

Vacancy Bulletin

(Blue Sheets)

Issue No: 23

11 June 2021

You can view these vacancies, and more, online at:

dasjobs.co.uk



SOMERSET
County Council

Latest time for acceptance of advertisements is Tuesday 10am for the Friday bulletin.

UNLESS OTHERWISE STATED, details and application forms FOR ALL POSTS, excluding those marked INTERNAL can be found on dasjobs.co.uk

Only SCC employees may apply for posts marked **INTERNAL** in the first instance. **Internally** advertised vacancies can be viewed on the SCC intranet: dasjobs.co.uk/internal

ALL POSTS MARKED WITH * REQUIRE A CRIMINAL BACKGROUND CHECK VIA THE DISCLOSURE PROCEDURE

"Somerset County Council is committed to safeguarding and promoting the welfare of children and young people"

All applicants, including current employees, should complete and return the Recruitment Monitoring Form, which is attached to the Application Form.

Thank you for your cooperation

AN EQUAL OPPORTUNITIES EMPLOYER

Applications for all vacancies are particularly welcome from people with disabilities. Further details and application forms are also available on request in braille, large print, tape and disc.



JOB SHARING

Somerset County Council, as an equal opportunities employer, wishes to promote job-sharing arrangements in any full-time post where the Manager and Chief Officer consider that such an arrangement would be a viable proposition. If you are interested in making an application on a job-sharing basis for any full-time post advertised in this bulletin, you should contact the appropriate Manager in the first instance to see whether such an application would be accepted.

To receive an automatic update of the week's latest jobs simply click on [email alerts](#) and fill in the subscription form.

You can cancel the email alerts anytime you like.

Somerset County Council is proud to offer an environment that is supportive and rewarding, working as part of a team who are passionate about the work they do. We offer great training and development opportunities, with supportive management. We offer an excellent benefits package to all of our employees including:

- A Local Government Pension Scheme.
- Discounted lease car via salary sacrifice scheme and options for discounts on petrol or diesel.
- My Staff Shop offering discounts in shops, online shopping, restaurants, cinema tickets, insurance benefits and so forth.
- A Flexible Benefits Scheme via salary sacrifice to obtain a cycle for work, childcare vouchers, additional annual leave, computers, mobile phones and health screening.
- Generous annual leave and flexible working arrangements.
- Staff discounts in gyms.
- Employee Assistance and support offering a variety of employee wellbeing services to support a healthy work/life balance and lifestyle.
- Optional pension enhancement through our Additional Voluntary Contribution scheme.

Somerset County Council is subject to Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English will be an essential requirement for customer-facing roles.

Please note for SCC roles:

If an internal applicant who is at risk of redundancy or in need of redeployment has applied and passed the selection process they will be offered the role over remaining internal and external applicants.

If you are applying for a secondment please ensure you discuss this with your Line Manager first and obtain their approval.

***CONSULTANT SOCIAL WORKER CHILDREN'S SOCIAL CARE**

Closing date - 17 June 2021

Salary - £46,881 per annum (inclusive of a Recruitment Allowance)

Working pattern - Full Time

Contract type - Permanent

Location - Somerset

A bit about us

This post has a key focus to support Somerset's intake of social workers in their first year of practice (ASYE) and is pivotal to Somerset's strategy to achieve a fully permanent work force.

The Consultant Social Worker will work closely with Team Managers across all operational Social Work teams within Somerset. This post is part of our Operational Management Team and as such holds responsibilities in supporting staff to continue to improve practice and performance both on an individual and team basis. We are proud of the work we do in our progression to improve the lives of children.

Here's what you can expect to be doing

As Consultant Social Worker you will act as professional supervisor and practice assessor for up to 7 newly qualified social workers. These staff will hold caseloads of between 6 (at the start of their ASYE year) and 16 (at the end of their ASYE year). All the newly qualified social workers will be placed within one of the operational teams and have additional supervision from their line manager.

You will support each newly qualified worker with completing assessments and reports, and planning their work, as well as providing the workers with supervision and ensuring they have regular casework supervision with their line managers. This may include co-working cases where the need dictates. You will complete the ASYE assessment process with each worker and their line manager, including writing assessment reports and arranging review meetings.

A few things about you

To be successful in this role you will need to demonstrate an understanding of what constitutes the highest quality social work practice. You will need to be able to mentor, develop and supervise less experienced colleagues in achieving improvement whilst supporting Team Managers to create a culture of excellence which leads to sustained and positive outcomes for children. You will need a Social Work qualification and Social Work England registration.

In return you will be offered support from our experienced senior leadership team, excellent career progression and training opportunities.

Additional information

This is a county wide role, which will involve across county working, the office base is flexible.

For further information or an informal discussion about this exciting opportunity, please contact Cathy Jones CZJones@somerset.gov.uk.

In this role you will need to speak fluent English. More information is in our job pack.

All interviews will be taking place virtually, for example via Microsoft Teams.

Due to the importance of the role we recommend applying as soon as possible as, depending on the level of response.

Apply: <https://www.somerset.gov.uk/jobs-and-careers/job-search/job/?jobId=2236>

***SOCIAL WORKER - CHILDREN WITH DISABILITIES**

Closing Date - 13 June 2021

Salary - £30,451 to £34,728 per annum

Working pattern - Full Time

Contract type - Permanent

Location - West Somerset

A bit about us

Somerset County Council have an exciting opportunity for an experienced Social Worker to join our Children with Disabilities (CWD) teams in Bridgwater and Taunton.

