
Staffordshire

County Council

Vacancy Bulletin

02 September
2010

Welcome to the Vacancy Bulletin.

Within this document you will find information on career opportunities within Staffordshire County Council.

Please note that this document is updated daily. To view the very latest vacancies please visit our website at www.staffordshire.gov.uk and select 'Jobs & Careers' and 'Currency Vacancies' from the links provided.

Important Notes

- = Always quote the reference number for the post when contacting us and on all correspondence relating to the vacancy.
- = Applications must always be made via means of the application form. CV's submitted on their own will not be considered.
- = Underneath each positions reference number you will see an abbreviation relating to the type of position offered. These abbreviations indicate the following:

F/T:	Full Time	P/T:	Part Time	Casual:	Casual
Perm:	Permanent	Temp:	Temporary	Fixed:	Fixed Term
Term Time:	Position required during school term time only				

- = If more than one post is available for a particular vacancy this will be indicated in brackets after the position's title.

Admin / Clerical

Scanning and Disposal Assistant**Ref: CXO400****Salary:** £13,874 - £15,444 per annum**(Fixed, F/T)****Location:** Records Centre, Friars Terrace, Stafford, ST17 4AY**Department:** Communities and Chief Executives**Closing date:** 03 September 2010

The Information Governance Unit is part of Law & Governance Directorate within Staffordshire County Council. The Unit is responsible for developing policies and systems enabling the management of information. This includes the requirements of the Freedom of Information Act 2000 (FOI), Data Protection Act 1998 (DPA) and other information legislation. The Unit also provides support services to all departments in the management of records, implementation of electronic record systems and the provision of information security audits, training and advice.

We are currently seeking to appoint an assistant to the Scanning & Disposal Officer. The job will entail working with teams throughout the Council to prepare documents for scanning and disposal. This is a practical role as part of the Unit support to the Tipping St project. It is one of the largest projects being undertaken by the authority, transforming the way people work in and out of council buildings. This includes ensuring that over 1600 staff can operate from 1300 workstations, with a radically different storage provision, environment and culture whilst maintaining or improving service provision within a state of the art, modern office development.

The ideal candidate should have basic IT skills and be in good health as this post will require some physical activity, be an excellent communicator, highly organised and able to deliver against tight deadlines with accuracy.

For further information or an informal chat please contact Catherine Lantsbery, Access to Information Manager 01785 854526 or e-mail catherine.lantsbery@staffordshire.gov.uk

This Authority/school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment.

To request an application pack for this vacancy, please visit www.staffordshire.gov.uk/CXO400 or telephone our 24 hour recruitment line on 0845 4520536.

Adult & Community Learning

SFL Tutor (1+ Posts)**Ref: CYP2433**

Salary: £14.8400 Per Hour per hour(Teaching Contact paid at rate of £22.26 per hour) (Casual, P/T)

Location: Across The County.

Department: Communities and Chief Executives

Closing date: 03 September 2010

The Adult & Community Learning Service works collaboratively with organisations and local communities to deliver a comprehensive range of learning Opportunities for adults and families across the County.

The Service now wants to develop its Skills for Life provision and is hoping to build up a database of casual Literacy and Numeracy tutors to deliver classes around the County.

Some of these classes will be aimed at trainee Teaching Assistants in schools, and some at parents who wish to support their children's school work and others will be aimed at Adults in the Community. For the above courses we shall need to appoint fully trained and qualified Literacy and/or Numeracy casual tutors, some of whom should have current or recent experience of the Literacy or Numeracy Strategies for schools.

For informal enquiries please contact :-

Jennie Mehti Curriculum Manager: Skills for Life Tel: 07966 328852

This Authority/school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment.

This position is subject to a "disclosure" check under the "Rehabilitation of Offenders Act 1974". Further details regarding this check and Staffordshire County Council's employment policy will be found within the application pack.

To request an application pack for this vacancy, please visit www.staffordshire.gov.uk/CYP2433 or telephone our 24 hour recruitment line on 0845 4520538.

Caretaking / Cleaning

Cleaner

Ref: DSD406

Salary: £6.0523 Per Hour
Location: Flash Primary School, Quanford, Buxton, SK17 0SW
Department: Flash CE(C) 3157
Closing date: 10 September 2010

(Perm, P/T)

Join our friendly award winning team and you will be providing a valuable service. You will be responsible for the delivery of the cleaning service to the pupils, staff and community users of Flash Primary School.

We will also provide you with all types of other training - vital 'life' skills like literacy, numeracy and computer skills. Skills and qualifications such as NVQs, that would improve your employment prospects and serve you a lifetime.

For further information please call Free phone 0800 083 5131 (calls from mobiles may be charged)
Please leave your details and someone will get back to you.

This position is subject to a 'disclosure' check under the 'rehabilitation of offenders act 1974'. Further details regarding this check and Staffordshire County Council's employment policy will be found within the application pack.

This authority is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment.

To request an application pack for this vacancy, please visit www.staffordshire.gov.uk/DSD406 or telephone our recruitment line on Free phone 0800 083 5131 (calls from mobiles may be charged).

Cleaning Supervisor

Ref: DSD404

Salary: £6.8200 Per Hour - £7.59 per hour
Location: Dove/De Ferrers Technology College, Horninglow, Burton, DE13 0LL
Department: Development Services
Closing date: 03 September 2010

(Perm, P/T)

Join our friendly award winning team and you will be providing a valuable service.
You will be responsible for the delivery of the cleaning service to the pupils, staff and community users of the school.

This Authority/school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment.

This position is subject to a "disclosure" check under the "Rehabilitation of Offenders Act 1974". Further details regarding this check and Staffordshire County Council's employment policy will be found within the application pack.

To request an application pack for this vacancy, please visit www.staffordshire.gov.uk/DSD404 or telephone our 24 hour recruitment line on 0845 4520537.

PT Cleaners Biddulph, Leek Moorlands**Ref: Cleaners Area 8**

Salary: £6.0500 Per Hour schools £6.38 other establishments (Perm, P/T)
Location: Biddulph and Leek Moorlands
Department: Development Services
Closing date: 30 September 2010

Join our friendly, award-winning team and you'll be providing a valuable service cleaning schools and other council properties.

We'll also provide you with all types of other training - vital 'Life' skills like literacy, numeracy and computer skills. Skills and qualifications such as NVQs, that would improve your employment prospects and serve you a lifetime.

There's also a whole range of other benefits such as flexible hours, pension scheme and an annual salary (paid monthly).

There are many opportunities for Cleaners for all areas of Staffordshire. So whether you're a student or retired, a returner or just looking for a rewarding and very important job, get in touch now. You could earn more than just some extra income.

PLEASE NOTE – for these posts you will not be sent an application form. You will be contacted directly by Cleaning Services – Please ensure that you leave a contact number.

Positions on educational establishments are subject to an Enhanced Disclosure check under the Rehabilitation of Offenders Act 1974. Further details regarding this check are available by visiting www.crb.gov.uk

This Authority is committed to safeguarding and promoting welfare of children and young people/ vulnerable adults and expect all staff and volunteers to share this commitment

To request an application pack for this vacancy, please telephone our recruitment line on 0800 083 5131 (mobile charges may apply).

