



For more information or to apply online:

[cumbria.gov.uk/jobs](http://cumbria.gov.uk/jobs)

# Jobs Bulletin

25 May 2012

## INTERNAL APPLICANTS ONLY

**Performance Information Analyst** Job Ref: CH1176i  
Salary: £27,849 – £28,636.

Location: CARLISLE usually based at 5 Portland Square

Join us and help deliver excellent services by providing high quality data analysis and insight into performance and related information for colleagues across Children's Services, the County Council and its partners.

Closing date 15 June 2012. Interview date 6 July 2012.

**Administrative Assistant** Job Ref: SS1034i  
Salary: £16,440 – £16,830. Fixed Term for 1 year.

Location: ULVERSTON usually based Ulverston Equipment Stores

Our community equipment service needs an enthusiastic, well organised individual, who is confident with IT, has good interpersonal skills and can work to strict deadlines

Closing date 1 June 2012. Interview date 18 June 2012.

**Support Worker** Job Ref: CC652i  
Salary: £14,733 – £16,830 pro rata.  
21 hours weekly.

Location: PENRITH usually based at The Edington Centre

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 8 June 2012. Interview date 25 June 2012.

**Support Worker** Job Ref: CC653i  
Salary: £14,733 – £16,830 pro rata.  
22.5 hours weekly.

Location: CARLISLE usually based at Carlisle 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 8 June 2012. Interview date 18, 19 & 20 June 2012.

For more information and to apply on-line for any of the above posts please visit [www.cumbria.gov.uk/jobsandcareers](http://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

**Finance Manager** Job Ref: RE442e  
Salary: £35,430 – £39,855

Location: CARLISLE usually based at Portland Square

The Accountancy Team within Cumbria County Council is looking to appoint a Finance Manager for the Safer & Stronger Directorate. This is a key full-time post reporting to a Group Finance Manager and has responsibility for providing a full range of financial advice and support. The postholder is actively involved in supporting Cumbria's Fire & Rescue Service, Trading Standards, Emergency Planning, Community Safety and Health & Safety Teams. Key components of the role include the financial management of a PFI programme within the Fire Service, providing support and challenge to both the strategic planning and budget monitoring processes and the critical evaluation of cabinet reports. The postholder will be required to spend part of their week at the new Fire HQ at Penrith as well as in their formal base within Carlisle City Centre.

Closing date: 5 June 2012. Interview date: 19 June 2012.

**County Landscape & Countryside Officer** Job Ref: EN199e  
Salary: £31,754 - £32,800.

Ability to travel throughout Cumbria.

Location: KENDAL usually based County Offices

An officer is required to provide specialist landscape advice to planners and others involved with land use management and to lead on landscape partnership working.

Closing date 20 July 2012. Interview date: 3 August 2012.

For more information and to apply on-line for any of the above posts please visit [www.cumbria.gov.uk/jobsandcareers](http://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

### Business Support Assistant

Job Ref: OD174e

Salary: £15,725 - £16,054. Temporary 6 month contract.

Location: CARLISLE usually based in the Carlisle Area

Based within ICT providing support to the team including data entry, processing paperwork, interrogating systems and databases, answering queries, supporting meetings and coordinating diaries.

Closing date 31 May 2012. Interview date: 14 June 2012.

### Domiciliary Support Worker

Job Ref: CC646e

Salary: £14,733 - £16,830 pro rata. 20 hours weekly.

Post to include some evenings, weekends and 7am starts

Location: KENDAL and surrounding area

Working in the community to support older adults with personal care and support in their own homes with dignity and respect.

Closing date 8 June 2012. Interview date: 23 June 2012.

### Cleaning Operative

Job Ref: FM723e

Salary: £12,145 - £12,312 pro rata. 8 hours 45 minutes.

Location: KIRKBY STEPHEN usually based Brough Primary School

Closing date 6 June 2012. Interview date: 12 June 2012.

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

We are now recruiting for ...



## Legal Secretary

Murley Moss, Kendal

£16,660- £18,565 pa

For full details see [www.lakedistrict.gov.uk](http://www.lakedistrict.gov.uk) telephone 01539 724 555

Closing date for applications is midday Thursday 7 June 2012.

Interviews will be held on Friday 22 June 2012.