The Key purpose of the role is to improve the outcomes for disabled children, young people, and their families across Somerset.

We work closely with multi-agency partners in health, education and social care and undertake all aspects of statutory work. This is a unique team where you may have the opportunity to work with children and their families from assessment through to adoption, including all aspects of safeguarding and Court work where needed. We take pride in working with children from 0 through to 18 years old with the aim being to help and support them in achieving a successful transition into adulthood.

Here's what you can expect to be doing

Here in Somerset, our manageable caseloads let you be the innovative and creative social worker you want to be – direct work with children to hear their voice, understand their experiences and ensure that they aren't defined by their diagnosis. You will work with parents and the wider family network to support them to tackle problems and change interactions and behaviours. With permanent Team Managers and a permanent stable senior leadership team you'll be well supported with regular and reflective supervision.

A few things about you

You will be passionate about relationship-based social work, proud of your profession, and able to reflect and think creatively about how you can build relationships to make a difference to children and families. You will need to be a qualified social worker registered with Social Work England and have substantial experience working with children and families in social work.

We are proud to offer an environment that is supportive and rewarding, within a team who are passionate about the work that they do to improve the lives of people in Somerset. We're supporting flexible working arrangements and our offices meet the Covid-19 Secure standards. We're using risk assessments and where needed, PPE to protect our social workers. Good technology is provided to help you stay connected to your team and manager through virtual meetings, team check-ins and service sessions.

Additional information

As this role is customer facing you will need to speak fluent English.

For more information or an informal chat, please feel free to get in touch with:

Mikayla Greedy on 07977 410642.

All interviews will be taking place virtually, using Microsoft Teams and are scheduled to be held on 18 June 2021

Due to the importance of the role we recommend applying as soon as possible as, depending on the level of response, we anticipate conducting interviews ahead of the closing date.

Apply: [Job \(somerset.gov.uk\)](https://www.somerset.gov.uk)

***SOCIAL WORKER - CHILDREN WITH DISABILITIES**

Closing Date - 13 June 2021

Salary - £30,451 to £34,728 per annum

Working pattern - Full Time

Contract type - Permanent

Location - East Somerset

A bit about us

Somerset County Council have an exciting opportunity for an experienced Social Worker to join our Children with Disabilities (CWD) team in East Somerset, covering Shepton Mallet and Yeovil.

The Key purpose of the role is to improve the outcomes for disabled children, young people, and their families across Somerset.

We work closely with multi-agency partners in health, education and social care and undertake all aspects of statutory work. This is a unique team where you may have the opportunity to work with children and their families from assessment through to adoption, including all aspects of safeguarding and Court work where needed. We take pride in working with children from 0 through to 18 years old with the aim being to help and support them in achieving a successful transition into adulthood.

Here's what you can expect to be doing

Here in Somerset, our manageable caseloads let you be the innovative and creative social worker you want to be – direct work with children to hear their voice, understand their experiences and ensure that they aren't defined by their diagnosis. You will work with parents and the wider family network to support them to tackle problems and change interactions and behaviours. With permanent Team Managers and a permanent stable senior leadership team you'll be well supported with regular and reflective supervision.

A few things about you

You will be passionate about relationship-based social work, proud of your profession, and able to reflect and think creatively about how you can build relationships to make a difference to children and families. You will need to be a qualified social worker registered with Social Work England and have substantial experience working with children and families in social work.

We are proud to offer an environment that is supportive and rewarding, within a team who are passionate about the work that they do to improve the lives of people in Somerset. We're supporting flexible working arrangements and our offices meet the Covid-19 Secure standards. We're using risk assessments and where needed, PPE to protect our social workers. Good technology is provided to help you stay connected to your team and manager through virtual meetings, team check-ins and service sessions.

Additional information

As this role is customer facing you will need to speak fluent English.

For more information or an informal chat, please feel free to get in touch with Emma Martin on 07919 540354.

All interviews will be taking place virtually, using Microsoft Teams and are scheduled to be held on 18 June 2021

Due to the importance of the role we recommend applying as soon as possible as, depending on the level of response, we anticipate conducting interviews ahead of the closing date.

Apply: [Job \(somerset.gov.uk\)](https://www.somerset.gov.uk)

PROFESSIONAL PRACTITIONER - YOUTH OFFENDING TEAM

Closing Date - 20 June 2021

Salary - £30,451 to £34,728 per annum

Working pattern - Full Time

Contract type - Permanent

Location - Bridgwater

A bit about us

The Youth Offending Team focuses on early intervention and holistic multi-agency support, where young people are children first and offenders second.

Here's what you can expect to be doing

We need a motivated and experienced professional practitioner to deliver our services and to support service delivery and projects. The professional practitioner will act as a specialist in Youth Justice.

A few things about you

You will

- Act as a specialist practitioner within the team, providing support and guidance to other professionals.
- Act as a case holder for complex cases; make assessments, review risk, monitor and deliver quality interventions and supervise the work of Intervention workers.
- Help drive service improvements and embed corporate values to improve outcomes for young people.
- Take on lead responsibility for some areas of on-going, or time-limited work
- Set an example of professional behaviour for all staff that places the welfare of young people and families we work with, and the communities they live in, at the heart of what we do.

The vulnerability of the young people we work with is increasing, the society we live in is changing and the structures and frameworks within which we operate can be expected to alter and evolve at an increasing pace. We therefore need staff who are prepared to learn and adapt rapidly to these changing contexts, as demands arise.

Additional information

For an informal discussion about this post please contact Lynne Pickup on 07946 442029.

