Vacancy Bulletin

(Blue Sheets)

Issue No: 27

5 July 2019

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

dasjobs.co.uk
Late registration deadline is 12 noon Monday 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.
Children’s Services, Children and Families Operations West, Taunton

*TEAM MANAGER – SAFEGUARDING
37 hours per week
Salary: £45,760 per annum inclusive of £5,000 recruitment or retention allowance for up to 3 years
About us
This role offers an exciting opportunity to work as part of a team which is on an improvement journey, is making good progress and is motivated and committed to maintaining momentum. You would be joining a supportive and dynamic management team. This post will be alongside other permanent, well established team managers and therefore we are keen to encourage aspiring team managers as well as experienced managers to apply.

About the job
You would be managing a team of up to 6 social workers made up of a combination of experienced and newly qualified staff. The teams have a broad range of skills, are enthusiastic and supportive of each other and children are at the centre of our thinking. You would also have close working relationships with colleagues across the wider service to enable best outcomes and the achievement of the right permanence for children at the earliest opportunity.

About you
This is a great career progression opportunity at a time of positive change in Somerset. If you think you have the relevant skills and experience, please take a look at the full job description. You will need to be Social Work Qualified and HCPC registered.

For more information or an informal discussion about this post please contact Cathy Jones, Operations Manager, on 07890583225

Apply online at www.somerset.gov.uk/jobs-and-careers/our-vacancies/job-details/?jobId=797
Closing date: 19 July 2019 Job ref: APP00443HC

GOVERNANCE SERVICES OFFICER
37 hours per week – term time only (39 weeks)
Salary: £18,652 to £21,425 per annum
About us
Governance Services provide advice, support and training to those volunteering in governance. To do this the team have helplines available by both phone and email as well as a comprehensive range of resources available on the website. Training programmes range from E-Learning to face to face training all of which is purchased by the establishments.

About the job
We are looking to employ a Governance Services Officer to support the Service Manager in the day to day running of the team and the provision of training and advice.

About you
A Governance Services Officer IS expected to have current experience and knowledge of school governance legislation, supporting and advising governance boards and contributing to school improvement via support for governance.
A Governance Services Officer is also expected to display the following personal attributes; ability to work independently and as part of a team, flexible approach to work, the ability to travel and work outside of normal office hours, willingness to work to tight deadlines and a demonstrable commitment to safeguarding children and young people.

For an informal discussion about this post please contact Ann Adams on 0300 123 7365 or email AAdams@somerset.gov.uk

Apply online at www.somerset.gov.uk/jobs-and-careers/our-vacancies/job-details/?jobId=792
Closing date: 9 July 2019 Job ref: SCC00633AMB
Economic & Community Infrastructure Commissioning, Economic and Planning, Taunton

SENIOR ECONOMIC DEVELOPMENT OFFICER
37 hours per week
Salary: £33,799 to £37,849 per annum
About us
The Economic Development team is a busy team which works in consultation with managers and stakeholders to provide policy advice and develop strategic plans for economic growth and resilience. The team commissions and monitors the delivery of projects and programmes related to SCC’s economic development ambitions and required outcomes
About the job
The Economic Development team are currently looking for an officer to undertake a range of duties including:
• To support the commissioning and management of contracts to deliver projects which will support residents and businesses locally and that ultimately lead to investment and job creation;
• Monitor and review commissioned service delivery against agreed financial and performance frameworks;
• Develop and maintain relationships with a variety of external public and private agencies to deliver projects and for the joint development of policy;
• Research and assist in the development of specialist policy advice and strategic plans on economic growth and resilience issues;
• Co-ordinate and attend meetings with a range of stakeholders, (may involve occasional evening meetings).
About you
You will have experience of commissioning and management of contracts, good experience of building strong networks in or between the private and public sectors as well as being able to demonstrate research and report writing experience, a balance of written and verbal communication skills and excellent organisational strengths.
Ideally you will have an appropriate degree or equivalent qualification and experience as well as continuing personal development and will be aware of the economic issues facing an area like Somerset as well as of the role of a local authority in stimulating economic development.
For an informal discussion please contact Katriona Lovelock, Service Manager - Economy on 07977401921 or KLovelock@somerset.gov.uk
Apply online at www.somerset.gov.uk/jobs-and-careers/our-vacancies/job-details/?jobId=798
Closing date: 18 July 2019 Job ref: SCC00630AB

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Economic & Community Infrastructure Commissioning, Economy & Planning, Taunton

PROJECT OFFICER – HEART OF THE SOUTH WEST INWARD INVESTMENT SUPPORT PROJECT
18.5 hours per week
Salary: £14,818 to £16,899 per annum
Fixed term contract for 33 months
About us
We are looking to fill a vacancy for a Project Officer in the Economy and Planning team within the Economic and Community Infrastructure Commissioning function of Somerset County Council.
About the job
Somerset County Council, on behalf of the Heart of the South West Local Enterprise Partnership (http://www.heartofswlep.co.uk/), has recently been successful in securing £1.18 million of European Regional Development Fund (ERDF) monies for the Heart of the South West Inward Investment Support ERDF Project. The Project will seek to increase foreign direct investment into the Heart of the South West Local Enterprise Partnership area of Somerset, Devon, Plymouth and Torbay through delivery of a
programme of activity both to facilitate the landing of new foreign direct investment into the area and to support the growth of the area’s existing foreign-owned companies. Somerset County Council is now seeking a Project Officer to fulfil the accountable body functions for the Heart of the South West Inward Investment Support ERDF Project. The role will notably include: representing Somerset County Council’s interests in the project as the accountable body; managing and administering ERDF monies; and procuring and inputting to contract management of services. The Project Officer Heart of the South West Inward Investment Support ERDF Project post is part-funded by ERDF through the England European Structural and Investment Funds Growth Programme 2014-2020.

About you
Knowledge and experience of managing / administering external funding, project management / support and partnership-working are important to this role.
If you would like a conversation about this exciting opportunity please contact Samantha Seddon, Senior Economic Development Officer on 01823 359217 / sseddon@somerset.gov.uk or Paul Hickson, Strategic Commissioning Manager - Economy and Planning on 07977 400838 / PHickson@somerset.gov.uk

Apply online at www.somerset.gov.uk/jobs-and-careers/our-vacancies/job-details/?jobId=799
Closing date: 18 July 2019 Job ref: SCC00640AB

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Economic & Community Infrastructure Operations, Transporting Somerset, Taunton

BUSINESS SUPPORT ASSISTANT – TRANSPORTING SOMERSET

22.2 hours per week
Salary: £10,839 to £11,277 per annum

About us
Transporting Somerset provide and manage a wide range of passenger transport services across Somerset including:

- Home to School Transport
- Public Transport
- Concessionary Bus Pass administration
- Non-emergency Health Transport
- Social Care Transport
- Fleet Transport

