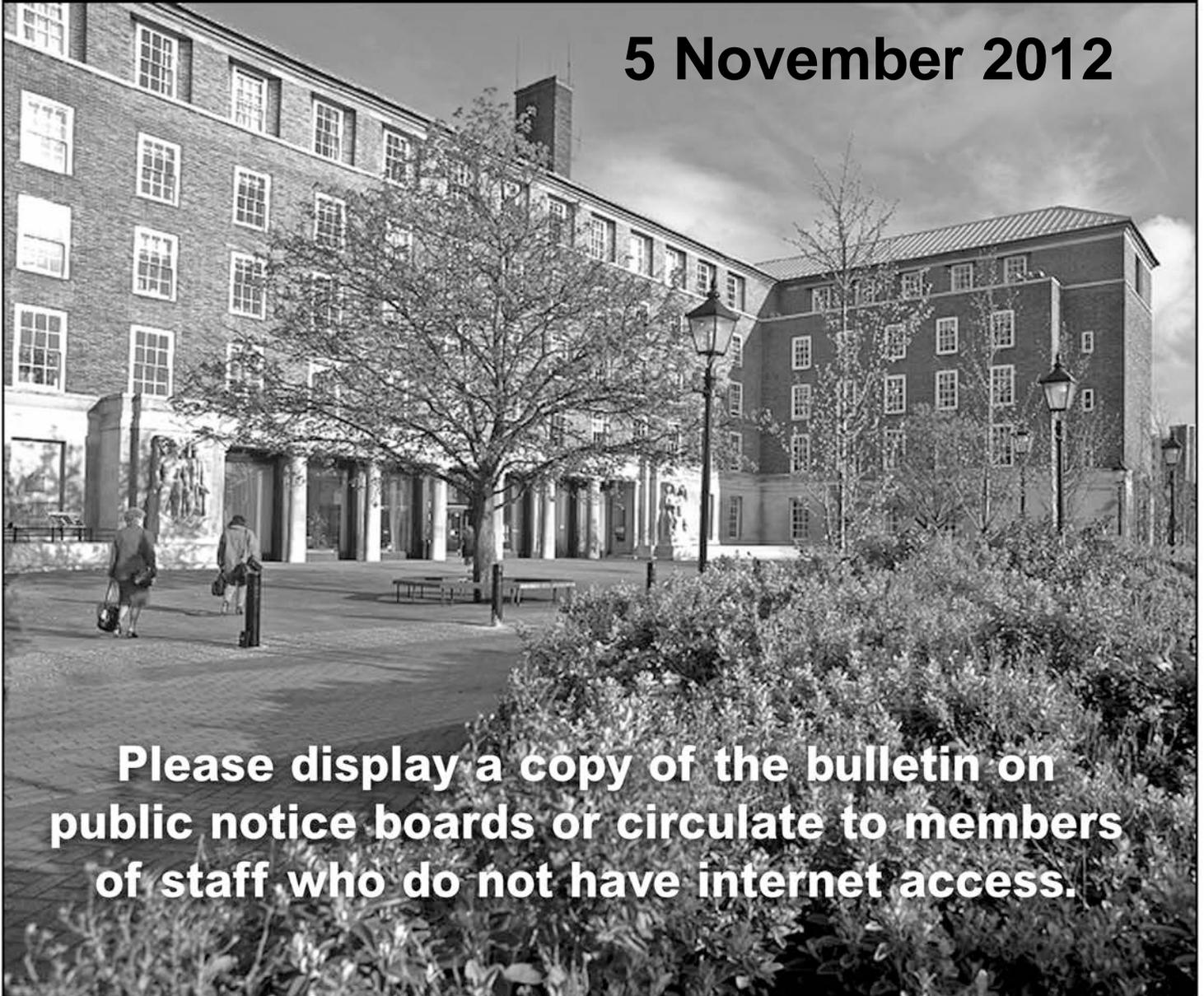




Nottinghamshire County Council

Opportunities in Nottinghamshire Vacancy Bulletin

5 November 2012



Please display a copy of the bulletin on public notice boards or circulate to members of staff who do not have internet access.

Further details of most Nottinghamshire County Council vacancies listed in this bulletin are available on the website – www.nottinghamshire.gov.uk/jobs and applications can be made on-line.