**Impact** - Improvement Through Action

### POSITIVE IMPACT SERVICE MANAGER

37 hours per week (full time)

£42,823 pa - £45,654 pa (Scp's 47- 50)

Work base – to be agreed

We are looking for someone to deliver strong, collaborative, inspirational leadership across our newly formed Positive Impact Service after a period of rapid and extensive change.

Positive Impact has a great workforce with a strong team of managers and we are looking for an exceptional, dynamic leader to maintain our success.

As service manager you will lead a newly restructured service that brings together Youth Work, Foyer Development, Independent Domestic Violence Advisors and Short-Term Accommodation Services.

Reporting to the Director of Support and Communities you will:

- Motivate, encourage and enthuse a team of managers to sustain their successful outcome focussed approach.
- Work with customers to create services that reflect their ambitions.
- Advise on matters of strategy in relation to Supporting People, Youth Work and Foyers.
- Manage contract compliance.
- Identify, monitor and manage risk.
- Shape our business to ensure we are best placed to respond to future challenges.

**Closing date: Wednesday 13 June 2012**

**Interviews: Wednesday 27 & Thursday 28 June 2012**

To find out more about Impact and this position and to apply, please visit our website at [www.impacthousing.org.uk](http://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**

### Carlisle Leisure Ltd

### FINANCIAL CONTROLLER - POST No. CLL173

Salary £30,011- £35,430 pa

37-hour week, normally Monday – Friday but flexibility required to work alternative hours if necessary.

CLL is looking to recruit a qualified accountant, ideally with post qualification experience, to be based in Carlisle.

The successful candidate will be responsible for leading a small team, and as part of the senior management team will report directly to the Managing Director. Main duties will include responsibility for CLL's day-to-day finance, accounting, business planning, treasury management and the ability to provide day-to-day financial advice on all aspects of the company's multi-site business operations.

Applicants will be required to demonstrate leadership, interpersonal and team working qualities in addition to excellent IT and communication skills with proven experience of managing a large budget.

Further details and an application form are available at [www.carlisleleisure.com](http://www.carlisleleisure.com) alternatively please contact the Personnel Section at CLL, Pacific House Business Centre, Parkhouse, Carlisle, CA3 0LJ, or telephone (01228) 553188, quoting the post number.

Closing date: Friday 8 June 2012.

Please note: CVs without a completed application form will not be accepted.

CLL has adopted and is actively pursuing an equal opportunities policy, including job share.



Quality Leisure for Quality of Life

**TROTTERS**  
DRY WASTE

## HGV CLASS 1 DRIVER PENRITH

Trotters Dry Waste Ltd is part of Cumbria Waste Management Group which operates waste management and recycling facilities across Cumbria, which together receive a mixture of domestic, industrial and commercial waste.

We are currently looking to recruit an **HGV Class 1 Driver** to carry out various recycling collections and activities operating skip wagon vehicles. Previous experience of driving these types of vehicles will be advantageous.

Based at Penrith the successful candidate will be required to ensure that skips are deposited and collected efficiently and courteously from locations throughout Cumbria. A clean HGV Class 1 licence is essential along with reliability and commitment. Basic hours of work are Monday to Friday working overtime as required.

The role benefits from 4 weeks leave per annum plus public holidays and industry-recognised training.

Application forms can be downloaded from our website at [www.cumbriawaste.co.uk](http://www.cumbriawaste.co.uk). Alternatively contact Deborah Williamson, Administrator on 01228 822111 or write to Trotters Dry Waste Ltd, Unit 5a Wavell Drive, Rosehill, Carlisle CA1 2ST.

**Closing date for returned application forms is Wednesday 6th June 2012.**

Cumbria Waste Management Ltd is owned by  
Cumbria County Council and is an Equal Opportunities Employer.



# Creating a brighter future for all

## CCTV Shift Supervisor (Temporary for 12 months) (Full Time)

Grade F £22,221 - £23,708 (with enhanced rates for weekend, Bank Holiday & night work while working 8.25 hour shifts on the 5 week rotating shift pattern rota)

This new post has been created as part of a wider restructuring of the Local Environment Directorate. The CCTV service operates 365 days a year and you will be responsible for the day to day operation of the Control Room including the supervision of a team of CCTV Shift Operators. You will liaise with principal partners such as the Police and carry out one of the shift rota operator positions on the 5 man rota.