About the job
Transporting Somerset requires a Business Support Assistant to work as part of the Public Transport team based at County Hall in Taunton. The role involves day to day administrative duties dealing with applications for Concessionary and Student Bus Passes and dealing with correspondence and enquiries regarding Public Transport.
The main tasks of this post will include:

- Data Input
- Answering Telephone enquiries
- Responding to letters and e-mails
- General Administration and Record Keeping

About you
You should have experience of working in a busy Office environment along with excellent oral/written communication and IT skills.
The ability to organise and continually prioritise conflicting demands is essential.
For an informal discussion please contact Kim Hawes, Public Transport Manager on 01823 358139

Apply online at https://secure1.somerset.gov.uk/careers/details.html?jobId=800
Closing date: 12 July 2019 Job ref: SCC00637AMB
COMMUNICATIONS OFFICER
37 hours per week
Salary: £25,295 - £28,785 per annum

About us
Here at Somerset County Council we spend over eight hundred million pounds every year, employing three and a half thousand people who provide vital services to over half a million residents, communities and business.
We’re an ambitious Council, focussed on improving people’s lives and like all local authorities we have started a major transformation programme to make sure we can carry on meeting our challenges and demands.
This exciting and demanding work is about making sure we are a proactive organisation that invests in prevention, manages demand on services and works with partners to help residents to help themselves and to improve their own outcomes - at the same time safeguarding the Council’s long-term sustainability.

About the job
This is a great opportunity to be at the heart of an initiative that’s going to make a positive difference to the way we work and how we support our residents. You’ll be supporting varied transformation projects by devising and delivering well-planned, measured and evaluated communications plans and strategies that engage and enthuse our staff and the public.
Working closely with the Communications Team and Programme Office; you’ll need to make use of all our communications channels and build relationships with all kinds of different staff and services.

About you
We would love to hear from you if you have the drive, energy and enthusiasm needed to help transform Somerset County Council along with a strong interest in and experience of developing and delivering communications and engagement campaigns. It’s a role that will call on all sorts of skills - creative thinking, excellent writing and people skills are essential, and you’ll also need to be a dab-hand at making the most of a range of social media and digital platforms.
If you have any questions about the role please contact either Mark Ford, Communications Manager - MFord@somerset.gov.uk or 01823 359087 or Rebecca Prescott, Senior Project & Change Manager - RLPrescott@somerset.gov.uk or 01823 359080.

Apply online at www.somerset.gov.uk/jobs-and-careers/our-vacancies/job-details/?jobId=802
Closing date: 11 July 2019    Job ref: SCC00611TC

FACILITIES SUPPORT OFFICER
37 hours per week
Salary: £21,589 to £24,799 per annum

About us
We have a vacancy within the Facilities Management Team for an enthusiastic and motivated individual with excellent office and customer service skills. The Facilities Support Officer is responsible for the daily supervision of the facilities management office staff and facilities support assistants (Workplace coordinators).
This post acts as a focal point of contact for facilities management and accommodation/Smart related queries, providing advice and guidance to operational (and other staff, suppliers, clients, members of the public, and elected members).

About the job
Your duties would include:
- Deploy staff and resources and determines day to day priorities and appropriate staff cover in the FM office and SMART to ensure that FM cover and customer service standards are met.
• Collates, analyses and interprets key data relating to operational, resource and performance management using appropriate software packages.
• Operates, monitors and reviews a range of systems, including IT.
• Leads the team on the introduction of new activities, systems and procedures.
• Contributes to the office/building management at County Hall.
• Supports the Facilities Services Manager to deliver accommodation moves across the campus and support property projects.

About you
• You should have excellent oral/written communication and IT skills. The ability to organise and continually prioritise conflicting demands is essential.
• You should have excellent customer service skills and be able to deal with a variety of customers. You will be required to implement and uphold the Smart Office standards and policies as well as general SCC policies and standards and lead the team through future changes.

For an informal discussion about this post please contact Louise Smith or Annabel Bradley-Moyhayeva, Facilities Services Managers on 01823 355930

Apply online at https://secure1.somerset.gov.uk/careers/details.html?jobId=801
Closing date: 12 July 2019 Job ref: SCC00641AB Previous applicants need not apply
Support Services for Education, Somerset Centre for Integrated Learning (SCIL), Ilminster

SENIOR ADMINISTRATIVE ASSISTANT
37 hours per week
Salary: £18,426 – £19,171 per annum

About us
Support Services for Education is a traded unit within Somerset County Council offering a wide variety of support services for all education providers. SCIL provide a range of high quality training opportunities for those who work or volunteer in children and young people’s services. SCIL aspire to establish a workforce that embraces a culture of lifelong learning, where everyone feels valued and is able to reach their full potential.

About the job
We are looking to appoint a Senior Administration Assistant to provide vital support to this busy and hardworking team. This is a varied role, specialising in HEI, University and Academic Programmes.

About you
Good attention to detail and time management skills are required. You will be dealing with a variety of customers over the phone and via email so excellent communication skills are essential. Experience of working with awarding organisations and universities is desirable, along with experience of an office environment. You will need to be able to work on your own initiative and take responsibility for a number of courses delivered by SCIL. To ensure appropriate support to learners and tutors there may be some evening and Saturday working across the academic year.

For an informal discussion about this post please contact Karen Shopland on 0300 123 1967 or email kshopland@somerset.gov.uk

Apply online at www.somerset.gov.uk/jobs-and-careers/our-vacancies/job-details/?jobId=796
Closing date: 12 July 2019  Interview date: 8 August 2019  Job ref: SCC00635AB
• Be able to solve problems that arise by the identification and selection of solutions from a range of diversified established procedures and standards, utilising your experience.
• Have a broad authoritative knowledge and extensive practical experience of similar finance and/or office administration background with which to influence decisions and communicate to Headteacher and the governing body.
• Be responsible for the line management of a team covering all administrative and premises duties.

Successful applicants will have:
• a strong financial/administrative management background, ideally within a school/educational setting
• a high degree of professionalism
• highly effective interpersonal and communication skills
• exceptional organisation and problem solving skills, with an ability to work under pressure and prioritise accordingly
• experience of dealing with HR issues including payroll administration
• good skills in IT, MS Office package (Word, Excel, Powerpoint and Publisher) and working knowledge of school management and procedures including SIMS & FMS.
• a Certificate/Diploma/Advanced Diploma in School Business Management
• the ability to lead a team, line managing staff

We can offer you:
• membership of a team where you will provide strategic leadership and vision making a real contribution to school improvement
• an active and supportive Governing Body
• guaranteed continuous professional development
• a school committed to consistent, sustained improvement

This post may include the role of Clerk to Governors (this will be subject to negotiation).
Visits to the school are warmly welcomed - our children and staff would be delighted to meet you before the formal interview process. Please contact Mrs Sarah Loader, Headteacher, by telephone 01823 284912.

This post requires a criminal background check via the disclosure procedure.