NOTTINGHAMSHIRE COUNTY COUNCIL

NEW DEAL APPLICATIONS WELCOMED

EQUALITY IN SERVICES AND EMPLOYMENT

For all Nottinghamshire County Council vacancies (except schools), disabled applicants who meet the essential shortlisting requirements will be guaranteed an interview. A job share scheme is available for all full-time posts; both permanent and temporary.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment and undergo appropriate checks.

If you are a non-European Economic Area migrant wishing to work in the United Kingdom, we recommend you visit the UK Border Agency website. The website provides key guidance and information provided by the Government for United Kingdom on employing migrant workers, including those under the new points based system which came into force on 27 November 2008. Please see the Home Office, UK Border Agency, Points Based System website (www.ukba.homeoffice.gov.uk/employers)

This vacancy bulletin is available in Braille, large print and on audio tape by request. For this service only please contact the Braille Bureau on (0115) 977 3157.

ADULT SOCIAL CARE, HEALTH & PUBLIC PROTECTION

Social Worker – Nottinghamshire Adults with Asperger's Team

£28,636 - £32,800p.a.

Ref: AS/0599/CVM

Location: Chadburn House, Weighbridge Road, Mansfield, Notts, NG18 1AH

Do you want to make a positive difference to the lives of more able adults on the Autistic Spectrum who find many everyday tasks and activities difficult and anxiety provoking? This is your chance to be involved in something innovative and challenging, and add to your skills in a developing specialism whilst based in an unusual and progressive team. You will be a member of a busy, countywide, well-established team which delivers a Care Management service from a well-appointed base, currently in Mansfield. The team supports Adults with Asperger's Syndrome and high-functioning autism. We need an experienced social worker with proven assessment and Care Management skills who will help deliver personalised services and also work with carers. Most of our service users have a wide range of needs and you will need to have the skills to intervene effectively in complex family situations and work with a range of agencies. Prior experience working with individuals who are on the autistic spectrum is essential and experience of work with individuals who have mental health needs is also desirable. Familiarity with the provision of Direct Payments and Managed Personal Budgets is essential. You must be able to focus on outcomes. You will need to be a qualified Social Worker with at least 2 years Post Qualification experience. This post will have access to related support and training opportunities. Informal discussion about this post is available from the Team Manager, Chris Mitchell on 01623 436636. Appointment to this post is subject to an enhanced CRB check. **Closing date: 23 November. Interviews to be held mid December.**

Temporary Social Worker – Mental Health (3 posts)

(temporary for 2 years)

£24,646 - £32,800p.a.

Ref: AS/0603/CVM

Location: Chadburn House, Mansfield, Notts, NG18 1AH

**Temporary Part Time Occupational Therapist
(temporary for 2 years)**

22 hours per week

£24,646 - £32,800p.a. (pro rata)

Ref: AS/0604/CVM

Location: Chadburn House, Mansfield, Notts, NG18 1AH

Mental Health Supported Living Team. An exciting opportunity has arisen to become part of a new team in Nottinghamshire set up to implement recommendations from a wide-scale review of Mental Health Rehabilitation services (Mental Health Utilisation Review). The review found that many people living in residential rehabilitation services could have a better quality of life and more appropriate support if they were living in the community.

The team will have two main aims:

- To find more appropriate places for those who no longer need residential rehabilitation services
- To develop the range of supported living services for these and other people in Nottinghamshire who have Mental Health difficulties.

The team will work with individuals and their families to look at future options.

There is a Project Manager working across Health and Social Care organisations in Nottingham City and County to monitor the implementation of the MHUR's recommendations. The project will be overseen by a multi-agency Programme Board. If you would like to discuss these opportunities further please contact Naomi Sills, Team Manager on 01623436636, 07736216657 or naomi.sills@nottsc.gov.uk. Appointment to this post is subject to an enhanced CRB check.

Closing date: 22 November.

**Temporary Occupational Therapists – START (3 posts)
(temporary for 12 months)**

£24,646 - £27,849p.a. or £28,636-£32,800p.a. (depending on experience)

Ref: AS/0600/AM

Location: Gedling, Broxtowe and Sutton-in-Ashfield

Nottinghamshire County Council recognises the essential contribution which Occupational Therapists make towards preventing and reducing the ongoing support needs of people referred for personal care. OTs are integral members of the START (short term assessment and reablement) service, which also support hospital discharges and reduce the risk of hospital and care home admissions.

