Vacancy Bulletin
(Blue Sheets)

Issue No: 28
12 July 2019

You can view these vacancies, and more, online at:
dasjobs.co.uk
Latest time for acceptance of advertisements 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

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**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.

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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.

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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, Fostering, Taunton

*TEAM MANAGER – FOSTERING*

37 hours per week – Job share will be considered

Salary: £45,760 per annum inclusive of £5,000 recruitment or retention allowance for up to 3 years

About us

This is an exciting time for positive change in Somerset where innovative and creative thinking is valued. Somerset’s Fostering Service is dynamic and measures itself continuously against performance data.

About the job

The post entails managing supervising social workers in their support and supervision of foster carers to ensure safe and resilient placements for Children Looked After. This post, working closely with managers and teams across the service, is crucial in improving further our ability to sustain permanent placements for children and drive improvement in permanence care planning for children we care for.

In addition to the supervision of the team the post also involves chairing and recording meetings including foster carer reviews, placement support and strategy meetings when appropriate.

About you

Experience and knowledge of the needs of Children Looked After and Fostering work are essential, as is a social work qualification.

You will need:

- to use data available to drive improvements positively within the team.
- to demonstrate the child at the centre of your thinking, and be able to work closely and reflectively with colleagues and other partners to ensure excellent outcomes for children.
- to have strong leadership skills and be a good team player to work closely and creatively with the management team to ensure improvements in service delivery across the service.

In return you will be well-supported in your role and in your career development, through training and supervision.

For more information or an informal discussion about this post please contact Matthew Randles on 07855282719.

Apply online at https://secure1.somerset.gov.uk/careers/details.html?jobId=803

Closing date: 16 July 2019   Job ref: SCC00642SR

Finance, Taunton

STATISTICIAN – INTERNAL

37 hours per week

Salary: £33,799 - £37,849 per annum

Secondment opportunity until January 2021 to cover maternity leave

About us

This influential team works almost exclusively on national police and local government financial issues, predominantly relating to the sufficiency and distribution government grant funding. The team has built up a reputation for excellence, providing high quality financial data, advice and technical support to colleagues within English & Welsh Police Force Areas, English County Councils and the National Fire Chiefs Council.

About the job

We are looking for a knowledgeable and enthusiastic statistician to cover maternity leave within the team. This is a full-time vacancy for a period of 16 months, in the first instance. Candidates should have some knowledge of local government, be interested in public finances as well as being keen to learn new skills. An interest in politics would be advantageous.

You will be providing analysis and advice to senior finance officials across our membership on subjects ranging from academic research papers, reports from thinktanks, proposals from Government and statistical formulae being considered for inclusion in the distribution formula.
You will be presenting this work through a variety of mediums but will certainly include face-to-face presentations at Society meetings as well as clearly written reports. The role is primarily office based but with frequent travel to London and the Midlands. There is some scope for home working, to fit around the demands of the role. This is fast-paced and exciting arena to work in and applicants need to be passionate and enthusiastic about their work.

**About you**

Applicants should be degree qualified in a numerate or financial discipline. Experience from within local government would be advantageous, although this is not essential. Applicants will need to be very comfortable working with figures with excellent skills in MS Excel and Word, together with the ability to work accurately within tight deadlines, managing their own workload with minimal supervision. The team are also looking for candidates who are confident communicators via all mediums. For an informal discussion please contact Jenny Owens on 07977 401 086


Closing date: 17 July 2019  Interviews w/c 22 July 2019  Job ref: SCC00649AMB

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**Economic & Community Infrastructure Operations, Corporate Property, Taunton**

**BUILDING SERVICES ENGINEER (CORPORATE MAINTENANCE)**

37 hours per week

Salary: £29,636 - £33,799 per annum

**About us**

Somerset County Council is seeking a positive, committed and confident Building Service Engineer to join its Corporate Property Team.

**About the job**

The role typically serves to support the Council’s reactive, planned and cyclical maintenance service and will include tasks such as defects analysis, fault finding and resolution, managing and monitoring contractors works, specification of minor works, report writing and providing professional support and guidance regarding building services to colleagues and SCC service users.