If you would like to join our friendly, supportive team, please submit an online application form available from http://dasjobs.co.uk/job/school-business-manager-15/ together with your CV and a letter in support of your application of no more than 2 A4 sides.

We are committed to safeguarding and promoting the welfare of children and young people and our recruitment and selection processes are particularly rigorous in relation to child protection. You should be aware that aspects of the assessment process and interview will explore your motivation and suitability to work with children.

Closing Date: 12 Noon Monday 15th July 2019
Interviews: Friday 19th July 2019
• High expectations of self and professional standards.
• The ability to work as both part of a team and independently.
• The ability to maintain successful working relationships with colleagues.
• High levels of drive, energy and integrity.
• Desirable: School administration experience.
• Desirable: Working with SIMS and FMS (training will be provided)

The successful candidate will be:
• Dedicated to promoting their professional development and achieving desired qualifications.
• Able to plan and take control of situations.
• Capable of handling a demanding workload and successfully prioritising work.

Please enquire at Ashlands CofE First School Office: 01460 73437, email ashlandsfirstschool@educ.somerset.gov.uk or visit our website for an application form and job description. School visits welcome by prior appointment. Appointments subject to Safer Recruitment procedures.

Neroche Community Primary School & First Friends Pre-School, Broadway, Somerset TA19 9RG

Required from 1st September 2019

KEY PERSON
Permanent 20 hours a week, term time contract
Grade 14  Point 4-6

We are excited to seek a highly motivated and dynamic Key Person to work in our expanding First Friends, Pre-School setting. As numbers in our new Pre-School rise, we envisage being able to offer additional hours to the right candidate to meet our children’s needs and ratios requirements.

Our children are highly motivated learners who flourish when provided with an imaginative and rich curriculum. As a school, our results in National Testing from the EYFS to Year 6 are above the National and Somerset averages.

Neroche Community Primary School offers a uniquely enjoyable, supportive and professional environment for all of our staff. Our school is a close knit and highly effective team, if you feel you could contribute to our staff team then we really look forward to hearing from you.

This post is only suitable for candidates holding an NVQ 3 or above with current experience of working with Pre-School / EYFS children.

Visits to our school are most welcome and recommended, please telephone 01460 52664 to book an appointment with the Headteacher Designate, Mrs Alison Collins.

We are committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment. A DBS check is required for this post alongside other statutory checks in line with our rigorous, safer Recruitment procedures.

Closing date and time; Wednesday 10th July 2019, 12 Noon.

Interviews will be held on Wednesday 17th July 2019

Please email SCH.067@educ.somerset.gov.uk for an application form and more details

Beech Grove Primary School - SEN Teaching Assistant

Application closing date: Friday 12th July 2019 at 12:00

Interviews will be held on: Tuesday 16th July 2019

1:1 SEN TEACHING ASSISTANT - 32.5 hours per week, term time only

Grade 15: £18,065 to £18,426 (pro-rata) depending on experience

Monday to Friday 08:30 to 15:30 (term time)

We are looking for a teaching assistant to work on a 1:1 basis to support a pupil with Social, Emotional and Mental Health needs. The position is on a fixed term contract attached to the pupil’s SEN funding.
The successful candidate will need to be highly motivated, resilient, have a sense of fun and empathy towards pupils with specific special needs. They will enjoy both supporting and celebrating the achievement of pupils. Our special needs teaching assistants support learning both as part of a class team working under the direction of a class teacher, and also on a 1:1 basis, delivering a tailored curriculum to support individual children.

The ideal candidate will:

- Have experience working as a Teaching Assistant with primary age pupils OR a graduate with an interest to go into teaching
- Have at least a Grade C in GCSE or O level qualifications in Maths, English and Science
- Be positive, enthusiastic and adaptable
- Have a good understanding of working with children with special educational needs
- Be able to work effectively with a range of people
- Be willing to learn and take on new ideas
- Have a high degree of empathy and may have an understanding of Emotion Coaching techniques

In return we can offer:

- A commitment to you and your professional development
- Strong, supportive leadership and a caring and enthusiastic staff team
- Keen and enthusiastic children, who want to learn
- Encouragement to develop new ideas and the opportunity to make a real difference

Apply at https://dasjobs.co.uk/job/11-sen-teaching-assistant-7/

Or please call or email the school office on 01823 662438 / beechgrove@educ.somerset.gov.uk to request an application form.

Please email completed application forms to the email address above by 12pm on Friday 12th July 2019. Beech Grove School is committed to safeguarding and promoting the welfare of children and young people and expects its staff and volunteers to share this commitment. All posts require a police check through the disclosure process.

Creech St. Michael C of E Primary School, Hyde Lane, Creech St Michael, Taunton TA3 5QQ
Telephone 01823 442898  Office email: creechstmichael@educ.somerset.gov.uk
Website: www.creechstmichaelprimary.co.uk  Headteacher: Mrs Jan McCarthy

Required from September 2019
TEACHING ASSISTANT TO WORK WITH CHILD WITH ADDITIONAL NEEDS – part time
Mornings only and possible some afternoons by agreement

We wish to recruit and caring and creative teaching assistant to support a Year 4 child with additional needs. He has been in our school since Year R and has a diagnosis of autism. He is making good progress and has a gentle and good natured character. The successful candidate will work under the direction of the senco and class teacher to provide a personalised programme of support that helps the child to develop socially and emotionally as well as academically. He/she will need to reshape activities and make learning fun. We hope to lead the child towards increasing independence.

We are seeking:

- Someone with experience of supporting children with additional needs
- Someone who is self-motivated and reliable
- A well organized, flexible and adaptable
- Someone who is a team player but who also uses their own initiative

The school offers:

- A warm, well established and welcoming environment
- Great staff.
• Enthusiastic, caring and curious children.
• A strong church school ethos
• A lovely village location

Salary: Somerset Pay Spine Grade 15 Point 3 (£9.36 per hour)
Application forms and further information can be obtained from the Business Manager Angie Foote, by post or email.

Closing date: Monday 8th July (midday)  Interviews: Thursday 11th July

Our school is a safeguarding school committed to promoting the welfare of children and we expect our staff to share this commitment. All appointments are subject to satisfactory references, enhanced DBS and medical clearance.

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Kingston St Mary C of E Primary School, Greenway, Kingston St Mary, Taunton TA2 8JH
Tel 01823 451353

Post 1: LEARNING SUPPORT ASSISTANT 1:1 SEND (Fixed term to July 2020 subject to funding)
5 afternoons 1.45 – 3.15
Salary Scale: Point 4 Grade 15 (£9.55 per hour)

Post 2: LEARNING SUPPORT ASSISTANT 1:1 SEND (Fixed term to July 2020 subject to funding)
1 morning 8.30 - 12.15 (Monday)
2 days 8.30 – 3.15 (Tuesday & Wednesday)
Salary Scale: Point 4 Grade 15 (£9.55 per hour)

We are seeking to appoint two enthusiastic, flexible and adaptable Learning Support Assistants to support pupil / pupils with SEND through a range of strategies.
The successful applicants will have:
• Excellent English, maths and communication skills
• NVQ2 or above, or experience of working across the age range.
• Recent and relevant experience of working with ASD or children with social and emotional needs.
• The ability to follow Individual Learning Plans (ILP) systematically.