PT Cleaners Stafford Rural Gnosall Stone Penkridge**Ref: Cleaners Area 10**

Salary: £6.0500 Per Hour schools £6.38 other establishments (Perm, P/T)
Location: Stafford Rural, Gnosall, Stone and Penkridge Area's
Department: Development Services
Closing date: 30 September 2010

Join our friendly, award-winning team and you'll be providing a valuable service cleaning schools and other council properties.

We'll also provide you with all types of other training - vital 'Life' skills like literacy, numeracy and computer skills. Skills and qualifications such as NVQs, that would improve your employment prospects and serve you a lifetime.

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PT Cleaners throughout Burton Central**Ref: Cleaners Area 3**

Salary: £6.0500 Per Hour schools £6.38 other establishments (Perm, P/T)
Location: Various sites in the Burton Central area
Department: Development Services
Closing date: 30 September 2010

Join our friendly, award-winning team and you'll be providing a valuable service cleaning schools and other council properties.

We'll also provide you with all types of other training - vital 'Life' skills like literacy, numeracy and computer skills. Skills and qualifications such as NVQs, that would improve your employment prospects and serve you a lifetime.

There's also a whole range of other benefits such as flexible hours, pension scheme and an annual salary (paid monthly).

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PLEASE NOTE – for these posts you will not be sent an application form. You will be contacted directly by Cleaning Services – Please ensure that you leave a contact number.

Positions on educational establishments are subject to an Enhanced Disclosure check under the Rehabilitation of Offenders Act 1974. Further details regarding this check are available by visiting www.crb.gov.uk

This Authority is committed to safeguarding and promoting welfare of children and young people/ vulnerable adults and expect all staff and volunteers to share this commitment

To request an application pack for this vacancy, please telephone our recruitment line on 0800 083 5131(mobile charges may apply).

PT Cleaners throughout Newcastle, Madley rural**Ref: Cleaners Area 9**

Salary: £6.0500 Per Hour schools £6.38 other establishments (Perm, P/T)
Location: Newcastle, Madeley Rural
Department: Development Services
Closing date: 30 September 2010

Join our friendly, award-winning team and you'll be providing a valuable service cleaning schools and other council properties.

We'll also provide you with all types of other training - vital 'Life' skills like literacy, numeracy and computer skills. Skills and qualifications such as NVQs, that would improve your employment prospects and serve you a lifetime.

There's also a whole range of other benefits such as flexible hours, pension scheme and an annual salary (paid monthly).

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Positions on educational establishments are subject to an Enhanced Disclosure check under the Rehabilitation of Offenders Act 1974. Further details regarding this check are available by visiting www.crb.gov.uk

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To request an application pack for this vacancy, please telephone our recruitment line on 0800 083 5131(mobile charges may apply).

PT Cleaners throughout Rugeley and Lichfield**Ref: Cleaners Area 6**

Salary: £6.0500 Per Hour schools £6.30 other establishments (Perm, P/T)
Location: Rugeley and Lichfield Area's
Department: Development Services
Closing date: 30 September 2010

Join our friendly, award-winning team and you'll be providing a valuable service cleaning schools and other council properties.

We'll also provide you with all types of other training - vital 'Life' skills like literacy, numeracy and computer skills. Skills and qualifications such as NVQs, that would improve your employment prospects and serve you a lifetime.

There's also a whole range of other benefits such as flexible hours, pension scheme and an annual salary (paid monthly).

There are many opportunities for Cleaners for all areas of Staffordshire. So whether you're a student or retired, a returner or just looking for a rewarding and very important job, get in touch now. You could earn more than just some extra income.

PLEASE NOTE – for these posts you will not be sent an application form. You will be contacted directly by Cleaning Services – Please ensure that you leave a contact number.

Positions on educational establishments are subject to an Enhanced Disclosure check under the Rehabilitation of Offenders Act 1974. Further details regarding this check are available by visiting www.crb.gov.uk

This Authority is committed to safeguarding and promoting welfare of children and young people/ vulnerable adults and expect all staff and volunteers to share this commitment

To request an application pack for this vacancy, please telephone our recruitment line on 0800 083 5131 (mobile charges may apply).

PT Cleaners throughout Stafford Central**Ref: Cleaners Area 1**

Salary: £6.0500 Per Hour schools £6.38 per hour other establishments (pay award pending) (Perm, P/T)
Location: Stafford Central Area
Department: Development Services
Closing date: 30 September 2010

Join our friendly, award-winning team and you'll be providing a valuable service cleaning schools and other council properties.

We'll also provide you with all types of other training - vital 'Life' skills like literacy, numeracy and computer skills. Skills and qualifications such as NVQs, that would improve your employment prospects and serve you a lifetime.

There's also a whole range of other benefits such as flexible hours, pension scheme and an annual salary (paid monthly).

There are many opportunities for Cleaners for all areas of Staffordshire. So whether you're a student or retired, a returner or just looking for a rewarding and very important job, get in touch now. You could earn more than just some extra income.

PLEASE NOTE – for these posts you will not be sent an application form. You will be contacted directly by Cleaning Services – Please ensure that you leave a contact number.

Positions on educational establishments are subject to an Enhanced Disclosure check under the Rehabilitation of Offenders Act 1974. Further details regarding this check are available by visiting www.crb.gov.uk

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To request an application pack for this vacancy, please telephone our recruitment line on Call 0800 083 5131 (mobile charges may apply).

PT Cleaners throughout Tamworth**Ref: Cleaners Area 4**

Salary: £6.0500 Per Hour schools £6.38 other establishments (Perm, P/T)
Location: Various sites throughout Tamworth
Department: Development Services
Closing date: 30 September 2010

Join our friendly, award-winning team and you'll be providing a valuable service cleaning schools and other council properties.

We'll also provide you with all types of other training - vital 'Life' skills like literacy, numeracy and computer skills. Skills and qualifications such as NVQs, that would improve your employment prospects and serve you a lifetime.

There's also a whole range of other benefits such as flexible hours, pension scheme and an annual salary (paid monthly).

There are many opportunities for Cleaners for all areas of Staffordshire. So whether you're a student or retired, a returner or just looking for a rewarding and very important job, get in touch now. You could earn more than just some extra income.

PLEASE NOTE – for these posts you will not be sent an application form. You will be contacted directly by Cleaning Services – Please ensure that you leave a contact number.

Positions on educational establishments are subject to an Enhanced Disclosure check under the Rehabilitation of Offenders Act 1974. Further details regarding this check are available by visiting www.crb.gov.uk

This Authority is committed to safeguarding and promoting welfare of children and young people/ vulnerable adults and expect all staff and volunteers to share this commitment

To request an application pack for this vacancy, please telephone our recruitment line on 0800 083 5131 (mobile charges may apply).