Please note this role requires access to a vehicle with business insurance as some of your time will be spent in the community completing direct interventions with children, young people and families.

All interviews will be taking place virtually, for example via Microsoft Teams and will be held on 5 and/or 7 July 2021

If this role is customer facing you will need to speak fluent English.

Apply: [Job \(somerset.gov.uk\)](https://www.somerset.gov.uk)

LANDSCAPE PROJECT OFFICER

Salary: £22,183 to £25,481 per annum

Full Time 37 hours per week

Fixed term contract until 31 March 2024

Location: Bridgwater, Somerset

A bit about us

We are looking for an enthusiastic Project Officer to join the Quantock Hills AONB team to support the delivery of our landscape work through the Farming in Protected Landscapes (FiPL) programme and the Landscape & Visual Schemes.

Farming in Protected Landscapes, created by Defra, and managed by AONB and National Park teams across the country, will help farmers, land managers and others to deliver work on the farmed landscape. under the themes of climate, nature, people and place.

The Landscape & Visual Schemes are funded through the S106 / DCO associated with the development of Hinkley Point C. As with the FiPL programme the schemes will help farmers and others to deliver work or by directly delivering projects to enhance the landscape and nature of the wider Quantock area.

Here's what you can expect to be doing

You'll provide advice and guidance to potential grant applicants and support an assessment panel, who will judge applications. You will be developing nature recovery schemes with land managers and supporting them in the delivery through running contracts.

A few things about you

Ideally, you'll be qualified to at least degree level and have experience of working with a broad range of external stakeholders, in particular farmers and land managers. Familiarity with current agri-environment schemes would be an advantage.

The role will be based at Fyne Court, Broomfield, with flexibility for home working some of the week.

The role will include travel throughout the Quantock Hills area.

If this role is customer facing you will need to speak fluent English.

For an informal discussion about the post please contact Iain Porter, Development Officer on 07977 412077 or Chris Edwards, AONB Manger on 07879 487600.

Apply: <https://www.somerset.gov.uk/jobs-and-careers/job-search/job/?jobId=2241>

Closing date: 28 June 2021

Interviews will take place virtually via MS Teams

***CONTACT CENTRE ADVISOR**

Closing Date - 15 June 2021

Salary - £19,698 to £21,748 per annum

Working pattern - Full Time

Contract type - Permanent

Location - Taunton

A bit about us

We have Contact Centre Advisor roles available in our award-winning contact centre.

It's a brilliantly rewarding place to work and everything we do helps to improve the lives of the people of Somerset. What kind of people work with us? All sorts, really. But they have one thing in common: they care. So, if you're understanding, if you enjoy helping people and thrive on variety, we'd love you to come and join our team. When you join us, you'll be trained and supported not only by us but also by the Services you will be representing, and you'll have the opportunity to gain a range of experience in finding solutions, supporting individuals and helping people to help themselves.

Here's what you can expect to be doing

Our Contact Centre Advisor roles provide the first point of contact for Somerset County Council, so the work is mainly receiving and making contacts, over the telephone or electronically, in a busy contact centre environment. We now have opportunities in our Adults team where we really focus on the person in the conversations we have.

You can make a real difference and have a positive impact on people's lives in this team. You'll be having conversations with people who might not have spoken to anyone in weeks and you will be helping them identify the support they need and to find solutions that suit them and their circumstances.

Our teams have recently risen to the challenges of the current Coronavirus Pandemic by providing essential advice and guidance through a Coronavirus Helpline.

You'll have a range of technologies at your fingertips, (such as webchat and digital support) to help with your everyday work and to support the customers you interact with.

A few things about you

A positive attitude, flexibility and the ability to learn about our services are more important attributes than previous call-handling experience.

We are looking for people who have excellent communication skills. The nature of the work can be sensitive and confidential, so we need people who are empathetic, approachable, friendly and professional. The ability to listen and understand customer needs in order to advise on the next steps is essential.

Additional information

These roles are based in our modern offices in County Hall, in Taunton, although most staff are currently working from home due to Covid restrictions. We will however be embracing a mix of home and office working in the future.

If you would like to find out more about these exciting opportunities before applying, please get in touch with Marina Jones (Adults Team Manager) on 01823 359916 mtjones@somerset.gov.uk or Susanne Nichols (Adults Team Manager) on 01823 359919 snichols@somerset.gov.uk

Due to the current situation regarding Covid-19 interviews will be taking place remotely via MS Teams. If this role is customer facing you will need to speak fluent English.

Apply: [Job \(somerset.gov.uk\)](https://www.somerset.gov.uk)

FINANCE ASSISTANT

Closing Date - 15 June 2021

Salary - £18,933 to £19,698 per annum

Working pattern - Full Time

Contract type - Permanent

Location - Taunton

A bit about us

We are looking for two enthusiastic and self-motivated individuals to join our Finance Business Partnering team as Finance Assistants. These are permanent positions, 37 hours a week. As a team we

provide financial advice and support to a range of service areas, with the aim of improving lives for Somerset residents.

Here's what you can expect to be doing

These roles will support Finance Officers and the wider Finance Business Partnering team with a variety of tasks such as processing payments, maintaining spreadsheets, databases and records. These roles also involve liaison with services, other finance teams, external providers, partner agencies.

A few things about you

There is a high turnover of data input work, therefore we are looking for someone with a range of skills. Essentially, you will demonstrate good communication, organisation, time management, attention to detail, accuracy, and tenacity.

Additional information

If this role is customer facing you will need to speak fluent English.