START OTs utilise their specialist skills to:

- Assess individuals' functional abilities, needs and potential for independence.
- Design and implement reablement programmes that are person centred, have clear goals and are tailored to the individual's needs.
- Demonstrate appropriate rehabilitative techniques to service users, carers and staff in order to maximise independence.
- Contribute towards the training of Reablement Support Workers.

Applications are invited from both experienced and newly qualified OTs with the required knowledge, skills and experience. Job descriptions and competency requirements are available on request and on our NCC website. All applicants must have a recognised professional qualification in Occupational Therapy and be registered with the HSCP council. **Closing date: 20 November.**
Interviews will be held on Friday 30 November.

Part Time Social Worker

18.5 hours per week

£24,646 - £32,800p.a. (pro rata)

Ref: AS/0602/CVM

Location: Chadburn House, Weighbridge Road, Mansfield

An opportunity has arisen for a Social Worker to join the 'New Lifestyles Team' based in Mansfield. The team works with people with learning disabilities and challenging behaviours and aims, in line with recommendations in the Mansell Report (2007) and expected outcomes of the Department of Health review into Winterbourne View, to commission community based, local services for this vulnerable group of people. The New Lifestyles Team is in an ideal position to further develop this work, having successfully overseen the moves of 38 people with learning disabilities and high needs from NHS campuses into supported living settings in the community between 2008 and 2010. We use person centred planning tools to ensure that the person with learning disabilities and their families are listened to. You must have experience of working with adults with learning disabilities and a relevant professional qualification in Social Work. Ideally you will have experience of using person centred planning tools and of commissioning services. If you are interested please contact Naomi Sills, Integrated Team Manager, for a discussion: naomi.sills@nottsc.gov.uk Tel: 01623436636, Mobile: 07736216657. Appointment to this post is subject to an enhanced CRB check. **Closing date: 22 November.**

Part Time Care Workers (2 posts)

£13,589 - £15,444p.a. (pro rata)

Location: Wynhill Lodge, Wynhill Court, Bingham

Post 1: 24 hours per week

Ref: AS/0580/CVM

Post 2: 32 hours per week

Ref: AS/0581/CVM

Wynhill Lodge is a 10 bedded unit that provides short breaks for adults who have a learning disability. We are looking to recruit 2 care workers who have previous experience of working with people who have a learning disability. We need people who can interact well with both service users and other professionals. The right applicants will be able to offer stimulating activities for service users and support service users with all aspects of personal care dependent on service user needs. A flexible working approach is also needed. Appointment to this post is subject to an enhanced CRB check. **Closing date: 22 November.**

Application forms and job descriptions for the above 11 posts are available on-line at www.nottinghamshire.gov.uk/jobs or from the Business Support Centre via e-mail: jobs@nottsc.gov.uk stating job title and reference number, your name, address and post code. Alternatively, please tel: 0300 5008080 (8am – 8pm Monday – Friday, 8am – 12 noon Saturday). Minicom available during office hours tel: (01623) 434993.

CHILDREN, FAMILIES & CULTURAL SERVICES

Part Time Youth Support Worker – Level 1

£14,733 - £17,100p.a. (pro rata)

Ref: CF/0601/SC

Location: Rushcliffe District

A number of part-time vacancies currently exist in the Rushcliffe District. The Young People's Service provides opportunities for children and young people to engage in positive activities, outside of the school day, that encourage personal and social development.

We are looking for motivated and enthusiastic people who enjoy working with young people and have the ability to:

- Develop positive professional working relationships

- Enable young people to engage in fun activities
- Understand the issues facing young people in today's society and assist them to make informed choices about their lives

These posts will involve working at times and places where young people are and applicants should recognise that this will mean working regular evenings and weekends within a forty week annual opening pattern.