PT Cleaners throughout West Cannock, Burntwood**Ref: Cleaners Area 5**

Salary: £6.0500 Per Hour schools £6.38 other establishments (Perm, P/T)
Location: Various- West Cannock, Burntwood and Great Wyrley
Department: Development Services
Closing date: 30 September 2010

Join our friendly, award-winning team and you'll be providing a valuable service cleaning schools and other council properties.

We'll also provide you with all types of other training - vital 'Life' skills like literacy, numeracy and computer skills. Skills and qualifications such as NVQs, that would improve your employment prospects and serve you a lifetime.

There's also a whole range of other benefits such as flexible hours, pension scheme and an annual salary (paid monthly).

There are many opportunities for Cleaners for all areas of Staffordshire. So whether you're a student or retired, a returner or just looking for a rewarding and very important job, get in touch now. You could earn more than just some extra income.

PLEASE NOTE – for these posts you will not be sent an application form. You will be contacted directly by Cleaning Services – Please ensure that you leave a contact number.

Positions on educational establishments are subject to an Enhanced Disclosure check under the Rehabilitation of Offenders Act 1974. Further details regarding this check are available by visiting www.crb.gov.uk

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To request an application pack for this vacancy, please telephone our recruitment line on 0800 083 5131 (mobile charges may apply).

PT Cleaners throughout Wombourne Kinver & Codsall**Ref: Cleaners Area 2**

Salary: £6.0500 Per Hour schools £6.38 other establishments (Perm, P/T)
Location: Wombourne, Kinver and Codsall Area's
Department: Development Services
Closing date: 30 September 2010

Join our friendly, award-winning team and you'll be providing a valuable service supervising and co-ordinating cleaning at schools and other council properties.

We'll also provide you with all types of other training –supervisor skills, vital 'Life' skills like literacy, numeracy and computer skills. Skills and qualifications such as NVQs etc, that would improve your employment prospects and serve you a lifetime.

There's also a whole range of other benefits such as flexible hours, pension scheme and an annual salary (paid monthly).

There are many opportunities for Cleaning Supervisors for all areas of Staffordshire. So whether you're a student or retired, a returner or just looking for a rewarding and very important job, get in touch now. You could earn more than just some extra income.

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Positions on educational establishments are subject to an Enhanced Disclosure check under the Rehabilitation of Offenders Act 1974. Further details regarding this check are available by visiting www.crb.gov.uk

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To request an application pack for this vacancy, please telephone our recruitment line on 0800 083 5131(mobile charges may apply).

PT Cleaners Uttoxeter, Blythe Bridge and Cheadle**Ref: Cleaners Area 7**

Salary: £6.0500 Per Hour schools £6.38 other establishments (Perm, P/T)
Location: A50 Corridor, Uttoxeter, Blythe Bridge and Cheadle
Department: Development Services
Closing date: 30 September 2010

Join our friendly, award-winning team and you'll be providing a valuable service cleaning schools and other council properties.

We'll also provide you with all types of other training - vital 'Life' skills like literacy, numeracy and computer skills. Skills and qualifications such as NVQs, that would improve your employment prospects and serve you a lifetime.

There's also a whole range of other benefits such as flexible hours, pension scheme and an annual salary (paid monthly).

There are many opportunities for Cleaners for all areas of Staffordshire. So whether you're a student or retired, a returner or just looking for a rewarding and very important job, get in touch now. You could earn more than just some extra income.

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To request an application pack for this vacancy, please telephone our recruitment line on 0800 083 5131(mobile charges may apply).

Caring

Residential Night Support Worker (2 Posts)

Ref: SCH1212

Salary: £16,440 - £18,453 pro rata per annum (Perm, P/T)
Location: Hillfield House, Hillfield lane, Stretton, Burton , DE13 0BW
Department: Social Care & Health
Closing date: 03 September 2010

We are looking for men and women who possess the necessary skills to join our team of professionals committed to providing and developing a high quality service. You will be actively involved in supporting the needs of the residents during the night whilst maintaining the security of the building and the health and safety needs of individuals including oneself. Your role will involve remaining awake and alert for the duration of the shift and the undertaking of light domestic duties. In return you will receive regular support and supervision sessions and a wide variety of training. This post is for 20 hours per week on a rolling rota which includes weekend working

This Authority/school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment.

This position is subject to a "disclosure" check under the "Rehabilitation of Offenders Act 1974". Further details regarding this check and Staffordshire County Council's employment policy will be found within the application pack.

To request an application pack for this vacancy, please visit www.staffordshire.gov.uk/SCH1212 or telephone our 24 hour recruitment line on 0845 4520539.

Residential Senior Night Support Worker

Ref: SCH1211

Salary: £20,858 - £23,708 pro rata per annum (Perm, P/T)
Location: Hillfield House, Hillfield Lane, Stretton, Burton , DE13 0BW
Department: Social Care & Health
Closing date: 03 September 2010

We are looking for experienced people who possess the skills to work as part of a team in a supervisory capacity. You will be actively involved in supporting and enabling individuals throughout the night and will also be responsible for supervising and supporting staff. In return you will receive individual regular support and supervision and a genuine commitment to ongoing professional development. This post is for 10 hours per week on a rolling rota and includes weekends.

This Authority/school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment.

This position is subject to a "disclosure" check under the "Rehabilitation of Offenders Act 1974". Further details regarding this check and Staffordshire County Council's employment policy will be found within the application pack.

To request an application pack for this vacancy, please visit www.staffordshire.gov.uk/SCH1211 or telephone our 24 hour recruitment line on 0845 4520539.

Internal Vacancy

Behaviour Support Co-ordinator

Ref: CLL2421

Salary: £21,102 - £35,929 TMS-UPS - +TLR2 (5,920) (Perm, F/T)
Location: Lichfield and Cannock District Office, Bird Street, Lichfield, WS136PN
Department: Directorate for Children, Young People & Families
Closing date: 10 September 2010

INTERNAL APPLICANTS ONLY

In order to promote both security and opportunity to current County Council employees, this post is open to 'internal' applicants only and only completed application forms submitted by current County Council employees will be considered for short listing.

Applications are invited from qualified teachers with experience in developing social and emotional aspects of learning with Children with challenging behaviour. The role encompasses casework through a referral system for Children at risk of exclusion, in addition to preventative work promoting the Primary National Strategy Behaviour and Attendance Strand, delivering training and supporting schools, staff and parents.

A car allowance scheme is available as the role requires supporting schools across the Lichfield and Cannock Districts.

For application forms, please contact Louise Hanna (tel: 01785 278996) or e-mail: louise.hanna@staffordshire.gov.uk

Interview date:,,,21 September 2010

For an informal discussion about this post, please contact Sandra Swift, Head of SENSS on 01785 278945.

This Authority/school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment.

This position is subject to a "disclosure" check under the "Rehabilitation of Offenders Act 1974". Further details regarding this check and Staffordshire County Council's employment policy will be found within the application pack.

To request an application pack for this vacancy, please visit www.staffordshire.gov.uk/CLL2421 or telephone our recruitment line on 01785 278996.

