prisoners are expected to work, train and engage within the regime.

The successful candidates will work within an integrated agency team of both Probation and HMPS staff. Currently this includes three Probation Officers, two Probation Service Officers and twelve administration staff. This is an open plan environment and prisoners are interviewed in a secure interview suite. Information Technology plays a prominent part in this role including Microsoft Excel and other databases with the main IT system being Prison – NOMIS.

The successful candidates will manage a caseload of prisoners ranging from those assessed as Low Risk of harm to possibly those subject to Indeterminate sentences. This role will include working to the National Offender Management Model and related Standards but also includes the implementation of the new Specification, Benchmarking and Costing framework for Custodial sentences and OASys-R. All prisoners at Haverigg are case managed and the main aspect of the work is Public Protection with responsibility for all associated work, including ViSOR. Other aspects of the role will be participating in Offender Development Boards, Sentence Planning Boards, HDC/ROTL Boards to advise the Governor about risks, managing transfers to open conditions, working to the relevant Prison Service Standards and audit compliance. In addition to this, attendance at MAPPAs in the community, Lifer/IPP and all other oral hearings is mandatory.

The successful candidates will be required to apply for a disclosure from the Criminal Records Bureau, the cost of which will be met by the Probation Service.

For an informal discussion or visit, please contact Gill Cooper, Senior Probation Officer on 01229 713096.

Application packs can be downloaded from the internet www.cumbriaprobation.org.uk or obtained by writing to Cumbria Probation Trust, Lime House, The Green, Wetheral, Carlisle, CA4 8EW; e-mail: hr@cumbria.probation.gsi.gov.uk.

Applications will only be considered if the application form is completed and not in the form of individually styled CVs.

**Closing date for receipt of completed applications
Friday, 17 February 2012.**

Interview dates Tuesday/Wednesday – 28/29 February 2012.

The successful candidates will be expected to commence employment w/c 2 April 2012 or as soon as possible, thereafter.



Committed to Equality in Employment and Service Delivery



LIFE CHANGING LAKES COLLEGE

FULL TIME COMMERCIAL DEVELOPMENT OFFICER 1658 ANNUALISED HOURS

Ref: MAR 01/12

Salary: £23,382 - with potential for incremental progression subject to performance review to £24,786.

Lakes College is looking for a talented professional with business development experience to maximise a wealth of college assets. Working within the marketing department you will be responsible for assessing, planning, developing and executing a range of new business strategies for all commercially viable areas of the college.

The ideal candidate will be excellent at turning ideas into a reality and making a profit, building strong partnerships and delivering flawless customer service. You will thrive on managing a tight budget and achieving challenging financial targets. You will work with internal and external stakeholders to strengthen and develop Lakes College's position as a market leader in event production. This job will include event management which will involve evening and weekend working.

You will be responsible for managing all pre and post event logistics including speaker liaison, venue finding, supplier negotiation & management, on-site event management, delegate registration, design & production of event materials in print and on-line, event marketing and sponsorship sourcing on occasion. A qualification in business and/or marketing is essential for this role.

The successful candidate will after their 1st year of employment be subject to agreed performance targets.

Closing Date: Friday 17 February 2012 (12:00 noon)

Interview Date: Friday 24 February 2012

To apply online and to download further information about these roles, please logon to the college website at www.lcwc.ac.uk/vacancies

Lakes College is committed to promote equal opportunities and positively welcomes applications from all sections of the community. The college is also committed to safeguarding the welfare of learners and expect all staff and volunteers to share this commitment. All successful applicants will be required to complete an enhanced criminal records disclosure.

www.lcwc.ac.uk



INVESTOR IN PEOPLE



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

View jobs and apply on line at cumbria.gov.uk/jobs

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