Our school can offer:
• A dedicated and hardworking team.
• Enthusiastic and friendly children
• A caring and supportive school community
• A commitment to professional development

Post 3: MIDDAY SUPERVISOR
Tuesday & Wednesday 12.15 – 1.15
Salary Scale: Point 2 Grade 16 (£9.18 per hour)
The successful candidate may also be required to set up for lunches and supervise children during the lunchtime period.

Post 4: EXTENDED SCHOOLS SUPERVISOR
Wednesday 3.15 – 5.00
Salary Scale: Point 4 Grade 15 (£9.55 per hour)
We are looking for someone to assist in the running of our after school club, to supervise children and prepare snacks. Flexibility for additional hours would be an advantage.

Posts 3 & 4 will ideally be linked to the Teaching Assistant Posts
The school is committed to safeguarding and promoting the welfare of young children.
All posts in educational establishments require a criminal background check via the disclosure procedure.
Application packs and more details are available via email or telephone. To arrange a visit please contact Mrs Stephanie Hoare on 01823 451353 or email ksmschool@educ.somerset.gov.uk
Closing date Wednesday 10th July at noon

Fiveways School, Victoria Road, Yeovil, Somerset BA21 5AZ
Tel: 01935 476227
For Children with Severe Learning Difficulties

HIGHER LEVEL TEACHING ASSISTANT
Initially 2 ½ Days Per Week
To Start As Soon As Possible
This is a temporary contract pending a permanent teacher appointment. During the Autumn Term 2019; the hours for this HLTA post will be reviewed and transferred to a fixed term contract to expire 31.08.20
Grade 12: £21,589 – £24,799 per annum – Pro-Rata
Term time: 39 Working Weeks
An excellent opportunity exists for an enthusiastic person to join this ‘OUTSTANDING’ school. (OFSTED 2017)
The post holder will join a team of staff currently working with pupils (and families) across the school. Qualifications, experience and a real commitment to special needs and SEMH would be a significant advantage.
The post holder will ideally have additional qualifications, extensive SEN experience, and experience of leading in the classroom.
Job Description, Person Specification and Application Forms are available from the school website: www.fivewaysschool.co.uk
Deadline for receipt of applications: Strictly 9am on 11th July 2019
Interviews to be held on: 15th July 2019 (You will need to be available for the whole day)

Permanent MIDDAY SUPERVISORS
Term time: 7½ hours (Monday to Friday)
12.30pm – 2pm per day
Grade 16: £9.18 per hour
Caring, enthusiastic people needed to support pupils with Severe Learning difficulties. Experience and a real commitment to special needs and SEMH would be a significant advantage.
Job Description and Application Forms are available from the school website: www.fiveways.somerset.sch.uk
Deadline for receipt of applications: Strictly 9am 15th July 2019
Interviews to be held on: 17th July 2019

Only successful applicants will be contacted
Our school is committed to ensuring a ‘Safe Recruitment’ process including a Criminal background check.

Elmwood & Penrose Federation, Hamp Avenue, Bridgwater, Somerset, TA6 6AW
Tel: 01278 456243  Email: sch.601@educ.somerset.gov.uk  www.elmwood-school.org.uk
Age range: 4-19

LUNCHTIME SUPERVISOR 10 hrs per week. Start date: September 2019
Monday to Friday term time only. Hours 11:30 – 13:30 at Penrose School
Grade: 16.2 £9.18 per hour Actual Annual salary £4,363
We are looking for a reliable midday supervisor to work at Penrose school. There are two schools within the Federation, Penrose School which is a Primary phase special school and Elmwood School which is a
Secondary phase special school. Elmwood School has a separate Post 16 facility, the Jean Rees Centre. The three different sites are situated across Bridgwater. This is a very exciting time for the Federation as we are planning to move to a new larger special school within Bridgwater. We are currently fully engaged in the design process of the new school. Our students have a wide range of learning needs. We offer a personalised curriculum alongside a wide range of enrichment opportunities and interventions.

Applicants should be:

- Able to work alongside others to ensure independent life skills are practiced and developed throughout the day
- Able to demonstrate a positive and enthusiastic approach
- Enjoy working with children and young people
- Some personal care may be involved
- Well organised

We are committed to offering our staff a high quality and extensive CPD

Enquiries and visits are welcomed. Please contact Mrs SE Pring.

Elmwood & Penrose Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Posts working with children and/or vulnerable adults will be subject to an enhanced DBS and medical clearance.

Closing date: Sunday 14 July 2019  Interview date: Thursday 18 July 2019

‘Believe You Can’

Wellesley Park Primary School, Homefield, Wellington TA21 9AJ
Tel: 01823 664876   Email: sch.393@educ.somerset.gov.uk

**GRADUATE TEACHING INTERNSHIP – UNQUALIFIED TEACHER**
*(salary range £17,208 to £27,216)*

An exciting opportunity has arisen for university graduates who are looking to enter the teaching profession and want experience of working with children. We are seeking to appoint an ambitious, confident and enthusiastic team member who has a passion for teaching. Experience of working with knowledge and/or an understanding of education would be desirable.

The successful candidates will join a busy school setting and become part of The Castle Partnership Trust. As a Trust we are dedicated to providing the best possible care and education for pupils along with excellent CPD opportunities for employees.

**Purpose of the job:**

- To provide PPA cover for classes across the school.
- To implement and deliver an appropriate board, balanced, relevant and differentiated curriculum for pupils with support from teaching staff.
- To assess, monitor and support the overall progress and development of pupils to keep records required by the class teacher, SENCO and Head of School.
- To facilitate and encourage a learning experience which provides pupils with the opportunity to achieve their individual potential.
- To contribute to raising standards of pupil attainment and behaviour.
- To communicate effectively with parents and pupils as appropriate.
- To pay a full part in the life on the school’s community to support its vision and ethos and to be a good role model for all pupils.

We can offer you:

- A dedicated and supportive working environment.
- Excellent professional development.
- An opportunity to develop a career in teaching.

Interview date: 12th July
A full job description and application pack is available on the school website http://www.wellesleyparkschool.com/ or by emailing recruitment@castle.somerset.sch.uk
The closing date for applications is 9am on Monday 8 July 2019.

HLTA / COVER SUPERVISOR
Wellesley Park Primary School is looking to appoint an enthusiastic and confident individual who is able to plan and deliver lessons and help create a supportive and successful environment for learning. This post is for 29.17 hours per week (5 hours 50 minutes per day), 38 weeks per year (term time plus 3 of the 8 school INSET days, equivalent to 43.1281 paid weeks per year). The salary scale is Grade 13 on the School Support Staff Pay Scale (£9.93 - £10.97 per hour). This represents an actual starting salary of £12,501 per annum.