Customer Services Operator (2 Posts)

Ref: DSD405

Salary: £15,444 - £16,440 pro rata per annum (Temp, P/T)
Location: Highway Operations, Riverway, Stafford, ST16 3TJ
Department: Development Services
Closing date: 03 September 2010

INTERNAL APPLICANTS ONLY

We are looking for someone to join our Call Centre team dealing with calls relating to the highway including defects, traffic management, rights of way and general waste management issues. Essential requirements of this post are someone who enjoys interacting with members of the public in a challenging and busy environment and possesses excellent communication and IT skills. You will need to be a good team player and have initiative. You will be part of a team that operates on a rota basis between the hours of 8.00 am and 6.00 pm Monday to Friday.

For an informal discussion about the post contact Helen Hutchinson on ext 6756 or Tracy Harris on ext 6530.

In order to promote both security and opportunity to current County Council employees, this post is open to 'internal' applicants only and only completed application forms submitted by current County Council employees will be considered for short listing.

This Authority/school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment.

To request an application pack for this vacancy, please visit www.staffordshire.gov.uk/DSD405 or telephone our 24 hour recruitment line on 0845 4520537.

Family Support Worker**Ref: CYP2443**

Salary: £18,453 - £18,453 per annum + 2 increments for weekend working (Temp, F/T)
Location: Newcastle Permanency team
Department: Directorate for Children, Young People & Families
Closing date: 10 September 2010

This is a full time ,12 months temporary contract, on the Newcastle Permanency Team.

The work is varied and includes all aspects of working with children allocated to the team. This involves planning for permanency for looked after children from 0 to 13 years. This could be placement with their birth family, placement with relatives or long term fostering or adoption. The post holder will work directly with children, their carers, their families, other agencies and professionals.

Part of the role involves preparing life story books for children who are not living with their families. This helps them to understand what happened before they became they became looked after and why they became looked after.

Some children will maintain contact with their birth families and this important contact is usually supervised by a Family Support Worker.

There is an emphasis on promoting resilience in children and to support placement stability in the long term. The 'Every Child Matters' agenda is important and this involves promoting children's health, keeping them safe, helping them enjoy and achieve, helping them make a contribution and also for older children helping them understand how to make a financial contribution to their future lives and communities.

Closing date for applications will be 10th September 2010

For an informal discussion please contact either Nic Hull, Head of Service, 01782-296018 or David Goodwin, Team Manager, 01782-296290

In order to promote both security and opportunity to current County Council employees, this post is open to 'internal' applicants only and only completed application forms submitted by current County Council employees will be considered for short listing.

This Authority/school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment.

This position is subject to a "disclosure" check under the "Rehabilitation of Offenders Act 1974".

To request an application pack for this vacancy, please visit www.staffordshire.gov.uk/CYP2443 or telephone our 24 hour recruitment line on 0845 4520538.

PA to Assistant Director**Ref: CYP2446**

Salary: £18,453 - £20,858 per annum (Fixed, F/T)
Location: Children and Families, St Chads Place, Stafford, ST16 2LR
Department: Directorate for Children, Young People & Families
Closing date: 17 September 2010

INTERNAL APPLICANTS ONLY

The Children and Families service are looking to recruit a Personal Assistant to the Assistant Director for Specialist Safeguarding on a fixed term contract until 31.05.2011.

Duties will include high quality, proactive administrative and personal support using well developed organisational skills. These will include organising and maintaining the Assistant Director's electronic diary and convening, attending and minuting Senior Management meetings.

Word processing and minute taking are essential to this post along with the ability to undertake a number of areas of work within tight timescales.

In order to promote both security and opportunity to current County Council employees, this post is open to 'internal' applicants only and only completed application forms submitted by current County Council employees will be considered for short listing.

This Authority/school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment.

To request an application pack for this vacancy, please visit www.staffordshire.gov.uk/CYP2446 or telephone our 24 hour recruitment line on 0845 4520538.

Social Care Assessor**Ref: SCH1216****Salary:** £20,858 - £23,708 per annum**(Perm, F/T)****Location:** Newcastle District Office, Lymedale Business Park, Newcastle, ST5 9QF**Department:** Social Care & Health**Closing date:** 17 September 2010

INTERNAL APPLICANTS ONLY

A dynamic, flexible and proactive social care assessor is sought within the Newcastle District. Working within the personalisation agenda the assessor will undertake personalised assessments; care planning and reviewing of services/personalised budgets with the aim of increasing independence and control for the Newcastle customer.

You should have or be willing to develop skills and experience within multi-agency working being able to use approaches that combine a wide range of service provision; including direct payment/self directed and domiciliary support, equipment provision and sign posting to third or voluntary sector providers. An awareness of safeguarding is also a requirement in order to meet the needs of vulnerable adults within the Newcastle district.

You will be joining a forward thinking and proactive team based within Newcastle, consisting of Social Workers, Social Care Assessors, Occupational Therapists, Occupational Therapy Assistants, Rehabilitation Officers (ROHI and ROVI). The team has a philosophy that encourages peer support whilst promoting choice, control and independence for the customer involved.

For more information about this post please contact Karen Nixon Practice Leader on 01782 428084

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This position is subject to a "disclosure" check under the "Rehabilitation of Offenders Act 1974". Further details regarding this check and Staffordshire County Council's employment policy will be found within the application pack.

To request an application pack for this vacancy, please visit www.staffordshire.gov.uk/SCH1216 or telephone our 24 hour recruitment line on 0845 4520539.

Social Worker**Ref: CYP2444****Salary: £28,636 - £32,800 per annum****(Perm, F/T)****Location: Lichfield Permanency Team, Lichfield, WS13 7SQ****Department: Directorate for Children, Young People & Families****Closing date: 10 September 2010**

INTERNAL APPLICANTS ONLY

An exciting opportunity has arisen for a full time Social Worker based in Lichfield/Cannock Permanency and Looked After Children Team within the Directorate of Children, Young People and Families.

Our team offers a supportive environment and positive learning experience for a newly qualified Social Worker and offers a wide variety of experiences with a supportive and nurturing team; or for an experienced Social Worker to gain new skills in a different area of Children and Families work.

The aim of the Service is to work with children already in the looked after children system (primarily those who are under the age of 13 years old) to promote better outcomes for those children to achieve positive life experiences. We are also involved in care planning with children who are to move on to adoption where they cannot return to birth families. This involves preparation of child permanence reports for Adoption Panel and some direct work with children. You will hold a case load and will ensure that the needs of children are fully assessed and that services are delivered, monitored and reviewed in accordance with relevant legislation and departmental policies and procedures.

For an informal discussion or to arrange to come and meet the team please contact Rebecca Collier on 01543 510100. In order to promote both security and opportunity to current County Council employees, this post is open to 'internal' applicants only and only completed application forms submitted by current County Council employees will be considered for short listing.

This Authority/school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment.

This position is subject to a "disclosure" check under the "Rehabilitation of Offenders Act 1974". Further details regarding this check and Staffordshire County Council's employment policy will be found within the application pack

To request an application pack for this vacancy, please visit www.staffordshire.gov.uk/CYP2444 or telephone our 24 hour recruitment line on 0845 4520538.