For more information please contact Kerry Hepple Finance Manager or Kieran Ashton, Finance Manager via email KLHepple@somerset.gov.uk or KJAshton@somerset.gov.uk.

Interviews will take place virtually via MS Teams.

Apply: [Job \(somerset.gov.uk\)](https://www.somerset.gov.uk)

MUSIC AND DRAMA ASSISTANT

Closing Date - 16 June 2021

Salary - £10,033 to £10,234 per annum

Working pattern - Part Time

Contract type - Permanent

Location - Yeovil

A bit about us

We have a 20 hours per week opportunity for a Music and Drama Assistant at Yeovil Library. Did you know one of the best Performing Arts Libraries in the UK is based right here in Somerset and supplies music scores, orchestral sets and play scripts across the country to choirs, orchestras and groups for performance? Somerset Performing Arts Library also holds a vast range of music scores for most instruments. We provide encouragement to all musicians from gigging professionals to those who are happy to play at home and we also have a performance space for concerts, as well as meetings and events.

Here's what you can expect to be doing

We are offering a rare opportunity for you to join our small friendly team and help expand the enthusiasm for all genres of music and drama across the South West and beyond. This will involve dealing with well-established groups within Somerset, and other libraries across the country.

A few things about you

We are looking for a well-motivated person to provide an excellent service to our customers. You will be hard-working and receptive to change with great communication skills and the ability to manage manual handling. You will work as part of a team dealing with enquiries and requests to source material via the inter-library loan system for performance or reading, working to concert and rehearsal deadlines. You will be able to work with a high degree of accuracy and attention to detail to keep records using complex spreadsheets. Experience and knowledge of using Excel is essential.

Due to the nature of this post, you will at times be working by yourself so an ability to use your own initiative is a must, although there will be support from colleagues when needed. A good working knowledge of social media would also be advantageous.

Additional information

If this role is customer facing you will need to speak fluent English.

For an informal chat please contact: Yeovil Library Supervisor Paul Hawkings on 07811 308759 or email Performing Arts Outreach Officer Naomi Godfrey NGodfrey@somerset.gov.uk

Apply: [Job \(somerset.gov.uk\)](https://www.somerset.gov.uk)

DRIVER

Closing Date - 16 June 2021

Salary - £8,725 to £9,078 per annum

Working pattern - Term Time

Contract type - Permanent

Location - Yeovil

A bit about us

We have two 20 hours per week term time only (39 working weeks) opportunities for Drivers to join our enthusiastic transport team as a Driver based in Yeovil.

Our team provides transport for LD (Learning Disabilities), SEN (Special Educational Needs), Public Service, Health & Social trips.

Here's what you can expect to be doing

Your duties will include:

Safe Operation of SCC Vehicles.

Completion of Daily vehicle Checks before use.

The transportation of the service users within a safe and timely manner.

In most cases, working in conjunction with a passenger assistant to provide a safe and enjoyable environment for all.

To deliver a friendly and reliable service for our service users.

A few things about you

You will need a D1 category on your licence and a willingness to work as part of a flexible and committed team.

Additional information

For an informal chat about the role with us please contact Lee Jones on 01935 463678 or email JLZJones@somerset.gov.uk.

We also have relief opportunities available. Relief patterns vary depending on the needs of the service and how much you wish to work. The current relief rate of pay is £9.81 per hour.

Apply: [Job \(somerset.gov.uk\)](https://www.somerset.gov.uk/jobs)

RELIEF DISTRIBUTION ASSISTANT

Closing Date - 16 June 2021

Salary - £9.25 per hour

Working pattern - Casual

Contract type - Casual

Location - Bridgwater

A bit about us

LibrariesWest is looking for relief distribution assistant(s) at The Library Centre, Bridgwater.

LibrariesWest is a consortium, handling materials from South Gloucestershire, Bristol, North Somerset, Somerset, Bath and North East Somerset, Poole and Dorset.

The post is to assist and/or cover absences for our distribution assistants as and when required by the needs of the business.

Here's what you can expect to be doing

The tasks undertaken involve unpacking and re-packing crates ready for delivery the following day.

The work involves a lot of manual handling, moving crates of approximately 10 kilos.

The relief distribution assistant will process up to 150 – 200 crates daily and undertake any other warehouse tasks required.

A few things about you

You will need to be physically fit, have good organisational skills and the ability to cope in a busy and demanding environment

Additional information

For more information about this post please contact: Teresa Butt, Supervisor at Bibliographic Services. on 07976 611659 or by email Tbutt2@somerset.gov.uk

Apply: [Job \(somerset.gov.uk\)](https://www.somerset.gov.uk)

APPRENTICE - INSURANCE & RISK MANAGEMENT

Closing Date - 18 June 2021

Working pattern - Full Time

Contract type - Apprenticeship

Location - Taunton

Salary: National Minimum Wage Pay Rates for an Apprentice:

16-17: £8,913.32, 18-20: £12,656.15, 21-22: £16,128.87, 23+: £17,422.28

A bit about us

We are looking for an enthusiastic apprentice to join our busy Insurance and Risk Team.

Here at Somerset County Council, we pride ourselves on our can-do attitude and increasing innovation in the way we deliver public services for the people of Somerset.

Working as an apprentice with us is a fantastic opportunity to start or progress your career within the public sector. We want to learn as much from our apprentices as they learn from us.

We deliver a diverse number of services, from social care and flood protection to civil engineering and cyber security and want the best people to work with us to continue our ambitions.

As an apprentice at Somerset County Council, you will be supported to achieve a professional qualification as you earn and will enjoy a number of staff benefits including flexible working arrangements.

