



For more information or to apply online:

cumbria.gov.uk/jobs

Jobs Bulletin

7 December 2012

INTERNAL APPLICANTS ONLY

Development Officer

Job Ref: CH1250i

Salary: £24,646 - £25,472 pro rata. 7 hours weekly.

Temporary for 7 months

Location: SHAP usually based Shap CDC

Shap CDC needs a suitably qualified individual to oversee the delivery of the investment programme, improve sustainability and develop the services delivered to the community it serves.

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

For further details and an application pack please contact: Janet Wood – Centre Manager, Tel: 01931 716447. Email: cdc@shap.cumbria.sch.uk

Closing date: 18 December 2012. Interview date: 4 January 2013.

Supervisor (2 posts)

Salary: £26,276 - £28,636 pro rata.

(Starting salary £27,849 (pro rata) inc temp additional allowance)

Post 1 - 20 hours weekly

Job Ref: CC804i

Post 2 - 17 hours weekly

Job Ref: CC805i

The postholder will be required to work shifts and weekends.

Location: BARROW IN FURNESS usually based Tarn 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 **Vetting Checks**.

Please indicate on your application form which post you are applying for.

Closing date: 15 January 2013. Interview date: 5 February 2013.

Assistant in Charge

Job Ref: SS1124i

Salary: £17,161 - £17,802 pro rata.

15 hours weekly temporary for 1 year.

Week 1 – 16 hrs 20 mins. Week 2 - 13 hrs 40 mins.

Monday 10.20 – 1300 (every other Monday)

Thursday 9.40 - 1300 1400 - 1800

Friday 9.40 - 1300 1400 - 1700

Location: DALTON-IN-FURNESS, usually based at Dalton Library

Control the day to day running of the library so that clerical routines are carried out in an efficient manner.

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

Closing date: 17 December 2012. Interview date: 8 January 2013.

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.

Communications Assistant (readvertised)

Salary: £19,621 – £20,198.

Job Ref: CE150i

Temporary for 12 months .

Location: CARLISLE usually based at The Courts

We need someone enthusiastic to help deliver a range of communications activity that provides essential support to the wider communications team. The successful candidate will be well organised and have experience organising events and dealing with customers and ideally the media.

Closing date: 12 December 2012. Interview date: 19 December 2013.

District Support Administrator

Job Ref: SS1123i

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

Temporary to November 2013.

Location: PENRITH usually based at Friargate

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

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

Closing date: 21 December 2012. Interview date: 22 January 2013.

Group Secretary/Administrative Assistant

Salary: £17,161 - £17,802 pro rata.

Job Ref: CE152i

18.5 hours weekly.

Location: CARLISLE usually based The Courts

An interesting part-time opportunity working with Members. The role is to provide an efficient, effective and confidential secretarial and information processing service to the Labour Group Leader and Members of the Labour Group on Cumbria County Council.

Closing date: 14 December 2012. Interview date: 4 January 2013.

Health & Safety Administrator

Job Ref: SA206i

Salary: £17,161 - £17,802.

Location: PENRITH usually based at Fire Service HQ

Based at Fire Service Headquarters in Penrith, you will organise resources and provide information and business administration support to both internal and external customers.

You will have proven communication skills and will be educated to at least NQF or NVQ Level 3 or equivalent. You will also have knowledge and experience of Health and Safety and related procedures and policies and how they apply to the Fire and Rescue Service.

Closing date: 4 January 2013. Interview date: 18 January 2013.

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.

INTERNAL APPLICANTS ONLY**Group Assistant**

Job Ref: SS1128i

Salary: £16,440 - £17,802 .

(Starting salary £17,161 inc temp additional allowance)

30 hours weekly, temporary for 6 months

Location: WORKINGTON usually based at Workington Library.

Will be required to travel to other branches in Allerdale and possibly Copeland.

Provide caretaker/handyman type duties to libraries in the Group. Provide frontline delivery of library services to the public. Excellent customer care and IT skills essential.

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

Closing date: 15 January 2013. Interview date: 30 January 2013.

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**Assistant in Charge**

Job Ref: SS1125e

Salary: £17,161 – £17,802 pro rata

11.5 hours, temporary for 6 months:

Monday 1400 – 1800 Wednesday 9.30 - 1200

Friday 1300 - 1700 Plus 1 hour per week admin time

Location: Barrow-in-Furness usually based at Barrow Island Library

Control the day to day running of the library so that clerical routines are carried out in an efficient manner.

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

Closing date: 19 December 2012. Interview date: 8 January 2013.

Home Care Administrator

Job Ref: CC800e

Salary: £15,725 - £16,054 - 37 Hours Weekly

Location: Based in our Kendal office with the requirement to travel to Barrow when required.

Wanted: A motivated, well organised administrator for our busy office, rostering homecare support, processing payroll and general administrative tasks. Training on in house systems will be provided.

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

Closing date: 17 December 2012. Interview date: 9 January 2013.

Support Worker (3 posts)

Job Ref: CC798e

Salary £14,733 - £16,830 pro rata

Starting salary £16,440 pro rata inc temp additional allowance
24 hours weekly. May include weekend working and shift work.

Location: CARLISLE usually based Langrigg 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?

Bank Support Worker

Job Ref: CC799e

Salary: £14,733 - £16,830 pro rata.

Starting salary £16,440 pro rata inc temp additional allowance
32 hours weekly. May include weekend working and shift work.

Location: CARLISLE usually based Langrigg 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?

Appointments are subject to **Enhanced Vetting Checks**.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.**VACANCIES OPEN TO ALL APPLICANTS****MAYFIELD SCHOOL****Temporary Midday Support Assistants**

1 3/4 hours per day, Monday to Friday, term-time only.