A full job description and application pack is available on the school website http://www.wellesleyparkschool.com/ or by emailing recruitment@castle.somerset.sch.uk
The closing date for applications is 9am on Monday 8 July 2019 with interviews due to take place on Friday 12 July 2019.

TEACHING ASSISTANT
Wellesley Park Primary School is looking to appoint an enthusiastic and friendly team player who is able to offer classroom support.
This is a full time post of 29.17 hours per week for term time only (38 weeks per annum which is the equivalent of 43.1281 paid weeks per year). The salary scale is Grade 14 on the School Support Staff Pay Scale (£9.55 - £9.94 per hour). This represents an actual starting salary of £12,015 per annum.

A full job description and application pack is available on the school website http://www.wellesleyparkschool.com/ or by emailing recruitment@castle.somerset.sch.uk
The closing date for applications is 9am on Monday 15 July 2019.

This 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 post is subject to a satisfactory Disclosure & Barring Service (DBS) Enhanced Disclosure Certificate.

Woolavington Village Primary School
Higher Road, Woolavington, Bridgwater, Somerset TA7 8EA
Telephone: 01278 683267 E-mail: woolavingtonprimary@educ.somerset.gov.uk
Learning, Believing, Achieving
Website: www.woolavingtonvillageprimaryschool.co.uk

PARENT FAMILY SUPPORT ADVISOR (PFSA)
Part-time (13 hours per week across 2 days, Term Time Only)
2 year Fixed Term Contract in the first instance with scope to extend, funds permitting
Grade 12 (£21,074-£23,866 pro-rata)
Start date: September 2019
Clevedon Learning Trust is actively looking to appoint a PFSA for Woolavington Village Primary School from September 2019. The position is part-time, working 2 days per week, Term Time Only.
Woolavington Village Primary School and Nursery is a vibrant and welcoming village school serving the village of Woolavington and the surrounding area.
The work of the PFSA will allow children and families to feel supported and will ensure effective outcomes in terms of improving mental health, wellbeing, relationships and home and school circumstances for many of our families. Vulnerable pupils deserve to be identified and receive support from PFSAs who are well-trained, clear about their role and feel well supported to deliver their vital intervention. We can offer you coordinated support in every aspect of your role.

The Trust offer:
- An exciting opportunity to work at a unique village school
• A team with a great sense of fun, passion and dedication, where the children’s learning and enjoyment is at the forefront of all we do
• Support from Bridgwater’s PFSA co-ordinator to understand expectations of the role as well as the opportunity to shadow a PFSA working effectively already

The Trust is looking for a PFSA who has:
• A passion for improving outcomes for vulnerable children
• Understanding of safeguarding and school-based support work
• Ability to work with different agencies involved in safeguarding
• Excellent inter-personal skills
• High levels of organisation, motivation and confidence
• Strong communication and administrative abilities

The school has a commitment to safeguarding children and has a culture of vigilance to support this. The post holder will be required to undergo a disclosure check with the Disclosure and Barring Service before taking up employment.

Visits are strongly encouraged. Please contact Woolavington Village Primary School to request an application pack. Telephone 01278 683267 or e-mail woolavingtonprimary@educ.somerset.gov.uk

Closing date for applications: Friday 12 July 2019 12 noon  Interview date: Monday 15 July 2019

St James Church School, Cranmer Road, Taunton, Somerset TA1 1XU
01823 272553  office@stjamesbwmat.org

OUTDOOR EDUCATION LEADER/HLTA
Permanent
Pay Grade: Band 13 (£19,171 to £21,166)
Hours: 30 per week
Actual pay £12,858 to £14,196
Location: St James Church School, Taunton

An exciting opportunity has opened up for an Outdoor Education Leader/HLTA at St James Church School on a permanent contract. This role includes whole class Forest School sessions, Forest School interventions across the school, and after school clubs. This is a school full of children that enjoy learning. We are looking for a candidate with a passion and love for education, is resilient, and who will offer children a high quality and professional education.

Closing date for applications: Monday 8th July 2019 at noon
Interview date: Monday 15th July 2019
This role will commence: Monday 2nd September 2019

In return we are able to offer the successful candidate:
• A friendly and pleasant working environment.
• Private parking for staff
• Working as part of a welcoming, friendly, and dedicated staff team
• Supportive Leadership Team and Local Governing Board

We have a strong communal ethos, assisting each other to ensure that all stakeholders enjoy their time in the school. We understand the difficulties that come with teaching, and strive to alleviate them. We look for someone who is willing to work with us and add to our improving school.
This vacancy is perfect for a candidate looking for a school that is nurturing and friendly. If you are that candidate, we warmly welcome you to visit the school. Please contact the School Office on 01823 272553 to arrange a visit.

An application form and Information Pack can be downloaded from the school website [www.stjamessch.co.uk](http://www.stjamessch.co.uk) or the BWMAT website [www.bathwellsmat.org](http://www.bathwellsmat.org)

As part of the wider BWMAT you will benefit from the support of a professional and experienced central team and also a network of colleagues in similar role across other schools. The BWMAT offers excellent CPD and staff benefits for its employees. Please visit the ‘working for us’ tab on the BWMAT website for more details.

Application forms should be sent to the school office by post or email to the School Business Manager Gavin Duenas – gavin.duenas@stjames.bwmat.org

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All posts are subject to satisfactory references and an enhanced DBS check.

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**Staplegrove Church School, Hudson Way, Taunton, Somerset TA2 6UP**

01823 337313  
office@staplegrove.bwmat.org

**CLERK TO THE LOCAL GOVERNING BOARD**

Up to 2.5 hours per week, term time only

**FTE £19,171 - £21,166 (pro rata) Grade 13**

The governors of Staplegrove Church School are looking to appoint a Clerk to their Local Governing Board.

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

We are looking for someone with the relevant skills and experience to support the Chair of Governors to ensure the smooth running of the Local Governing Board. The successful applicant will be required to provide an efficient, highly professional clerking service, maintaining confidentiality at all times. Availability for evening meetings and training is essential.

We can offer:

- A dedicated hardworking team.
- A caring and supportive school community.
- A commitment to professional development.

We are looking for an efficient and effective Clerk with:

- Excellent listening, oral and literacy skills.
- Ability to write concise minutes.
- Excellent IT skills with an understanding of Microsoft Packages and access to a computer at home.
- Good organisational skills and attention to detail.
- Ability to work to deadlines.
- A minimum level 2 appropriate qualification and/or 3 or more GCSE (or equivalent) A-C passes to include Math and English.

Candidates are invited to contact the school and arrange to visit and meet with the Headteacher. If you would like to arrange a visit please book an appointment via phone 01823 337313 or email Sue.Robinson@staplegrove.bwmat.