In addition to the formal training you will undertake as part of your apprenticeship, you will gain hands-on experience of Insurance and the principles of Risk Management in a business context. You will gain an understanding of a variety of insurances including motor, property, and liability insurances in the course of your duties. We also administer a staff absence fund for schools.

If this sounds like a good match for you we'd love to hear from you!

Here's what you can expect to be doing

You will join our busy team which supports the delivery of the Council's Services. You will support the Insurance Manager and Strategic Risk Manager providing:

General administration duties relating to the management of the Insurance and Risk Team as required.

Arrange the meeting of the Strategic Risk Management Group and take the minutes of the meeting.

Produce risk reports following the risk management policy on risk reporting

General maintenance of the Council's risk management system.

Maintaining insurance asset registers for a variety of insurance policies

Providing insurance documentation to many schools and services within SCC.

Produce minutes and agendas for insurance meeting as and when required.

A few things about you

Entry Requirements for the position

5 GCSEs including English & Maths Grades 4-9 or equivalent

You will have high levels of personal motivation and enjoy working within a team environment. Strong communication verbal and written and organisational skills whilst attention to detail are a must in addition to being a competent user of technology, a working knowledge of Microsoft Word, Excel, PowerPoint and Microsoft Teams is required.

You will receive comprehensive in-house training and study for a Level 3 Business Administration apprenticeship with Bridgwater and Taunton College. The length of the apprenticeship is two years.

More information on this apprenticeship standard can be found at

<https://www.btc.ac.uk/courses/apprenticeships/administration-office-skills/business-professional-administration-higher-apprenticeship/>

Please ensure you list your GCSE's on your application

Additional information

If this role is customer facing you will need to speak fluent English.

For more information or an informal discussion about this post please contact; Pam Pursley, Strategic Risk Manager on 01823 359062 and/or Richard White, Senior Insurance Officer on 01823 357042.

Interviews will take place via MS Teams

Apply: [Job \(somerset.gov.uk\)](https://www.somerset.gov.uk)

Lydeard St Lawrence Community Primary School

CLERK TO THE BOARD OF GOVERNORS

Lydeard St Lawrence Community Primary School is seeking a Clerk to the Board of Governors. We are a small, rural primary school, with around 80 children.

The board, through its appointed and elected governors, plays a distinctive and essential role in the continuing success and development of the school.

The clerk's job is to work with the chair, other governors and the headteacher in dealing with administrative matters for the board and advising on procedural issues of governance and the board's statutory duties. Central to the role is preparing for, taking notes at and producing minutes for meetings, publishing required documents and maintain the governor areas of the school website and Somerset Learning Platform.

The post involves some evening work and the successful candidate should be available at other times during the day. Good keyboard skills and the ability to draft agendas and produce accurate concise minutes are essential. Integrity and the ability to maintain confidentiality are essential.

New clerks receive advice, support and training from the SSE-Somerset Governance Services Team and our clerk is required to attend termly briefings in the locality to update themselves on the latest developments in governance.

The post will involve 10-12 hours work to prepare for, attend and follow up each meeting of the governing body. Typically, in a school year there will be 8 evening meetings each lasting up to 2.5 hours. In addition, the clerk takes short minutes of the finance committee, which meets up to 6 times per year for less than 1 hour, normally immediately before the governing body meeting. In addition, the clerk will need to work for up to 30 hours during the school year to support governor recruitment, complaints and other activities. The clerk may be asked to take on additional work according to need and extra hours may be allocated for this, typically up to 20hrs pa. The School has budgeted for 100 hours Clerk time pa plus 20 hours pa contingency.

The post of Clerk to the Governing Body has been evaluated using Somerset's Job Evaluation Scheme at Grade 13: (**£19,696 – £21,748**) full time equivalent salary.

Further information can be obtained by contacting the Chair of Governors and an application made via <http://dasjobs.co.uk/job/clerk-to-the-board-of-governors-13/>

Ilchester Community Primary School, Somerton Road, Ilchester BA22 8JL

Tel: 01935 840568/840328 Email: office@ilchester.somerset.sch.uk

Website: www.ilchestercommunityprimary.com

A full Time SEN TEACHING AND LEARNING ASSISTANT – Fixed Term contract until 31/08/2022.

Our Team is expanding. We are looking for a committed and enthusiastic SEN Teaching Assistant to support teaching, learning and personal development at our friendly school. The role will involve working one-to-one or with small groups of pupils who need additional help and support. The post will be full days, Monday to Friday - 8.45am until 3.20pm (**with 15-minute unpaid break and 30-minute unpaid lunch break**). **29 Hours 25 minutes. Grade 14 Point 4 - £9.81 per hour.**

The ideal candidate will:-

- Have a good level of English and Mathematical knowledge
- Be a reflective person, who shows initiative to support our children to achieve their full potential

- Be patient and supportive of children with learning needs or those with social and emotional difficulties, whilst also having high expectations for them
- Have a high level of interpersonal skills and the ability to rise to challenges and work in a variety of teams as and when required.

As a school we seek to make learning both relevant and exciting, developing in children skills for life and a passion for learning. If you share these values, enjoy working as a member of a team and are willing to work hard towards the school aims, we would like to hear from you.

Information about our school and an application form can be downloaded from the school website: www.ilchestercommunityprimary.com (Look under staff vacancies). Please apply using this form and include the names and addresses of two referees.