Social Worker**Ref: CYP2445****Salary:** £28,636 - £32,800 per annum**(Perm, F/T)****Location:** Marmion House, Lichfield Street, Tamworth, B79 7BZ**Department:** Directorate for Children, Young People & Families**Closing date:** 17 September 2010**INTERNAL APPLICANTS ONLY**

An exciting opportunity has arisen for a full time Social Worker based in Tamworth Permanency and Looked After Children Team within the Directorate of Children, Young People and Families.

Our team offers a supportive environment and positive learning experience for a newly qualified Social Worker and offers a wide variety of experiences with a supportive and nurturing team; or for an experienced Social Worker to gain new skills in a different area of Children and Families work.

The aim of the Service is to work with children already in the looked after children system (primarily those who are under the age of 13 years old) to promote better outcomes for those children to achieve positive life experiences. We are also involved in care planning with children who are to move on to adoption where they cannot return to birth families. This involves preparation of child permanence reports for Adoption Panel and some direct work with children. You will hold a case load and will ensure that the needs of children are fully assessed and that services are delivered, monitored and reviewed in accordance with relevant legislation and departmental policies and procedures.

For an informal discussion or to arrange to come and meet the team please contact Anita Williams on 01827 475555.

In order to promote both security and opportunity to current County Council employees, this post is open to 'internal' applicants only and only completed application forms submitted by current County Council employees will be considered for short listing.

This Authority/school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment.

This position is subject to a "disclosure" check under the "Rehabilitation of Offenders Act 1974". Further details regarding this check and Staffordshire County Council's employment policy will be found within the application pack.

To request an application pack for this vacancy, please visit www.staffordshire.gov.uk/CYP2445 or telephone our 24 hour recruitment line on 0845 4520538.

Legal / Enforcement

Sen Sol/Sen Leg Exec/Sen Barrister**Ref: CXO403**

Salary: £38,042 - £41,616 per annum
Location: Legal Services, Martin Street, Stafford, ST16 2LG
Department: Communities and Chief Executives
Closing date: 10 September 2010

(Perm, F/T)

A qualified solicitor with a practising certificate (or the equivalent) you should have substantial experience in a legal environment. Being skilled in the management of people is a necessity.

You will also provide advice and guidance for a wide range of major procurements and very complex contracts. You should, therefore, have a thorough knowledge of recent legislative changes and Public sector and council processes.

This Authority/school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment.

To request an application pack for this vacancy, please visit www.staffordshire.gov.uk/CXO403 or telephone our 24 hour recruitment line on 0845 4520536.

Team Senior Solicitor**Ref: CXO402**

Salary: £42,505 - £46,031 per annum
Location: Legal Services, Martin Street, Stafford, ST16 2LG
Department: Communities and Chief Executives
Closing date: 10 September 2010

(Perm, F/T)**The Post**

- .,part of the team of senior staff that manage the Legal Services Unit
- .,leading a team currently of 10 ten lawyers and administrative support staff dealing with a broad range of corporate commercial contracts, EU procurement and the adult Social Care and Health contracts
- .,development of effective client relationships and the efficient management of workflow and capacity issues
- .,contributing to policies and procedures for the management and development of staff and also selling services to internal and external clients

You are

- .,an exceptional manager with good people skills and a positive dynamic approach;
- .,a competent and experienced contracts lawyer (Solicitor, Barrister or Legal Executive) with a sound knowledge of contract law and European procurement;
- .,capable of commanding the respect of colleagues and, senior officers;
- .,able to balance a personal caseload of complex commercial contract matters with managing and developing your team.

In challenging times for local government your willingness to embrace change, remain positive and energetic and to focus upon outcomes will then empower the Contracts team to deliver innovative and high quality, client focused services and solutions.

For an informal discussion please contact Richard Ackroyd, Principal Solicitor on 01785 276194

This Authority/school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment.

To request an application pack for this vacancy, please visit www.staffordshire.gov.uk/CXO402 or telephone our 24 hour recruitment line on 0845 4520536.

Management / Professional

Assistant Operational Manager**Ref: DSD401****Salary: £20,858 - £23,708 pro rata per annum****(Perm, P/T)****Location: based in Cannock****Department: Development Services****Closing date: 10 September 2010**

An exciting opportunity has arisen and we are looking to recruit three Assistant Operational Managers.

Working as part of a professional team, as well as on your own initiative, you will be responsible for the day to day management of our front line staff within your operational area. The position requires excellent communication skills, a positive attitude and crucially, the ability to plan, organise, control, monitor and review the work being delivered within your area.

To enable this to happen we have a mobile working strategy and an electronic management system supported by dedicated tools and resources.

With experience in leadership you will be required to contribute to our ongoing service improvements and quality systems. You will have regular supervision and the opportunity for personal development.

The post comes with Essential car allowance status.

For an informal discussion please contact Calvin Hay on 07773 792207

This position is subject to a "disclosure" check under the "Rehabilitation of Offenders Act 1974". This will involve an enhanced CRB check. Further details regarding this check and Staffordshire County Council's employment policy will be found within the application pack.

This Authority is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment.

To request an application pack for this vacancy, please visit www.staffordshire.gov.uk/DSD401 or telephone our 24 hour recruitment line on 0845 4520537.

Assistant Operational Manager**Ref: DSD402****Salary: £20,858 - £23,708 Pro Rata per annum****(Perm, P/T)****Location: Based in Cheadle****Department: Development Services****Closing date: 10 September 2010**

Working as part of a professional team, as well as on your own initiative, you will be responsible for the day to day management of our front line staff within your operational area. The position requires excellent communication skills, a positive attitude and crucially, the ability to plan, organise, control, monitor and review the work being delivered within your area.

To enable this to happen we have a mobile working strategy and an electronic management system supported by dedicated tools and resources.

With experience in leadership you will be required to contribute to our ongoing service improvements and quality systems. You will have regular supervision and the opportunity for personal development.

The post comes with Essential car allowance status.

For an informal discussion please contact David Fitchett on 07773 792215.

This position is subject to a "disclosure" check under the "Rehabilitation of Offenders Act 1974". This will involve an enhanced CRB check. Further details regarding this check and Staffordshire County Council's employment policy will be found within the application pack.

This Authority is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment.

To request an application pack for this vacancy, please visit www.staffordshire.gov.uk/DSD402 or telephone our 24 hour recruitment line on 0845 4520537.

Assistant Operational Manager**Ref: DSD403****Salary: £20,858 - £23,708 pro rata per annum****(Perm, P/T)****Location: Cleaning Services, Based in Tamworth****Department: Development Services****Closing date: 10 September 2010**

Working as part of a professional team, as well as on your own initiative, you will be responsible for the day to day management of our front line staff within your operational area. The position requires excellent communication skills, a positive attitude and crucially, the ability to plan, organise, control, monitor and review the work being delivered within your area.

To enable this to happen we have a mobile working strategy and an electronic management system supported by dedicated tools and resources.