Benefits of working for the Bath & Wells Multi Academy Trust include; a generous pension scheme, enhanced sickness and parental benefits and a supportive working environment.
North Town Primary School and Nursery, Staple Grove Road, Taunton, Somerset TA1 1DF

NURSERY FINANCE AND ADMINISTRATION OFFICER

Dates:
- Apply by: Midday on the Monday 8th July 2019.
- Start date: 1st September 2019

Contract type: 20 hours per week – days and timings can be flexible to meet the right candidate’s needs. The Nursery office is operational all year round. Closed bank holidays, and 5 inset days throughout the year.

Salary: Approximate salary £10,360 – £11,450 on grade 13, Somerset scale point 6 - 11, depending on experience.

Location: Taunton

Contract term: Permanent.

North Town Nursery are currently recruiting for a part-time Nursery Finance and Administration Officer. Our Nursery offers high quality care and education for children aged between two and four. Situated in the grounds of North Town Primary School, the nursery is located in the centre of Taunton and is easily accessible from Staplegrove Road, providing parents and carers with convenient childcare.

The Nursery Finance and Administration Officer will perform a range of essential duties, leading on financial, SIMS and HR processing in support of the Nursery Managers and supporting the commercial activities of the Nursery.

To effectively perform their role, the Nursery Finance and Administration Officer will need to be highly organised with excellent IT skills and able to juggle a range of priorities and duties. The ability to work and engage with colleagues across the Nursery, professionals and parents is essential, ensuring that a friendly and effective service is provided at all times. As is working independently with own initiative.

We are looking for candidates who:

- Are highly numerate, with an excellent knowledge of finance and budgeting requirements.
- Are highly organised with an ability to proactively manage workload, competing priorities and meeting deadlines.
- Are enthusiastic, with an outgoing personality and a clear sense of customer service that represents North Town Nursery in a positive and professional way.
- Have excellent IT skills including the ability to use Word, Excel, Outlook.
- Have excellent administration skills.
- Have excellent interpersonal skills with ability to engage positively with staff, parents and carers face to face, by phone and email.
- Have knowledge of nursery software including First Steps, Tapestry and SIMs (desirable).

General information and benefits:

- Career progression opportunities.
- All successful candidates will need to be compliant with the nurseries requirements of reference checks and provide at least 2 satisfactory references.
Application packs are available on our website www.northtownschool.org.uk or by emailing NTRecruitment@educ.somerset.gov.uk. Please contact the nursery office for paper copies. Completed applications should be sent to NTRecruitment@educ.somerset.gov.uk. Applications received that do not contain a fully completed application form will not be considered. We are committed to safeguarding and this post requires an enhanced disclosure from the Disclosure & Barring Service (DBS). It is the schools policy to obtain references in advance of an interview. Candidates who do not wish for a reference to be taken in advance will not be short-listed for interview.

Minerva Primary School, Outer Circle, Taunton Somerset TA1 2BU
Tel: 01823 337051 Email: recruitmentMinerva@redstartpartnership.co.uk
Website: www.minervaprimarystchool.co.uk

TEACHING ASSISTANTS x 3
Grade: 14 £9.55 - £9.93 per hour
Hours: Monday – Friday, Term Time Only

We are seeking to appoint enthusiastic, compassionate and friendly team members. We are looking for:

- dedicated, hard-working teaching 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
- strong team players who are able to share excellent practice and learn from others
- some experience of supporting children with social and emotional needs would be an advantage

We can offer you:
- a dedicated and supportive working environment.
- excellent professional development.

Closing Date: 8th July 2019 Interview Date: W/C 15th July 2019

For further information including job details and an application form, please visit either the school website on www.minervaprimarystchool.co.uk or the Trust website on http://www.theredstartlearningpartnership.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.

St Andrews Church School, Grove Terrace, Taunton, Somerset TA2 6HA
01823 275906 office@standrewsbwmat.org

TEACHING ASSISTANT (Temporary for 1 Year)
Early Years Foundation Stage
30 Hours per week, term time only
FTE salary £17,711 - £18,426

The Governors of this popular school are looking to appoint a Learning Support Assistant, who will support Early Years Foundation Stage. St Andrew’s Church School has a dedicated and experienced team of teaching and support staff. We have strong links with the Church, local community and supportive parents.
We are looking for a candidate with:

- Minimum of level 2 qualification relevant to the role.
- Good reading, writing and numeracy skills.
- Patience and creativity.
- Experience of working with individuals and small groups of children.
- An understanding of how to form good working relationships with children.
- An insight into developing social and emotional skills.
- Expertise in running small group and individual interventions including ILI.
- Experience of working with children with EAL.
- Excellent organisational and communication skills.
- Flexibility to work in a supportive team.
- Working knowledge of EYFS curriculum would be an advantage.

The School offers:

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

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 275906 or email sue.rushen@standrews.bwmat.org.

Benefits of working for the Bath & Wells Multi Academy Trust include: a generous pension scheme, enhanced sickness and parental benefits and a supportive working environment. The Bath & Wells Multi Academy Trust 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.

Application forms should be accompanied by a full letter of application and sent to the school office by post or email to sue.rushen@standrews.bwmat.org. Closing date: 15/07/2019  Interview date: 18/07/2019

This post will commence: 2nd September 2019

Horrington Primary School, Horrington, Wells, Somerset BA5 3EB
Email: sch.186@educ.somerset.gov.uk  Telephone: 01749 673516 NOR: 116 aged 4-11

The Governors and Headteacher of this thriving village school are looking to appoint staff for the following posts to join our existing dedicated team from September 2019. Some posts can be combined.

POST 1 – SEN TEACHING ASSISTANT (10 HOURS SPREAD ACROSS THE WEEK, TERM TIME ONLY)
fixed term from September 2019, and subject to continued funding and need.
This post is to work mainly with KS2 pupils with SEN needs. The successful candidate will need to work co-operatively with the class teacher and SENCO developing and implementing Personal Learning Plans and delivering planned interventions. The role will suit someone with patience, resilience, energy, creativity and the flexibility to meet the needs of the pupils.
Salary: Grade 15 Point 3 - 4 pro rata (£9.36 - £9.55 per hour)

POST 2 – BEFORE SCHOOL CLUB MANAGER (MONDAY - FRIDAY 7:45 – 9:00 TERM TIME ONLY)
We are seeking a creative, enthusiastic individual to be responsible for the development and daily management of a new Before School Club providing a safe and caring environment in line with relevant statutory guidance, where children aged 4 - 11 years of age can enjoy a range of play, learning and leisure activities.
Salary: Grade 15 Point 3 - 4 pro rata (£9.36 - £9.55 per hour)

POST 3 – BEFORE SCHOOL CLUB ASSISTANT (MONDAY - FRIDAY 7:45 – 9:00 TERM TIME ONLY)
We are seeking a creative, enthusiastic individual to assist in the daily management of a new Before School Club providing a safe and caring environment for children aged 4 - 11 years of age.