Please apply in writing to Mr N J Heath, Headteacher

Closing Date: Monday 21st June 2021 - 9am

Interviews: Monday 28th June 2021

Ilchester Community Primary School is committed to the safeguarding of all children. Thorough background and criminal record checks will be conducted.

Oake Bradford & Nynehead C of E (VC) Primary School, Oake Taunton TA4 1AZ NOR 112

LEARNING SUPPORT ASSISTANT (MEDICAL NEEDS) – KS2

20 hours per week Monday to Friday 8.45 – 12.45 - Term time only

Salary Grade 15: £18,562 pa pro rata (£9.6212 per hour)

This position will include lunch time supervision.

We are seeking to appoint a caring, enthusiastic and experienced learning support assistant, to join our team from September 2021.

The role will include providing learning support for pupils but the main responsibility will be to support a child with diabetes and will involve:

- Monitoring the pupil's wellbeing
- Carrying out blood sugar level tests
- Monitoring the child's intake of carbohydrates throughout the day
- Administering medication as required

Training and experience with supporting pupils with diabetes is desirable, although training will be provided and the successful candidate will be supported by experienced colleagues.

The post is a fixed term-contract, dependant on need and funding.

Our school is committed to safeguarding our children and this post will require a criminal background check (Enhanced DBS) via the Disclosure Procedure before commencing work.

For further details & application <https://dasjobs.co.uk/job/learning-support-assistant-medical-needs-3/> or contact the school office on 01823 461533 or email sch.264@educ.somerset.gov.uk

Closing date: Monday 21st June at noon. Interviews week commencing 28th June

West Chinnock Primary School Require a LUNCHTIME SUPERVISOR

To Start Immediately

Hours: 5 days per week 12.00pm to 1.30pm, 4.50 hours a week Term Time Only

Grade: 16 point 2 £9.18 per hour (£17,711 Pro rata)

We are looking for an enthusiastic lunchtime supervisor for 1.5 hours a day. The lunchtime supervisory role will require the successful candidate to support pupils within the dining room as well as organising the serving of the meals and clearing up after the children have eaten.

The successful applicant will be a team player who enjoys the challenge of a busy lunchtime environment and who is able to work alongside others.

We are committed to safeguarding and promoting the welfare of young people and expect all staff and volunteers to share this commitment. The successful applicant will be required to undertake an enhanced DBS disclosure.

For an informal chat or if you would like to arrange a visit please contact the school office on 01935 881367.

Please apply by completing the application form, giving names and contact details of 2 referees to Kate McBain kmcbain@educ.somerset.gov.uk

Closing Date: Monday 21st June 2021

Interview date to be confirmed

Please visit the School website www.westchinnockprimary.co.uk for further details and application forms.

Cheddar First School

OPERATIONS OFFICER

Required as soon as possible

**37 hrs a week, term time only, plus 5 days in the school holiday
(with a 30-minute unpaid lunch break)**

Monday – Thursday 8.30 am – 4.30 pm, Friday 8.30 am – 4.00 pm

Grade 12 £22,183 - £25,481 per annum pro rata

Actual Starting Salary (£19,164)

An exciting opportunity has arisen for an Operations Officer to join us and oversee the daily

administration and smooth running of the school office. The ideal candidate will have excellent administration and organisational skills and be reliable, patient, discreet with an excellent telephone manner. You must be friendly, professional and approachable. You will have experience of working in a busy environment, with the ability to handle many tasks at the same time.

Candidates will need to demonstrate:

- Proven administrative experience working in an office environment at senior level
- The ability successfully to organise, lead and motivate staff
- Excellent communication skills
- The ability to plan, organise and respond to changing priorities in a fastmoving environment
- Problem solving skills; use of initiative and taking decisions
- Flexibility, teamwork
- Commitment to maintaining confidentiality at all times
- Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils

Closing date: Monday 14 June 2021

Interview date: to be confirmed

Candidates are warmly invited to contact the school and arrange a visit. To book an appointment contact Mrs Suzanne Smith, on 01934 742546.

Cheddar First School is a successful first school situated in the heart of Cheddar. We currently have 260 pupils on roll and 70 pupils registered in our Preschool. The Cheddar First team is committed to offering every child the best possible educational journey. As a member of the Wessex Learning Trust, we work collaboratively and believe in empowering our staff to grow and take the lead. Across all our schools, we work together, share staff – and share expertise.

To apply for this position, please complete a support staff application form, (available on our website), together with a letter of application for the attention of Mrs Suzanne Smith. Your letter should be no more than two pages of A4, detailing your experience to date and why you are the best candidate for the position. Completed applications should be returned by email to HR@wessexlearningtrust.co.uk or by post to the school for the attention of Mrs S Smith.

This post requires a criminal background check via the Disclosure Procedure

Minerva Primary School, Outer Circle, Taunton Somerset TA1 2BU

Tel: 01823 337051 Email: recruitmentMinerva@redstartpartnership.co.uk

Website: www.minervaprimarieschool.co.uk



TEACHING ASSISTANT

Hours: 32.5 per week

Grade: Grade 14

Start Date: September 2021

We are seeking to appoint an enthusiastic, compassionate and friendly team member to work with our Y3/4 class.

We are looking for:

- a dedicated, hard-working nursery assistants who are able to raise and sustain high standards;
- excellent interpersonal skills with pupils, staff and parents;
- the ability to enthuse and inspire children;
- a strong team player who is able to share excellent practice and learn from others.

Some experience of supporting children with their social, emotional and mental health will be an advantage.

NURSERY ASSISTANTS

Hours: as agreed

Grade: Grade 15

Start Date: September 2021

Our Nursery provision has been expanded with an additional space within the main school building. At this stage our increase in number is unpredictable.