PCD1A-Hourly rate £7.6365.

Required to start Friday 4th January 2013 to 20 July 2013

(possibility of extension subject to review).

Mayfield School is seeking to appoint Temporary Midday Support Supervisors. Along with the normal lunchtime duties, you will help to ensure that the children are safe, secure and in a caring and happy environment. The successful candidates should be able to communicate well with children and be able to work both independently and as part of a team. The posts will need conscientious, hard working and reliable adults who have a liking for working with young people. Although not essential, Moving & Handling experience would be desirable. Training and support will be provided.

Mayfield School is committed to safeguarding and promoting the welfare of children and we operate a vigorous Child Protection Policy. The successful candidates will be required to agree to medical and enhanced criminal record clearances being undertaken. We are also required to verify candidates identity and any qualifications.

Application packs are available from Mayfield School website www.mayfield.cumbria.sch.uk, or by emailing the school at the above address. Alternatively, you can call at school to collect an application pack.

Closing date: Friday 14 December 2012.

**William Howard School**

Longtown Road, Brampton, Cumbria CA8 1AR

**FINANCE ASSISTANT
SALES LEDGER/CREDIT CONTROL**

Fixed term to 31 August 2013

NJC Point 14-17 (£15,725 - £16,830) pro rata

Part time (14 hrs per week), term time only (paid 44.2 weeks)

Required immediately to join the schools Finance team. Under the guidance of the Finance Manager the successful candidate will undertake administrative, financial and organisational processes in relation to Credit Control. Other finance tasks may also be required to support colleagues within the team.

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.

ADMINISTRATIVE ASSISTANT – TYPIST

Temporary to cover a period of Maternity Leave

NJC Point 11-13 (£14,733 - £15,444) pro rata

Part time (20 hrs per week), term time only (paid 46.2 weeks)

Required early February to cover a period of Maternity Leave. Under the guidance of the Operations Manager, key tasks will include typing letters and producing mail merges (often with data from a spreadsheet) as well as pastoral documents as required. Other ad-hoc admin tasks may also be required to support colleagues within a large team.

A typing background with an eye for detail and accuracy are essential. You should also possess good organisational skills in a deadline driven environment.

Please go to www.williamhoward.cumbria.sch.uk for further details and application form or telephone 016977 45766 The closing date for applications is 9.00 am, Tuesday 18 December. Interviews for both posts will be held week commencing 07 January.

Copeland Borough Council

Senior Housing Options Advisor Salary Grade 9 £25,472 - £28,636 per annum 37 hours per week

A vacancy has arisen within the Council's Housing Services department to deliver homelessness prevention and housing options service to customers in line with the Council's Homelessness Strategy and to lead the team in a pro-active approach to preventing homelessness.

If you would like an informal discussion about the post, please contact Debbie Cochrane, Housing Services Manager, on 01946 598427.

To request an application pack please email info@copeland.gov.uk or you can complete an application form online at www.copeland.gov.uk. Alternatively telephone 0845 054 8600 or contact Customer Services, Copeland Borough Council, The Copeland Centre, Catherine Street, Whitehaven, Cumbria, CA28 7SJ.

Closing date:
Monday 17 December 2012



Proud of our past. Energised for our future.

CALL HANDLERS

REF: V43

Based within the Communications Centre, Police Headquarters, Penrith
20 hours per week

Temporary and Permanent positions available

Salary - £17,188 - £20,734 (Appointments normally based on bottom point of the salary)

The training course will commence on 18 February 2013 and there will be a requirement to work full time during training and tutoring.

The successful candidate will act as first point of contact between the public, other agencies/organisations and the Force, answer telephone calls; resolve customer enquiries where appropriate and record then forward information to relevant parties. Ensuring callers are given a prompt and professional service, in accordance with Constabulary aims, standards and targets.

If you are interested in this post then for more details and an application form, please visit our website at www.cumbria.police.uk
Closing date 5pm, 21 December 2012.
Interviews will be held 7 and 8 January 2013.



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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

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Email: advertising.unit@cumbriacc.gov.uk
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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.



Cumbria County Council



This office will be CLOSED from Monday 24 December 2012 until Wednesday 2 January 2013
Please see below for changes to local advertising deadlines.

All other publication dates and deadlines are available on request:

Cumbria County Council
 Communications - Advertising
 The Courts, Carlisle CA3 8NA.

Tel: (01228) 221720

email: advertising@cumbria.gov.uk

Deadline - Monday 17 December:

Publication	Issue Date
Westmorland Gazette	20 December
Whitehaven News	20 December
North West Evening Mail	20 December
Cumberland & Westmorland Herald	22 December
Evening News & Star	19 December - 22 December
Lancaster Guardian	20 December
Keswick Reminder	21 December (no edition on 28 December)

Deadline - Tuesday 18 December:

Publication	Issue Date
Times & Star	21 December r
Cumberland News	21 December
North West Evening Mail	21 December
Evening News & Star	24 December - 4 January

Deadline - Wednesday 19 December:

Publication	Issue Date
Westmorland Gazette	27 December & 3 January
Whitehaven News	27 December & 3 January
North West Evening Mail	27 & 28 December & 3 January
Cumberland & Westmorland Herald	29 December
Lancaster Guardian	27 December & 3 January
Cumberland News	28 December
Times & Star	28 December

Last Jobs Bulletin for 2012 is Friday 14 December 2012
Deadline Thursday 13 December 2012



WISHING YOU ALL A VERY MERRY CHRISTMAS AND A HAPPY 2013!