**Salary: Grade 16 Point 2 pro rata (£9.18 per hour)**

**POST 4 – MIDDAY ASSISTANTSS/ PLAY LEADERS (MONDAY – FRIDAY 11:45 – 1:15 TERM TIME ONLY)**

We are seeking two reliable midday assistants to work within a small team supervising/ leading play at lunchtime.

**Salary: Grade 16 Point 2 pro rata (£9.18 per hour)**

**POST 5 – CROSSING PATROL (MONDAY – FRIDAY 8:30 – 9:00 AND 3:00 – 3:30 TERM TIME ONLY)**

We require a reliable crossing patrol supervisor to provide crossing patrol at the start and end of the school day.

**Salary: Grade 16 point 2 pro rata (£9.18 per hour)**

Visits to the school are warmly welcomed. For further details and an application form please contact the school office.

Closing date for applications: Friday 12th July at noon
Interview date: Tuesday 16th July or Tuesday 23rd July

Our school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.

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**Wedmore First School Academy, Blackford Road, Wedmore, Somerset BS28 4BS**

**SPECIAL EDUCATIONAL NEEDS LEARNING SUPPORT ASSISTANT**

**Grade 3 £9.36 per hour**

We are looking to appoint the right person (or people) as a Special Needs Learning Support Assistant to work with one or two pupils, in a 1:1 part-time position. We can offer relevant CPD and the support of our friendly, experienced team.

**Start date: September 2019**

**Hours: Monday-Friday 8.30am-1.20pm or**

- Monday-Friday 12.15-3.30pm or
- 3 full days and 2 half days

**Possible hours to be discussed at interview, if you have any queries, please contact us.**

**This post is for temporary in the first instance; a fixed term contract for one term only with the possibility of it continuing longer.**

Applications would be welcomed from people who are used to working in a team and that can offer a calm, consistent and positive approach to supporting children. You will need to be patient, assertive and have good empathy skills. The successful candidate would be expected to work under the direction of the teacher and the SEND team, but would also be required to use their own initiative and be adaptable to different situations. You should ideally be qualified to a minimum NVQ Level 2 or equivalent and have experience of working with children with SEND.

Wedmore First School is a welcoming, friendly, ‘Good’ (OFSTED) school set in the village of Wedmore on the beautiful Somerset levels, near to the vibrant city of Bristol. The essential ethos of our school is that all are valued, cared for and encourage to achieve in every way. Please see our website at [www.wedmorefirstschool.org.uk](http://www.wedmorefirstschool.org.uk) to find out more about us. Visits to the school are welcome.

We are committed to Safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An enhanced DBS Certificate is required for this post prior to commencement.

**Please contact the school via phone or email. An application form and further details are available from our school office and can be downloaded from our website [www.wedmorefirstschool.org.uk](http://www.wedmorefirstschool.org.uk). Please find this by going to the ‘About our school’ tab and click**
on Vacancies. Please ensure that applications are addressed to the Headteacher; this can be via email or through the post.
Headteacher Denise Mawdsley, Tel: 01934 732270. Email: dmawdsley@educ.somerset.gov.uk
Closing Date: Wednesday 10th July  Interview date: Thursday 18th July

BUSINESS SUPPORT OFFICER CONVERTING TO SCHOOL BUSINESS / OFFICE MANAGER
37 hours per week
Grade 12 of the Somerset Pay Spine for 37 hours per week term time including INSET days plus 2 weeks. This represents an actual starting salary £19,266 per annum, based on a full time annual salary scale of £21,589 rising to £24,799.
This is an exciting opportunity to join our busy and expanding Trust as part of the Business Team. Initially you will work alongside the Trust Business Manager and support the HR, Premises and Finance managers to increase capacity in the team and to learn from experts in their field.
When our new school, The Isambard Kingdom Brunel Primary School, opens in Wellington in September 2020, you will become the school’s Office/Business Manager. As the school grows, you will be involved in the appointment of your own team of support staff.
The successful candidate will have experience of working in either HR, Finance or Premises and will have:
• A strong track record of efficient and accurate work with an excellent attendance and punctuality record.
• Excellent ICT and communication skills
• A dedication to children’s progress and outcomes.
• Personal drive and initiative
• Commitment and ambition
More information about the post as well as an application pack is available from www.castleschool.co.uk. For information about the Isambard Kingdom Brunel Primary School, please visit www.castleschool.co.uk/school-info/isambard-kingdom-brunel-primary-school.htm
The closing date for applications is 9am on Monday 15 July 2019 with interviews planned to take place on 18 July 2019.

TEACHING ASSISTANTS – Full Time & Part Time Available
Grade 14 (£18,426 - £19,171) – £9.55 - £9.94 per hour, 39 weeks per year (term time plus INSET days). A full time Teaching assistant would work 33 hrs 45 minutes per week, with a pro-rata starting salary of £14,267.
The Castle School in Taunton is looking to recruit both full and part time Teaching Assistants to join our successful, busy school from September 2019. Teaching Assistants support students with a wide range of challenging needs including physical, social and emotional difficulties as well as specific learning difficulties. The work may be with small groups, 1:1 or within the classroom and our Return to Learn centre.
Applicants should be enthusiastic, patient, demonstrate flexibility, initiative and excellent communication skills, be a team player and have strong empathy skills.
A full job description and application pack is available from www.castleschool.co.uk.
The closing date for applications is 9am on Monday 8th July 2019 with interviews taking place very soon after.
EXAMS AND COVER OFFICER
37 hours per week (41 weeks per year)
Grade 12 Point 12 (actual starting salary £19,266)
We are looking for an Exams and Cover Officer to join our busy team. The successful candidate will ideally have experience of working within a school and knowledge of SIMS but this is not essential. This is a challenging role that has two areas of responsibility, including being the early morning first point of call for absent staff. To successfully fill this role, you will possess excellent organisational skills and the ability to work on own initiative.
Closing date for applications: Tuesday 16th July 2019
Application packs for the above post is on the school website or by telephoning 01823 664201. Completed applications to be emailed to: tmorcom@educ.somerset.gov.uk or posted to: Mrs T Morcom, Court Fields School, Mantle St, Wellington, TA21 8SW
The Castle Partnership Trust is committed to safeguarding and promoting the welfare of children and young people and expects all who work here to share this commitment. The successful candidate will be subject to an Enhanced DBS Check.

INCLUSION ROOM CO-ORDINATOR
Job Reference Number: IRC
32 hours per week, 39 weeks per year (term time plus INSET days)
BCT Point 9 – 10, commencing at Point 9 Actual starting salary: £16,520
The successful post-holder will have day to day responsibility for co-ordinating the Academy’s Inclusion room as part of the Academy’s student behaviour management strategy. You will need to have experience of assisting students with their learning, ideally within an educational setting. You will have a proven track record of successfully working with disaffected young people. You will need excellent organisation, interpersonal and communications skills and will be a team player.
Full details and an application pack can be found in the Vacancies section on: www.bridgwatercollegeacademy.org
If you require any further information, please contact the Human Resources department on 01278 727360
Closing date for applications: noon on Monday 15th July 2019
Bridgwater College Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share its commitment. Our mission is that all children achieve. A criminal disclosure check will be requested for any applicant who is offered a position.