**About you**

Holding qualifications in a relevant area of Building Services and with extensive post qualification operating experience in a Building Services environment, you will have a broad and varied remit across the Corporate Estate providing day to day support relating to Hard FM Building Services

For an informal discussion about this post please contact David Dangerfield on 01823 356857


Closing date: 2 August 2019  Job ref: SCC00643AMB

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**Economic & Community Infrastructure Operations, Transporting Somerset, Taunton**

**SENIOR TRANSPORT OFFICER – INTERNAL**

37 hours per week

Salary: £21,589 - £24,799 per annum

Secondment opportunity until 31 January 2020 to cover maternity leave

**About us**

Transporting Somerset requires a Senior Transport Officer to work as part of a team managing the delivery of school transport routes for students across the County.

**About the job**

The main tasks of this post will include:

- Organising and managing the transport network within a given area
- Liaising with Operators, Travel Requesters, Schools, Parents and Members of the Public
- Management and negotiation of contracts
- Supervision of Transport Supervisors/Passenger Assistants
About you
You should be an experienced administrator, with an interest in transport. Excellent oral communication and IT skills are essential. The ability to organise and continually prioritise conflicting demands, flexibility and a willingness to help team members is essential
For an informal discussion please contact John Perrett on 01823 356968.

Closing date: 19 July 2019  Job ref: SCC00652AMB

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**Economic & Community Infrastructure Operations, Transporting Somerset, Taunton**

**SENIOR TRANSPORT OFFICER – INTERNAL**

16 hours per week

Salary: £9,335 - £10,723 per annum

Secondment opportunity until 11 September 2020 to cover maternity leave

About us
Transporting Somerset requires a Senior Transport Officer to work as part of a team managing the delivery of school transport routes for students across the County.

About the job
The main tasks of this post will include:
- Organising and managing the transport network within a given area
- Liaising with Operators, Travel Requesters, Schools, Parents and Members of the Public
- Management and negotiation of contracts
- Supervision of Transport Supervisors/Passenger Assistants

About you
You should be an experienced administrator, with an interest in transport. Excellent oral communication and IT skills are essential. The ability to organise and continually prioritise conflicting demands, flexibility and a willingness to help team members is essential
For an informal discussion please contact John Perrett on 01823 356968.

Closing date: 19 July 2019  Job ref: SCC00653AMB

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**Economic & Community Infrastructure Operations, Traded Services, Bridgwater**

**SEN PASSENGER ASSISTANT**

23 hours per week term time only 39 working weeks

Salary: £9,531 - £9,722 per annum

There are also relief opportunities available. Relief work patterns vary depending on the need and how much you wish to work. - £9.36 per hour

About us
Transporting Somerset requires a Passenger Assistant to work as part of the Fleet Operations Team in the Bridgwater area

About the job
Are you kind, versatile, flexible, able to get on well with people, and have previous experience of caring for people?

About you
If this sounds like you, would you like to be part of our Transport Team, working in the Bridgwater area, accompanying people with disabilities to and from their homes, mainly on minibuses, and assisting with their needs on the vehicles? You would have contact with parents, carers and others who provide services, so good communication between these people are crucial.
For an informal discussion about the post please contact Steve Osborne on 01278 454617.

Apply online at [https://secure1.somerset.gov.uk/careers/details.html?jobId=808](https://secure1.somerset.gov.uk/careers/details.html?jobId=808)
Economic & Community Infrastructure Operations, Transporting Somerset, Glastonbury

RELIEF DRIVER
Salary: £9.55 per hour

About us
Are you an experienced driver, used to transporting passengers with a variety of needs? If this sounds like you, would you like to be part of our Transport Team, working in the Glastonbury area?

About the job
You will transport a variety of people with various needs on mainly public service routes. The role is varied and interesting with a range of routes covered during the week, incl. some LD transport. More details available if required.

About you
You will need a D1 category on your driving licence or have passed the minibus driving test and you will have had experience of driving minibuses or large vans. As a driver, you would also be responsible for the safe operation and routine maintenance of the vehicle.