If you would like more information about these vacancies please contact Ian Whitehead – Locality Manager Rushcliffe on 07827311552. Or e-mail ian.whitehead@nottscc.gov.uk. Appointment to this post is subject to an Enhanced CRB check. **Closing date: 21 November.**

Part Time Library Assistant

£13,589 - £15,444p.a. (pro rata)

6.5 hours per week (every Saturday paid at time and a half)

Ref: CF/0573/AM

Location: Retford Library

The Library is seeking an enthusiastic person to work as a Library Assistant every Saturday 9.00am – 4.00pm. You will provide direct customer service, talking to customers, assisting them with their choice of books and providing information. We need people who are friendly, helpful and flexible and are willing to get involved in day to day library work as well as assisting with events and activities when required. Flexibility to work extra or different hours, sometimes in other nearby libraries, is essential on an occasional basis. **Closing date: 22 November.**

Part Time Library Assistant

10.75 hours per week

£13,589 - £15,444p.a. (pro-rata)

Ref: CF/0592/SC

Location: Newark Library, Baldertongate

Newark Library is seeking an enthusiastic person to work as a Library Assistant 10.75 hours a week averaged over a two week timetable which includes working one Saturday every fortnight. The person should enjoy providing help and support to customers of all ages and backgrounds using our service and must have good customer service and interpersonal skills and be able to work quickly with consistent accuracy. Library Assistant's work is varied and duties can include lending and returning items, answering enquiries from the public, helping with children's activities, supporting customers using self-service kiosks and computers and also a wide range of other clerical routines. You should have experience of working in libraries or with the public in either a paid or voluntary capacity as well as an interest in public libraries and the services they provide. Appointment to this post is subject to an enhanced CRB check. **Closing date: 23 November.**

Application forms and job descriptions for the above 3 posts are available on-line at www.nottinghamshire.gov.uk/jobs or from the Business Support Centre via e-mail: jobs@nottscc.gov.uk stating job title and reference number, your name, address and post code. Alternatively, please tel: 0300 5008080 (8am – 8pm Monday – Friday, 8am – 12 noon Saturday). Minicom available during office hours tel: (01623) 434993.

Schools

Part Time Learning Support Assistants

Post 1: 27.50 hours per week

£13,269 - £14,481 p.a.

Post 2 and 3: 22.50 hours per week

£10,856 - £11,848 p.a.

Location: King Edward Primary School and Nursery, St Andrew St, Littleworth, Mansfield NG18 2RG

Governors are seeking to appoint positive, highly skilled learning support assistants to join our experienced, friendly and dedicated staff. In return, we offer a supportive working environment with lots of fun and laughter, great teamwork and a forward looking school with the children at the heart of all we do. 'This is a good school' Ofsted June 2012.

One position is for 27.5 hours a week (all year round) grade 3 initially in foundation 2, and two positions are for 22.5 hours a week (all year round) grade 3 based across KS1 and KS2 including some lunchtime cover for specific children.

Learning support assistants work under the instruction/guidance of the teacher to undertake work/care/support programmes, to enable access to learning for our pupils. Work may be carried out in the classroom or outside the main teaching area, with direct support available from the teacher or senior member of staff.

Visits to the school are warmly welcomed.

We are committed to safe recruitment and will require the successful candidate to undergo an enhanced CRB check.

If you would like to join our friendly and supportive team, please telephone on 01623 472215 for an application pack and/or to arrange a visit. Alternatively you can email the school office at office7@kingedward.notts.sch.uk Closing date: Friday 16 November @ 12.30pm. Shortlisting: Thursday 22 November. Interviews: Thursday 6 December

Assistant Caretaker

£6.29 - £6.83 per hour

7.5 hours per week (term time only)

Hucknall National Primary School, Montague Road, Hucknall, Nottingham NG15 7DU

Assistant Caretaker required to start as soon as possible to assist our Site Manager with day to day management of the site including the opening and closing of the school and a range of general maintenance tasks (eg. janitorial/handyman).

The school is committed to safeguarding and promoting the welfare of children and young people. This appointment is subject to an enhanced CRB disclosure.

To request an application pack please email office2@hucknallnational.notts.sch.uk or telephone school on 0115 9632678. Closing date: Monday 19 November. Interviews to be held on Wednesday 28 November.