FINANCE ASSISTANT
Somerset Pay Spine, Points 5 – 6, £18,795 - £19,171 pro rata (actual salary £15,478 – £15,787)
35 hours per week term time + 5 INSET days + 5 holiday working days
Required for September 2019, a well organised, experienced Finance Assistant to work in the Finance Office of this busy, successful school.

We are looking for an adaptable individual with a ‘can do’ attitude who is able to work within a team and by their own initiative. Experience of the SAGE accounting software is desirable.

**Further details and an application pack are available from our website under:**

Closing Date for Applications: Monday 15 July 2019 at 12 noon

Interviews: Wednesday 14 August 2019

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West Somerset College is an all-inclusive College catering for 13 to 18 year olds, situated on the edge of Exmoor National Park.

**ADMINISTRATOR/RECEPTIONIST**

**Job Ref: AR**

30 hours per week, 39 weeks per year (Term time plus INSET days)
BCT Points 3-4 (commencing point 3); Actual Starting Salary: £11,844 per annum

At West Somerset College we aim to provide a rich and varied education for all of our students. We believe that ensuring students realise their full potential depends upon a continuous drive for excellence by our staff.

This role involves ensuring all callers and visitors to the College are provided with an efficient and effective service, being the primary contact between the College and the community.

This role will also involve some basic administrative duties and delivering first aid.

The successful applicant will need to have excellent communication skills, dealing with members of the public, staff and students in a friendly and professional manner.

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**SCIENCE TECHNICIAN**

**Job Ref: SCT**

To start as soon as possible

23 hours per week, 41 weeks per year (term time, plus 3 further weeks)

Salary Grade BCT Points 5 to 6

Actual starting salary: £10,178

We are looking for a Science Technician to join our successful science team. You will be required to provide technical support to the science department, ensuring appropriate equipment and resources are available to support learning in a safe working environment.

You will need to have good communication skills, with the ability to relate well to young people and have a passion for science.

You will preferably be educated to A-level or equivalent standard in a science related subject and ideally you should have experience of working in an education setting.

**Further details and an application pack can be found in ‘Vacancies’ in the ‘Information’ section at:** [www.westsomersetcollege.org](http://www.westsomersetcollege.org)

Closing Date for applications: Midday, Thursday 18th July 2019

Anticipated interview date: Week beginning 22nd July 2019

West Somerset College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share its commitment. Our mission is that all children achieve. A criminal disclosure check will be requested for any applicant who is offered a position.
1 St John’s Road, Yeovil BA21 4NH

www.bucklersmead.com

Headteacher: Mrs S Gorrod BA (Hons), M Ed, NPQH

NOR 800+ (11 – 16)

Required for September 2019

HUMANITIES TEACHING ASSISTANT
(20 hours per week – term time only)

Grade 14 (£8,238 per annum starting salary)

We are looking for an enthusiastic and hardworking person to support our students and staff in the History, Geography, Citizenship and Beliefs & Values (RE) departments. An interest or qualification to at least GCSE in one or more of these subjects is essential.

In return we can offer you the opportunity to work with motivated students, the full support of a dedicated and committed team of staff, a supportive induction programme and ongoing professional development, plus the opportunity to work in a successful academy in a beautiful area of the South West.

In addition to this, all permanent staff appointed to Buckler’s Mead are enrolled in our Health Care package, are entitled to discounted gym membership and are part of a national discount scheme. The academy is an 8 times ‘Investor in People’ and candidates can be assured of excellent support at all times.

Buckler’s Mead Academy is a highly inclusive academy in the east of Yeovil, close to the Dorset border.

Our vision as an academy is that all community members are happy, achieve and have high aspirations. Our job as professionals is to ensure this happens. All our staff sign up to these aspirations and play a full role in contributing to this vision through inclusive teaching. We seek to recruit dedicated and talented staff, highly committed to making a difference.

The Academy 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. All appointments are subject to references and a full Disclosure and Barring Service check.

Buckler’s Mead Academy is an equal opportunities employer. The campus is a no smoking site.

This is an exciting time to be joining Buckler’s Mead Academy. If you think this could be the role for you, we would love to hear from you. Interested candidates should apply in writing to Sara Gorrod, Headteacher using an academy application form and with a covering letter (no more than 2 sides of A4 paper), giving details of your current experience and suitability for the role.

Application forms and further details of the post are available from our website www.bucklersmead.com.

Thank you for your interest. We look forward to receiving your application.

CLOSING DATE: MONDAY 8 JULY 2019 (12.00 noon)

INTERVIEWS: WEEK COMMENCING 8 JULY 2019

Brymore Academy, Cannington, Somerset TA5 2NB

CLEANING ASSISTANT
Required: As soon as possible
10 hours per week – permanent

37 weeks per year (to include term time, 3 weeks)

Tuesday, Thursday and Friday, from 9am, 3 hrs 20 mins per day

Salary: BCT Point 1. Actual Salary: £3,640.65 per annum

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 which are fully utilised in the delivery of the curriculum to over 270 students of which 140 are boarders.
We are looking for a reliable, conscientious people, able to be flexible and work as part of a team. The role involves ensuring the Academy is cleaned to the highest standards, meeting health and safety requirements.

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: Noon on Thursday 11th July 2019

The school 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.

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COMMUNICATIONS AND ADMINISTRATIVE ASSISTANT

£18,795 - £19,171

37 hours per week (applications for part-time working would be welcome)

Do you love variety and are you flexible? South West Councils is seeking someone who can provide communications and administrative support to officers and Councillors of our member organisations. We are a regional public sector organisation that brings together local authorities, police, fire & rescue services, parish and town councils, national parks and other associate organisations in the South West.

You must have good organisational skills and strong written skills including note or minute taking or preparation of briefings and articles for the newsletter. You must have the ability to communicate clearly and recognise the potential use of different communication channels including social media and websites for marketing and raising the profile of SW Councils. You will work with colleagues in local and central Government across a wide range of activities. One day you might be meeting and greeting at an event, the next you might be liaising with Senior Officers to publish an agenda.

We offer you access to the local government pension scheme, a flexi-scheme and opportunities for professional development within the organisation.

SW Councils is an Equal Opportunities employer, and will not discriminate against any applicant on grounds of disability, race, religion or belief, gender, age or sexual orientation. Applications from people wishing to work part time or job share are welcome.

For an informal conversation about the role, please call Karen Stone, Business Manager on 01823 270101.

The closing date is midday on Monday 15th July 2019.

Interviews will take place on Friday 26th July 2019.

Further details and an application form are available on our website or by phoning 01823 270101. Please note that all applications must be made using the official application form; CVs or covering letters will not be accepted.