With experience in leadership you will be required to contribute to our ongoing service improvements and quality systems. You will have regular supervision and the opportunity for personal development.

The post comes with Essential car allowance status.

For an informal discussion please contact Melissa Palfreyman on 07773 792212

This position is subject to a "disclosure" check under the "Rehabilitation of Offenders Act 1974". This will involve an enhanced CRB check. Further details regarding this check and Staffordshire County Council's employment policy will be found within the application pack.

This Authority is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment.

To request an application pack for this vacancy, please visit www.staffordshire.gov.uk/DSD403 or telephone our 24 hour recruitment line on 0845 4520537.

District Senior Assessment Officer**Ref: CYP2442****Salary: £38,042 - £41,616 per annum****(Temp, F/T)****Location: Lichfield District Office, Bird St, Lichfield, WS13 6PN****Department: Directorate for Children, Young People & Families****Closing date: 03 September 2010**

We are seeking to recruit a temporary District Senior Assessment Officer (until January 2011) to cover the absence of the substantive postholder.

The person appointed will be based at our Lichfield office and will be responsible for managing the assessment, review and monitoring of pupils with special educational needs in the Lichfield and Cannock districts. The work includes the need to complete statements of SEN and respond to issues which arise. Please note that while this work is concerned with children's educational needs, the assessment reports are provided by other Services.

While the post is offered on a full-time (fixed term) basis, applications will be considered from those interested in a part-time appointment. CRB clearance will be required for the successful candidate.

For an informal discussion about this post, please telephone Francis Morgan (01785 854207).

This Authority/school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment.

This position is subject to a "disclosure" check under the "Rehabilitation of Offenders Act 1974". Further details regarding this check and Staffordshire County Council's employment policy will be found within the application pack.

To request an application pack for this vacancy, please visit www.staffordshire.gov.uk/CYP2442 or telephone our 24 hour recruitment line on 0845 4520538.

Modern Apprenticeship

Apprentice - Chef (40+ Posts)

Ref: APP002**Salary: £95 - £95 per week****(Fixed, P/T)****Location: Across the county****Department: Directorate for Children, Young People & Families****Closing date: 23 September 2010**

Would you like to be the next Celebrity Chef?

Earning whilst you learn!

Are you looking to make a positive step towards your future? We may have the answer.

Staffordshire County Council offers a successful Apprenticeship programme, if you are aged between 16 and 18 years of age, and interested in a career in Catering we may have the opportunity for you.

All Apprentice training, development and work experience will be provided within the County Council, in partnership with Hospitality Industry Training (HIT is an independent training provider) and a trainee allowance of £95.00 per week will be paid throughout a 12 month programme. The placements are based within High Schools across the county and will involve working in the catering teams.

As a member of the team, you will work 32.5 hours per week in a designated work environment.

Included in these hours, you will study away from the work environment as required.

The training will consist of NVQ 2 Chef framework, Technical Certificate and Key Skills, Communication & Teamwork Workshop, Employee Roles and Responsibility and Equal Opportunities Workshop, Level 2 Award in Healthier Food and Special Diets (CIEH), Food Safety qualification (CIEH) and Health & Safety in the Workplace (CIEH), Basic Food Preparation & Cooking sessions to include basic knife skills, soups and sauces, vegetables and meat.

There may be a chance of more permanent positions, however this is not guaranteed.

For further information please contact Julie McKinnon on 01785 276480 or Paula Warrilow on 01785 278957

This Authority is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment.

To request an application pack for this vacancy, please visit www.staffordshire.gov.uk/APP002 or telephone our 24 hour recruitment line on 0845 4520536.

Non Council Organisations

Safeguarding Consultant Practitioner

Ref: 301-PH219-10**Salary:** £45,254 - £55,945 per annum**(Perm, F/T)****Location:** Stafford**Department:** Communities and Chief Executives**Closing date:** 15 September 2010

Safeguarding Consultant Practitioner (Adults and Children)

A well qualified and experienced professional is required to provide strategic leadership on both Safeguarding Children and Adults in the Trust.

The post-holder will be an expert practitioner and provide expertise in the field of child and adult safeguarding. The role demands exceptional skills and experience of these two Safeguarding functions in order to work with heads of service, service managers and partner organisations including the Safeguarding Adults and Children's Boards.

For further information contact either Patricia Wain Deputy Director of Nursing or Liz Lockett Associate Director Quality and risk, telephone 01785 221483.

For further information regarding the recruitment process only, please contact Kelly McPeake (Recruitment Advisor) on 01785 221116.

We encourage applications online through www.jobs.nhs.uk.

To request an application pack for this vacancy, please telephone our recruitment line on 01785 221116.

Occupational Therapist

Occupational Therapist

Ref: SCH1210**Salary:** £28,636 - £32,800 per annum**(Perm, F/T)****Location:** Therapy and Sensory Team, East Staffs Anglesey House, Burton**Department:** Social Care & Health**Closing date:** 01 October 2010

Dynamic, flexible and proactive you will be creative in your assessments with an ultimate goal of enabling people to reach their optimum levels of independence within the community.

You should have, or be willing to gain relevant skills, experience and knowledge of equipment, minor adaptations moving and handling techniques and the Disabled Facilities Grant process for major adaptations. We also envisage that you will have or be keen to work towards having knowledge and skills in relation to the Personalisation, Transformation and Integration Agendas along with a knowledge of the Care Management Process.

You will be joining the Therapy and Sensory Team at a very exciting time due to the considerable changes and improvements we are making to service delivery. Our emphasis will continue to be that of enabling customers to take control of their own programmes of support, actively promoting independence, inclusion and ultimately improving their overall health and wellbeing through person centred planning.

For more information about this position please contact Faye Pryce - Practice Lead on 01283-233474 /239888.

This Authority/school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment.

This position is subject to a "disclosure" check under the "Rehabilitation of Offenders Act 1974". Further details regarding this check and Staffordshire County Council's employment policy will be found within the application pack.

To request an application pack for this vacancy, please visit www.staffordshire.gov.uk/SCH1210 or telephone our 24 hour recruitment line on 0845 4520539.

Occupational Therapist**Ref: SCH1214****Salary: £28,636 - £32,800 Pro rata, per annum****(Perm, P/T)****Location: Marmion House, Tamworth, B79 7BZ****Department: Social Care & Health****Closing date: 24 September 2010**

An exciting opportunity has arisen for a Housing OT in Tamworth. You will be employed by Staffordshire County Council and based in Social Care and Health's Reablement Therapy Team, but will work directly with Tamworth Borough Council's housing services:

*To ensure their allocations and letting policy creates good outcomes for tenants and are disability friendly.

*Influencing and advising on major housing, planning and new build projects and Extracare developments.

*Maintaining and further developing good relationships with housing officers.

*Advising on Minor and Major adaptations for tenants.

You should have either a Degree or Diploma in Occupational Therapy and be state registered. This is an interesting and challenging post for someone who has a commitment to improving services for people with a disability. Regular supervision and opportunities for personal development, flexible working arrangements and essential car user allowance apply.