ENVIRONMENT & RESOURCES

Part-Time Cook Supervisor

£8.15 - £8.89 per hour

Ref: ER/0540/DL

Location: Chetwynd Road Primary School, Toton, Beeston

An exciting opportunity has arisen to work for the Early Bytes School Catering Service in this friendly school environment. As the cook supervisor you will be responsible for the smooth

operation of the kitchen, maintenance of due diligence procedures and the associated bookwork required. Working 25 hours per week, we are looking for a motivated, flexible and friendly team player who is going to continue to encourage the pupils at this school to want to have a school meal and support the school catering service's desire to educate pupils to have a healthier lifestyle. Appointment to this post is subject to an enhanced CRB check. **Closing date: Wednesday 14 November.**

Part Time Cook One

22.5 hours per week

£6.29 - £6.83 per hour

Ref: ER/0574/AM

Location: Bilsthorpe Highways Depot

An exciting opportunity has arisen to work for Environment & Resources Department as a catering assistant at the new Highways Depot at Bilsthorpe. In this role you will be supporting your Catering Manager preparing breakfasts, lunches and buffets for their training department. Appointment to this post is subject to an enhanced CRB check. **Closing date: 22 November.**

Part Time Cook 1

15 hours per week

£6.29 - £6.83 per hour

Ref: ER/0584/SC

Location: Dean Hole Primary, Newark

An exciting opportunity has arisen to work for Early Bytes School Catering in this friendly school environment. The kitchen serves approx 45 meals a day. We are looking for a friendly, flexible team player to work with the cook supervisor. The job involves general food preparation, serving the pupils, washing up, cleaning duties and the moving of furniture. Appointment to this post is subject to an Enhanced CRB check. **Closing date: 23 November.**

Application forms and job descriptions for the above 2 posts are available on-line at www.nottinghamshire.gov.uk/jobs or from the Business Support Centre via e-mail: jobs@nottscg.gov.uk stating job title and reference number, your name, address and post code. Alternatively, please tel: 0300 5008080 (8am – 8pm Monday – Friday, 8am – 12 noon Saturday). Minicom available during office hours tel: (01623) 434993.

EXTERNAL VACANCIES

NORTH NOTTINGHAMSHIRE COLLEGE

Sport Studies

College Sport Maker

Grade: £22,883 - £24,277 (Subject to JE)

Location: Worksop

North Nottinghamshire College seeks a highly motivated individual to take on the role of the College Sports Maker (CSM) to become an integral part of our growing Sports department.

The post holder will co-ordinate and implement sport participation throughout College to increase uptake from students and be the key point of entry into College for community sport partners.

It is expected that this post will raise student participation in sport, provide additional and regular sports opportunities for all students and deliver enrichment activities across College.

The successful candidate will have a minimum Level 4 (degree equivalent) Sports qualification; extensive experience working in the sports industry, including coaching and have or be willing to work towards a YMCA fitness instructing qualification.

They will be well organised, have excellent verbal and written communication, be committed to excellence in customer care and have an outstanding ability to engage and motivate young people.

A driving licence and access to a vehicle is essential due to the nature of the role and be willing to work evenings and weekends.

The College provides excellent Continuous Professional Development opportunities including support to acquire professional qualifications. We also offer competitive conditions of service including eligibility to join the Local Government Pension Scheme.

Successful candidates will be required to demonstrate their commitment to the College Values: Serving our students and community, Professionalism, Respect for other people and teamwork, Caring, Honesty and integrity and a Positive “can-do” approach.

Disabled applicants who meet the essential criteria are guaranteed an interview.

We celebrate diversity and welcome applications from everyone regardless of age, gender, ethnicity, sexuality, faith or disability.

We are committed to safeguarding and promoting the welfare of children, vulnerable adults and young people. Our commitment is underpinned by robust processes and procedures that seek to maximise opportunity, minimise risk and continuously promote a culture that embraces the ethos of safeguarding amongst our workforce.

Closing date: 19 November 2012

Please apply for this vacancy via our website www.nnc.ac.uk/jobs. If you require any further information please contact Human Resources on 01909 504631 or email vacancies@nnc.ac.uk.

**North Nottinghamshire College, Carlton Road, Worksop, Notts, S81 7HP
Tel: 01909 504631 Email: vacancies@nnc.ac.uk**

**For more information regarding recruitment advertising, please contact
the Business Support Centre on (0115) 846 3527**