You will maintain the repair and maintenance equipment log, liaise with the maintenance contractor, carry out incident reviews and DVD downloads. You will manage the re-deployable camera scheme, update operational procedures, produce management information and attend Pubwatch and Shop Watch meetings.

### Special Features

There is a requirement to pass an approved eye test and medical check. You will require a NVQ 3 or equivalent and possess the BTEC Level 2 Certificate in CCTV Control Room Principles and Practices. Training incorporating a formal 4 day course can be provided to achieve this qualification which is a requisite for an SIA (Security Industry Authority) licence application

An enhanced Criminal Disclosure will be required for this post, and you will also be subject to NPPV (Non Police Personnel Vetting) in connection with the use of the Police Airwave Radio before taking up the post.



For further details and an application pack returnable by  
12 noon 8 June 2012, visit [www.carlisle.gov.uk](http://www.carlisle.gov.uk) or email  
[vacancies@carlisle.gov.uk](mailto:vacancies@carlisle.gov.uk) or phone us on  
01228 817080 (24 hours answer phone) quoting post  
number V1516.



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](http://www.kendal.ac.uk) or email [jobs@kendal.ac.uk](mailto:jobs@kendal.ac.uk) or phone 01539 814742.

## LECTURER CHILDHOOD STUDIES

**Full-time Permanent Position. Salary £23,318 - £29,541**

Due to increasing numbers, this Grade 1 outstanding department is looking for a new lecturer. Ideally, you will be able to teach across a wide range of curriculum levels, from level 1 to Foundation Degree. This highly motivated and well established department prides itself on delivering high quality teaching and pastoral support to all our learners. You should have an experienced vocational background in childcare, be qualified to a minimum of level 3, along with a passion and enthusiasm which you will bring to the classroom to inspire our learners.

## LECTURER CHILDHOOD STUDIES

**Part-time 0.7 (Maternity Cover September – December 2012)**

**Salary £23,318 - £29,541 pro rata**

We are also looking for a part time post to cover maternity leave. For further details contact us directly.

**Closing date for applications: Friday 1 June 2012**

**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.



### Dallam School, Milnthorpe, Cumbria

#### Two General Kitchen Assistant Posts for Dallam School Boarding House

To work in our busy boarding kitchen preparing food, serving meals and washing up.

#### Post 1 - General Kitchen Assistant £12,145 pa pro rata. 12.5 hours per week

To assist with the tea time shift from 4.00pm - 6.30pm, Monday to Friday term time only.

#### Post 2 - General Kitchen Assistant £12,116.06 pa pro rata. 21 hours per week

To assist with lunch and evening meals Saturday 11.00am to 6.15pm/Sunday from 10.30am to 6.30pm and Monday 11.15am to 6.15pm, term time plus 1 week.

Closing dates for applications Friday 1st June 2012.

Interviews week commencing 11th June 12.

Interested applicants should either contact Miss F Koller, Staff Services Officer on 015395-65165 or alternatively email [enquiries@dallam.eu](mailto:enquiries@dallam.eu) or visit the school website [www.dallam.eu](http://www.dallam.eu) for further details and an application form.



ST MICHAEL'S C.E. PRIMARY SCHOOL, DALSTON, Carlisle Road, Dalston, Carlisle, CA5 7LN. Tel: 01228 607805. Head Teacher: Mr S. Fraser. [head@st-michaels.cumbria.sch.uk](mailto:head@st-michaels.cumbria.sch.uk) [www.st-michaels.cumbria.sch.uk](http://www.st-michaels.cumbria.sch.uk)

### HIGHER LEVEL TEACHING ASSISTANT

30 hours per week, term time only. Permanent Post.  
PCD3A (£19,621 - £20,198 per annum pro rata)

St. Michael's Church of England Primary is an "outstanding" and popular school in the village of Dalston. The Governors are seeking to appoint an HLTA to work mainly at Key Stage 2 and the ideal candidate will be expected to be:

- Confident and experienced in supporting individuals, group and whole class teaching programmes
  - Flexible and willing to work creatively in a variety of contexts
  - Able to plan and work effectively demonstrating initiative
  - An integral member of a large team of teachers and support staff
- St Michael's can offer:
- Eager and enthusiastic children who are keen to learn
  - A stable, supportive and committed staff
  - Excellent resources and working conditions
  - Further opportunities for CPD

St. Michael's is committed to safeguarding and promoting the welfare of children and an enhanced CRB will be required.