We are seeking to appoint enthusiastic, compassionate and friendly team members to work within our Nursery.

We are looking for:

- a dedicated, hard-working nursery assistants who are able to raise and sustain high standards;
- excellent interpersonal skills with pupils, staff and parents;
- the ability to enthuse and inspire children;
- a strong team player who is able to share excellent practice and learn from others
- ability to respond at short notice to requests for cover.

Some experience of supporting young children or willingness to undertake training will be an advantage.

Closing Date: Friday 18 June 2021

Interview Date: TBA

To download job details and an application form, please visit the Trust website on

<http://www.theredstartlearningpartnership.co.uk/172/current-vacancies>.

For further information about Minerva Primary School, please visit the school website at

<http://www.minervaprimarieschool.co.uk>. Visits to the School are warmly welcomed and can be arranged by contacting the school at the address above.

Completed application forms to be returned to: - recruitmentminerva@redstartpartnership.co.uk

Please note: Applications by CV or incomplete forms will not be considered.

TRLP is committed to safeguarding and promoting the welfare of the children and expects all staff to share this commitment. The successful candidate will be required to undertake a Disclosure & Barring Service check.

Cheddon Fitzpaine Church School

Rowford, Cheddon Fitzpaine, Taunton, Somerset TA2 8JY

Telephone: 01823 451335 Fax: 01823 451683

Email: office@cheddon.bwmat.org Web: www.cheddonbwmat.org



TEACHING ASSISTANT & LUNCHTIME SUPERVISOR X 2

Temporary Fixed Term for 12 months - Starting 1st September 2021

Post 1 - 23.5 TA hours + 2.5 MDSA hours – over 5 days

Post 2 - 14.5 TA hours + 2 MDSA hours – over 3 days

Teaching Assistant - SCP2- SCP4 - £18198-18933 (FTE) - term time only

Lunchtime Supervisor – SCP1- SCP2 - £17842- £18198 (FTE) - term time only

There are also some additional hours available to supervise our wraparound care provision.

An exciting opportunity has come up at our school to appoint two enthusiastic and experienced Teaching Assistants and lunchtime supervisors to become part of our friendly and supportive team.

The successful candidates will also be involved in supporting children in Key Stage 2. Experience with Year 5 & 6 would be preferred, but not necessary.

We are looking for:

- Someone who is calm, versatile and resourceful
- Has good interpersonal skills and is able to use their initiative as well as working well in a team.
- Previous experience and NVQ Level 2 or above qualification is essential.

A willingness to undertake the following training:

- Children Protection and Prevent Training
- First Aid Training

The school is able to offer:-

- The opportunity to work with a friendly, supportive environment
- Work with an experienced and enthusiastic school team
- Commitment to professional development
- A caring and innovative environment.

Our School has a dedicated and experienced team of teaching and support staff. We have strong links with the Church, local community and have supportive parents.

Candidates are invited to contact the school and arrange to visit and meet with the Headteacher. If you would like to arrange this please book an appointment via phone **01823 451335** or

email office@cheddon.bwmat.org

Benefits of working for the Bath & Wells MAT include; a generous pension scheme, enhanced sickness and parental benefits and a supportive working environment.

The Bath & Wells MAT is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS and all relevant pre-employment checks.

<http://www.bwmat.org/vacancies/>

Application forms should be accompanied by a full letter of application and sent to the school office by post or email the School Business Manager – office@cheddon.bwmat.org

Closing date: 16th June 2021

Interview date: 23rd June 2021

This post will commence on: 1st September 2021



PA TO HEAD OF OPERATIONS

37 hours per week, term time plus 1 week in the school holidays – permanent contract

Monday – Thursday - 8.30 am – 4.30 pm

Friday 8.30 am – 4pm

With a half hour unpaid lunchbreak each day

Scale 14 £18,933 - £19,698 per annum pro rata

Actual starting salary £16,142

Required as soon as possible

Wessex Learning Trust wish to appoint a highly motivated, ambitious, and dynamic Personal Assistant to the Head of Operations.

You will have experience of working in a busy environment and working to high standards. You will be proficient at managing diaries, administering meetings, preparing papers, taking minutes, and have the ability to handle conflicting priorities.

You will be the first line of contact for the Head of Operations, providing a warm welcome to visitors and other contacts whilst operating at the highest professional standards to support the Head of Operations, Central, and Professional Services Team.

Experience of working in a confidential environment is paramount to this role, due to the many and varied matters dealt with on a daily, weekly, monthly basis.

Candidates will need to demonstrate the following:

- Ability to work in a fast-moving environment, often with conflicting priorities
- Excellent written and communication skills
- Outstanding interpersonal skills and be able to communicate with all key stakeholders, using tact and discretion to ensure a professional response
- Competent at using Microsoft Office suite of applications
- Able to work efficiently under pressure whilst maintaining calm and professional manner at all times

What we can offer

- Professional induction, training and Continued Professional Development opportunities
- Rewarding working day
- Being part of a wider team and the growing Wessex family
- Employee support services
- Staff benefits including reduced gym membership and cycle to work scheme
- Free parking!