For more details please contact Helen Gill, Service Delivery Lead on 01827 475517 or Ann Foo, Adult Care Manager on 01827 475900.

This Authority is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment.

This position is subject to a "disclosure" check under the "Rehabilitation of Offenders Act 1974". Further details regarding this check and Staffordshire County Council's employment policy will be found within the application pack.

To request an application pack for this vacancy, please visit www.staffordshire.gov.uk/SCH1214 or telephone our 24 hour recruitment line on 0845 4520539.

School Support

Casual Mini Bus Driver

Ref: School/4089/MBD**Salary:** £6.6300 Per Hour £6.63-£7.19 per hour**(Casual, P/T, Term Time)****Location:** Nether Stowe School, St Chads Road, Lichfield, WS13 7NB**Department:** Nether Stowe 4089**Closing date:** 10 September 2010

NETHER STOWE SCHOOL
A Specialist Mathematics & Computing College
ST CHADS ROAD
LICHFIELD
WS13 7NB
Telephone 01543 263446
e-mail office@netherstowe.staffs.sch.uk

Casual Mini Bus Driver, term time only

Grade 2, Salary £6.63 per hour-£7.19 per hour

The school is looking to recruit a mini bus driver who has a PCV licence. The mini buses are used to take pupils to Colleges in Tamworth and surrounding areas in the morning and collecting them at lunchtime or at the end of school, and driving groups of pupils to various locations around the area, and further afield on school trips.

Details of all the post and application forms are available from the school's web site www.netherstowe.com.

Closing date; Friday 10th September 2010; Interviews will be held shortly after. The successful applicant will be expected to start work as soon as possible.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This position is subject to an Enhanced Disclosure check under the Rehabilitation of Offenders Act 1974. Further details regarding this check are available from school or by visiting www.crb.gov.uk.

To request an application pack for this vacancy, please telephone our recruitment line on 01543 263446.

Clerical Assistant**Ref: School/2230/C**

Salary: £6.3800 Per Hour -£6.63 per hour
Location: Chadsmead Primary School, Friday Acre, Lichfield, WS13 7HJ
Department: Chadsmead 2230
Closing date: 17 September 2010

(Perm, P/T, Term Time)

Chadsmead Primary School
Friday Acre
Lichfield
Staffs, WS13 7HJ
Email: office@chadsmead.staffs.sch.uk
Website: chadsmead.digitalbrain.com

The Headteacher and Governors of Chadsmead Primary School wish to appoint a suitably experienced Clerical Assistant, to join our admin team, as soon as possible in September 2010.

Working under the direction of the Bursar the main duties would include collection and recording of dinner money, reception, telephone and face-to-face enquiries and routine word processing. A good working knowledge of Word and Excel would be advantageous as would an up-to-date First Aid certificate.

The position would be well suited to a conscientious person with an eye for detail, who also works well under pressure.

Closing date for applications will be 5pm on Friday 17 September 2010 and interviews will be held on Thursday 30 September 2010.

If you would like to join an enthusiastic and friendly team in this OFSTED graded Outstanding Primary School please send an SAE to the school office for full details and an application pack. You may also apply using the SCC online application.

Visits to the school are welcomed.

"This Authority/school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment"

This position is subject to an Enhanced Disclosure check under the Rehabilitation of Offenders Act 1974. Further details regarding this check are available from schools or by visiting www.crb.gov.uk

To request an application pack for this vacancy, please telephone our recruitment line on 01543 510600.

Clerical Assistant

Ref: School/3476/CA

Salary: £13,874 - £15,444 pro rata per annum
Location: St Josephs Catholic Primary School, Rugeley, WS15 1BN
Department: St. Joseph's Catholic 3461
Closing date: 10 September 2010

(Perm, F/T, Term Time)

St Joseph's Catholic Primary School
Newman Grove
Rugeley
WS15 1BN
Tel:01889 256120
Email: headteacher@st-josephs-rugeley.staffs.sch.uk

Clerical Assistant
Full time , 08:30-15:30, term time only

Efficient and hard working you will run a small busy Primary School office.

You can download the application form and job description - please complete the CES Application that is attached below as an additional document(258.5kb) and not the R3.

Closing date: 10th September 2010.

All completed application forms to be returned to the school

This position is subject to an Enhanced Disclosure check under the Rehabilitation of Offenders Act 1974. Further details regarding this check are available from schools or by visiting www.crb.gov.uk

This School is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment.

To request an application pack for this vacancy, please telephone our recruitment line on 01889 256120.

ICT Technician**Ref: School/3499/ITT**

Salary: £16,440 - £18,453 pro rata per annum
Location: Langdale Primary School, Clayton, ST5 3QE
Department: Langdale 2255
Closing date: 07 September 2010

(Perm, P/T, Term Time)

ICT Technician-Part Time permanent post of 10 hours per week with an additional 5 hours per week , temporarily until March 2011

Langdale Primary School
Langdale Road
Clayton
Newcastle
ST5 3QE
Tel: 01782 297690
Email: office@langdale.staffs.sch.uk

ICT Technician required to start on 20th September 2010 or as soon as possible thereafter. To offer technical support to our School. We are looking for a person with a good knowledge of ICT, good communication, interpersonal skills and under the instruction and direction of senior staff will undertake ICT support to the school. Familiarity with RM Community Connect 4, Sims software, experience of Learning Platform and School networking is desirable. Other duties will include installing hardware/software, troubleshooting, error correction and new application releases.

Application packs are available for immediate download comprising job description & person specification, application form, recruitment monitoring form and guidance notes. Please return application forms by email to office@langdale.staffs.sch.uk or by post to the above address.

"This Authority/school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment"

This position is subject to an Enhanced Disclosure check under the Rehabilitation of Offenders Act 1974. Further details regarding this check are available from schools or by visiting www.crb.gov.uk

To request an application pack for this vacancy, please telephone our recruitment line on 01782 297690.

Site Technician**Ref: School/2128/ST**

Salary: £7.1900 Per Hour per hour (Perm, P/T)
Location: Lansdowne Infants School, Burton upon Trent, DE14 2RE
Department: Lansdowne 2128
Closing date: 17 September 2010

Lansdowne Infants' School
Goodman Street
Burton upon Trent
DE14 2RE
Tel: 01283 239141

The Head teacher and Governors at Lansdowne Infants' School would like to appoint an enthusiastic and committed person to help maintain our school premises.

The position involves preventative maintenance as well as general repairs to the inside and outside of the school premises.

The successful applicant would be required to work 12 hours per week and would need to be available to open and lock up the school when the janitor is away – this is normally for 5 weeks of the year.

The normal hours would ideally be 3.00pm to 5.30pm Monday to Thursday and 3.00pm to 5.00pm on a Friday or 2 x 6 hour days. However, we would consider negotiating these hours with a suitable applicant.

Application packs are available for immediate download comprising job description & person specification, application form, recruitment monitoring form and guidance notes. Please return application forms by email to office@lansdowne.staffs.sch.uk or by post to the above address.