Visits are welcome by arrangement with school administrators Mrs McDonald or Mrs Cook. Application forms are available from the Cumbria County Council website <http://www.cumbria.gov.uk/eLibrary/Content/Internet/541789/1116/40189112830.pdf>

Please send a hard copy of completed forms to the above address.

Closing date: 11 June 2012. Short listing: 13 June 2012.

Provisional interview date: 27 June 2012.



**Millom School**  
A DfE Technology College  
Salthouse Road, Millom, Cumbria, LA18 5AB  
11 - 18 Mixed Comprehensive: Roll 610  
Headteacher: Mr. I. P. Smith

**DIRECTOR OF SPECIAL NEEDS**  
**MPS TLR 1a + SEN Allowance 1**  
**Required for September 2012**

We are looking for a suitably experienced and qualified teacher who is committed to improving teaching, learning and enhancing student outcomes to be our Director of Special Needs (SENCo). Your role will be to lead on the development and delivery of high quality learning support systems across the age and ability range to meet the needs of our young people, especially those with special educational needs. You will be someone with a genuine commitment to young people, who wishes to work positively, supportively and has an extensive understanding of current changes and developments in SEN. The successful candidate will line manage the Senior Teaching Assistants in school. We will endeavour to offer you every support to develop your professional, managerial and teaching skills to move you on in your career path. Millom School is committed to safeguarding and promoting the welfare of its students. All applicants are subject to the requirements of Safeguarding Children and Safer Recruitment in Education guidelines. This will include checks with past employers and the need for the successful applicant(s) to undergo an enhanced disclosure via CRB. The school has Extended Services designation. We are an 11-18 comprehensive with a friendly and supportive staff in a superb rural area at the southern tip of the Lake District.

For an information package, please contact us as follows:  
tel: 01229 772300; fax: 01229 772883; email: [headpa@millom.cumbria.sch.uk](mailto:headpa@millom.cumbria.sch.uk).  
Or log on to our website at [www.millom.cumbria.sch.uk](http://www.millom.cumbria.sch.uk) for further details.

Closing date for applications is Tuesday 29 May 2012.  
Interviews will be held Thursday 31 May 2012.



**impact** - Improvement Through Action

**Wanted**  
**Voluntary Board Members**

Impact Housing has been providing services to Cumbrian Communities since 1975. Our challenges have never been greater – shortages of affordable housing, reducing budgets and increasing poverty being only three of them.

Following the retirement of a couple of our Board Members, we are looking for capable new Members to help us through these difficult times. Not through hiding in our shells until it's all over but by taking bold decisions that will genuinely make a difference to the lives of our local communities.

Have a look at our website to find more about us at [www.impacthousing.org.uk](http://www.impacthousing.org.uk)

If you like what you see, and have one evening a month to give to a great organisation that makes improvements through action, let us know.

We cannot pay you, but can offer your travel expenses.

*For an informal chat, ring*  
**Mike Muir** Chief Executive  
07813 858 905  
**Adrian Waite - Chair**  
07502 142 658




**Impact Housing Association Ltd**  
Committed to equal opportunities

**ADMINISTRATION ASSISTANT****- REF: V06**

Based within the Central Services Department, Kendal Police Station

Salary - £15,774.00 - £16,551.00

(Appointments will normally be based on the bottom point of the salary)

Temporary until May 2013

37 hours per week

The successful candidate will provide an administrative function for all crime files within the area, helping to ensure that crime information and records are available in order to provide support to victims of crime and complete administration processes to support the smooth delivery of services to the frontline, managers and the public.

If you are interested in this post then for more details and an application form, please visit our website at [www.cumbria.police.uk](http://www.cumbria.police.uk)

The closing date is  
5pm, Friday 8th June 2012.



CUMBRIA  
CONSTABULARY  
SAFER STRONGER CUMBRIA



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](http://cumbria.gov.uk/jobs)**