Closing date: Monday 14 June 2021 8am

Interview date: Thursday 17 June 2021

To apply for this position, please complete a support staff application form, (which is available on our website), together with a letter of application for the attention of Mr G Ball (Chief Executive). Your letter should be no more than two pages of A4, detailing your experience to date and why you are the best candidate for the position. Completed applications should be returned by post to the HR Department or by email to jobs@wessexlearningtrust.co.uk

This post requires a criminal background check via the Disclosure Procedure

Wadham School, Yeovil Road, Crewkerne, TA18 7NT

SCIENCE TECHNICIAN

32.50 hours per week, term time plus INSET

8.30am – 3.00pm (plus attendance at departmental meeting on Mondays after school)

Grade 14 £14,178- £14,751 actual salary

We require a Science Technician to work closely with our dedicated, friendly team of 6 Science teachers and an experienced Science Technician, in a school that achieves great outcomes for students and provides a healthy environment for teaching and learning.

A background in Biology or Physics is preferable, however we require someone who would like to be involved with the further development of the team.

The ability to work well as part of a team is essential, as are good organisational and communication skills. The applicant will be joining a forward-thinking department that is looking towards welcoming Key Stage 3 students in 2022.

Wadhams School is committed to safeguarding and promoting the welfare of children and young people. Successful candidates will be subject to an enhanced Disclosure and Barring Service Check.

For further details/application form, please see the school website www.wadhamschool.co.uk or telephone the school on 01460 270123.

Please email your completed application form to Lmahoney@wadhamschool.co.uk

Closing date for applications is Friday 18th June 2021.



Brymore Academy, Cannington, Somerset TA5 2NB

Brymore is a State Boarding School for boys aged 11 – 17 set in its own 60 acre site with a working farm, gardens, workshops and sports facilities. The school is currently expanding and this is an exciting time in Brymore's development.

ASSISTANT HOUSE PARENT (NON RESIDENTIAL)

Job ref: 239

Required for September 2021

37 hours per week (made up of 33.5 hours per week and one Sunday duty per half term)

35 weeks per year (Term time only plus inset days)

Working Hours: 3.45pm to 10pm, Monday to Friday (plus one Sunday Duty 9am -10pm per half term)

BTCT points 5-6, commencing at point 5. Actual starting salary: £14,887 per annum

We are looking for a well organised, practical and understanding individual to join the Academy as a Assistant House Parent. The main purpose of the Assistant House Parent role is to support both boys and other boarding staff within the houses on a day to day basis. The support provided can come in many different forms from guiding boys with academic work and any concerns they may have, to supporting them with their organisation and social development and awareness as any parent would. A personable approach is key, with the ability to spend time with boys in a social environment getting to know them and being comfortable in their company being at the top of the list.

We are looking for an outstanding individual to ensure the wellbeing of all the boys is at the heart of what we do, and to be part of a successful team.

Further details and application form for this post are available to download from our website

www.brymoreacademy.co.uk or email office@brymore.somerset.sch.uk or telephone 01278

652369. Please ensure you return this completed application form with your request for consideration for the post.

Closing date: Midday Monday 28th June 2021

Potential Interview: Monday 5th July 2021

Brymore Academy is committed to safeguarding and promoting the welfare and safety of children and therefore this post requires a criminal background check via the disclosure procedure

Bridgwater College Academy, Parkway, Bridgwater, Somerset TA6 4QY

www.bridgwatercollegeacademy.org

Bridgwater College Academy is an all-through academy for students aged 3 to 16. The academy is part of the Bridgwater & Taunton College Trust.



LEARNING SUPPORT ASSISTANT (ASC)

Ref: 241

Permanent

31.25 hours per week, 39 weeks per year

(term time plus 2 INSET days and some Twilight sessions)

Working hours: 8:15am to 3:00pm Monday to Friday

Salary: BTCT Scale Points 3 to 4 (starting at point 3) Actual Salary: £13,464

Due to our ASC Centre expansion, Bridgwater College Academy is seeking to appoint a skilled teaching assistant, ideally with experience and knowledge of working with students who have autism. The successful candidate will work with the ASC Polden Centre Team based in KS3 and KS4. They will also support our students within mainstream classes.

The ideal candidate will be responsible for supporting individual students and small groups, encouraging their engagement in learning, promoting positive behaviour, and will be supported to deliver bespoke SEN interventions in the specialist centre.

To be considered for this inclusive role, you should:

- Have proven experience working with children with ASC/Language and Communication needs, or other SEN
- Have a desire to understand the needs of students with autism and support them in an educational environment
- Have a calm, positive attitude and be a clear, confident communicator
- Be able to build and develop trusting, professional relationships with students and staff.

This is an exciting opportunity to become part of the ongoing development of the ASC base at our inclusive academy.

Closing Date for applications: 3pm on Wednesday 23rd June 2021

Anticipated Interview Date: Wednesday 30th June 2021

SECONDARY GRADUATE MENTOR

REF: 242

27.5 hours per week, 39 weeks per year (term-time + INSET)

Monday to Friday

BTCT Points 3 to 4. Actual starting salary £11,848 per annum

Starting July 2021, or as soon after as possible. Fixed term contract for 24 months

Putting students first is part of our fundamental culture. We strongly believe that positive outcomes for our students come from the professionalism, commitment and passion for excellence displayed by our staff.

We are looking for a Graduate Mentor to assist in the delivery of the day to day pastoral support of our secondary students, this includes supervision of our students during lunchtime and break time. The ideal candidate will also provide support for students' welfare and support the inclusion of students in all aspects of Academy life.

Do please come to visit us and see what an exciting opportunity our Academy can offer someone looking to be the best they can be and make a significant contribution to narrowing the gap in achievement and attainment for our students.

Closing Date for applications: Noon, Wednesday 30th June 2021

Full details and an application pack can be found in the Vacancies section on:

www.bridgwatercollegeacademy.org