The closing date for applications is Friday 17th September at 4.00pm.

Visits to the school are welcomed. Interviews are planned for the week of September 20th 2010.

"This Authority/school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment"

This position is subject to an Enhanced Disclosure check under the Rehabilitation of Offenders Act 1974. Further details regarding this check are available from schools or by visiting www.crb.gov.uk

To request an application pack for this vacancy, please telephone our recruitment line on 01283 239141.

Teaching Assistant**Ref: School/3092/TA**

Salary: £16,440 - £18,453 pro rata per annum (Perm, F/T, Term Time)
Location: St Giles and St Georges Primary School, Newcastle, ST5 2NB
Department: St. Giles & St. George's 3092
Closing date: 24 September 2010

We currently have a vacancy for a Teaching Assistant.

This post is at a Level 3 and as such the successful applicant will be required to undertake training to look after a child with a specific medical need.

The hours of work are 8.30am – 4.00pm Monday to Friday.

We require a person with enthusiasm, commitment and an interest in special needs.

Information and Application Packs are available from: St. Giles' & St. George's Primary School, St. Paul's Road, Off Orme Road, Newcastle under Lyme, Staffs ST5 2NB [Tel 01782 297040 Fax 01782 297044] email office@st-giles-st-georges.staffs.sch.uk

St. Giles' & St. George's Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This position is subject to an Enhanced Disclosure check under the Rehabilitation of Offenders Act 1974. Further details regarding this check are available from schools or by visiting www.crb.gov.uk

To request an application pack for this vacancy, please telephone our recruitment line on 01782 297040.

Teaching Assistant - additional needs level 3**Ref: School/2236/TA****Salary: £16,440 - £18,453 Pro rata (Subject to Teacher's Pay & Conditions)****(Perm, P/T, Term Time)****Location: The Meadows Primary School, Madeley Heath****Department: Meadows 2236****Closing date: 17 September 2010**

The Meadows Primary School
Newcastle Road,
Madeley Heath,
Cheshire CW3 9JX
Headteacher: Mrs Catherine Henson
Telephone: 01782 750313
Email: office@meadows-primary.staffs.sch.uk

The Meadows Primary School is a rural village school, near to Keele University and a few miles from Newcastle-under-Lyme and Stoke-on-Trent.

Needed for November 1st 2010: teaching assistant with experience of supporting children with special educational needs.;

Ideally applicants will have:

- . A sense of humour
- . High expectations of behaviour and learning
- . Empathy with the school's ethos of 'Learning by caring and sharing'
- . Ability to create a stimulating, safe and supportive learning environment
- . To be flexible and innovative
- . Commitment to their own professional development
- . Enthusiasm to help make our 'good' school into a 'great one'

The school can offer:

- . Responsive and well-motivated children
- . Friendly, hard-working and supportive colleagues
- . Pleasant, well-maintained working environment
- . Network of supportive parents and governors
- . A commitment to the well-being of all
- . A 'good school where children make good progress' (OFSTED 2008)

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share that commitment. The post is subject to a 'disclosure' check under the 'Rehabilitation of Offenders' Act 1974'.

Visits to the school are encouraged and warmly welcomed. Please contact the school for further details.

Closing date: Friday 17th September 2010
Shortlisting: Wednesday 22nd September 2010
Interviews: Friday 1st October 2010

To request an application pack for this vacancy, please telephone our recruitment line on 01782 750313.

Teaching Assistant - General, Special School - L1**Ref: School/70238TA1****Salary: £13,874 - £15,444 pro rata per annum****(Perm, P/T)****Location: Hednesford Valley High, WS12 4JS****Department: Hednesford 1022****Closing date: 10 September 2010**

Hednesford Valley High

Stanley Road

Hednesford

WS12 4JS

Tel:01543 423714

Email:office@hednesfordvalleyhigh.staffs.sch.uk

Permanent Post for a Level 1 Teaching Assistant

30 hours per week

Hednesford Valley High is a generic Special Needs secondary school catering for a wide range of students. This is a permanent position.

The Level 1 Teaching Assistant appointed will be required to work with a challenging ASD student and in the Sixth Form

Salary Range: £13,874 - £15,444 pro rata

Closing Date: Friday, 10 September 2010

Interview Date: Friday, 24th September 2010

"This Authority/school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment"

This position is subject to an Enhanced Disclosure check under the Rehabilitation of Offenders Act 1974. Further details regarding this check are available from schools or by visiting www.crb.gov.uk

To request an application pack for this vacancy, please telephone our recruitment line on 01543 423714.

Teaching Assistant Special School (Occ Cover)L3**Ref: School/7023/TA3**

Salary: £16,440 - £18,453 pro rata per annum (Temp, P/T)
Location: Hednesford Valley High School, WS12 4JS
Department: Hednesford 1022
Closing date: 10 September 2010

Hednesford Valley High School
Stanley Road
Hednesford
WS12 4JS
Tel: 01543 423714
Email: office@hednesfordvalleyhigh.staffs.sch.uk

Temporary Post for 1 year for a Level 3 Teaching Assistant
30 hours per week

Hednesford Valley High is a generic Special Needs secondary school catering for a wide range of students. This is a temporary position for 1 year ending 31st August 2011.

The Level 3 Teaching Assistant appointed will be a General Teaching Assistant supporting teaching and learning across the school.

Salary Range: £16,440 - £18,453 pro rata

Closing Date: Friday, 10th September 2010

Interview Date: Friday, 24th September 2010

"This Authority/school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment"

This position is subject to an Enhanced Disclosure check under the Rehabilitation of Offenders Act 1974. Further details regarding this check are available from schools or by visiting www.crb.gov.uk

To request an application pack for this vacancy, please telephone our recruitment line on 01543 423714.

Social Work

Social Worker**Ref: SCH1215****Salary:** £28,636 - £32,800 per annum**(Perm, F/T)****Location:** Codsall**Department:** Social Care & Health**Closing date:** 17 September 2010

We currently have a 37 hour vacancy in the South Staffs Learning Disability team which is part of the new Countywide Learning Disability service. If you possess a genuine passion for delivering positive and sustainable outcomes for our existing and future Adult population who have a Learning disability then we are interested in your expression of interest.

We are looking for someone who is an ambitious team player who can work collectively with others in order to promote the rights and aspirations of all individuals across Staffordshire who have a Learning Disability. You will have the drive to succeed and have the commitment to support individuals and their families to deliver outcomes for living as part of a person centred approach

The posts are set against a challenging but very exciting future and in return for your commitment to the extensive agenda, you can expect to receive genuine support, training and opportunities to develop your own Career path whilst the service is striving for Excellence

For more information please contact <mailto:karen.webb@staffordshire.gov.uk>

This Authority/school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment.

This position is subject to a "disclosure" check under the "Rehabilitation of Offenders Act 1974". Further details regarding this check and Staffordshire County Council's employment policy will be found within the application pack.

To request an application pack for this vacancy, please visit www.staffordshire.gov.uk/SCH1215 or telephone our 24 hour recruitment line on 0845 4520539.