For an informal discussion about this post please contact Steve Osborne on 07585 983350

Apply online at www.somerset.gov.uk/jobs-and-careers/our-vacancies/job-details/?jobId=812

Closing date: 28 July 2019    Job ref: SCC00650AMB

Economic & Community Infrastructure Operations, Transporting Somerset, Glastonbury

RELIEF PASSENGER ASSISTANT
Salary: £9.36 per hour

About us
Transporting Somerset requires a Passenger Assistant to work as part of the Fleet Operations Team in the Glastonbury area

About the job
Are you kind, versatile, flexible, able to get on well with people, and have previous experience of caring for people? If this sounds like you, would you like to be part of our Transport Team, working in the Glastonbury area, accompanying people with disabilities to and from their homes, mainly on minibuses, and assisting with their needs on the vehicles?

About you
You would have contact with parents, carers and others who provide services, so good communication between these people are crucial.

For an informal discussion about this post please contact Steve Osborne on 07585 983350

Apply online at www.somerset.gov.uk/jobs-and-careers/our-vacancies/job-details/?jobId=813

Closing date: 28 July 2019    Job ref: SCC00651AMB

Commercial and Business Services, Business Change, Taunton

PROJECT & CHANGE OFFICER
37 hours per week
Salary: £25,295 - £28,795 per annum
Fixed term until 31 March 2021

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 are an ambitious Council, focused on improving people's lives however, like all local authorities, we have a number of challenges that we need to respond to. So, we have started a major transformation programme to change the look and feel of Somerset County Council so that we are better positioned to address our challenges and continue achieving our aim of improving lives.

This challenging but exciting work is focused on turning Somerset County Council into one that is proactive, that invests in prevention, that manages demand on services and works with partners to enable residents to help themselves and to improve their own outcomes. By having a greater focus on prevention and improving lives, we will also be able to create a sustainable organisation.

**About the job**

Our Programme Management Office (PMO) is vital to the successful delivery of this change, acting as a centre of excellence for the Business Change Service by providing robust quality assurance for programme delivery, improving our operating processes and developing the professional capabilities of our employees. As a Project and Change Officer within our PMO you will support and enable this through co-ordinating reporting and governance, analysing programme information, offering advice and challenge to delivery workstreams, and overseeing the development of business cases with a key focus on tracking the delivery of benefits.

**About you**

You will have proven experience in supporting the delivery of projects and change and be confident in applying a data led approach, demonstrating a keen analytical mind alongside strong people skills.

We would love to hear from you if you have the drive, energy and enthusiasm needed to help transform Somerset County Council and have a will to be proactive and make things happen.

If you would like to find out more about this role before applying, please get in touch with Sarah Hawkins, Programme Office Manager on 07828258506 or Andrew Mardon, Project & Change Manager on 01823 359270.

**Apply online at** [www.somerset.gov.uk/jobs-and-careers/our-vacancies/job-details/?jobId=810](http://www.somerset.gov.uk/jobs-and-careers/our-vacancies/job-details/?jobId=810)

**Closing date:** 19 July 2019  
**Job ref:** SCC00648TC

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**Commercial and Business Services**

**Support Services for Education – Somerset Centre for Integrated Learning (SCIL), Ilminster**

**ADMINISTRATIVE APPRENTICE**

37 hours per week  
Salary: National Minimum Wage  
Apprenticeship for 12 months

**About us**

Support Services for Education (SSE) are looking for an apprentice to provide support across Somerset Centre for Integrated Learning (SCIL). This is an excellent career opportunity, enabling you to work within a busy and hardworking service whilst completing a detailed and in-depth qualification.

This apprentice vacancy is within the Somerset Centre for Integrated Learning in Support Services for Education. It is a small but busy team dealing with all aspects of administration for courses and qualifications available to anyone volunteering or working for the children and young peoples workforce.

**About the job**

You would be:

- Dealing with incoming telephone enquiries and assisting customers with queries to ensure high quality customer service is provided at all times.
- Monitoring the team mailboxes, dealing with queries or passing them on to appropriate colleagues.
- Assisting the team with the day to day processes of their work, ensuring deadlines are met and high-quality work is produced.
- Working with colleagues from other services within SSE to gain information needed and to
enable a well-rounded service to be provided.

- Updating and maintaining a variety of records and filing systems in order to support the work of the team.

**About you**

**Desired Skills**

- Good levels of literacy and numeracy
- Experience of using Microsoft Office programmes
- Professionalism

**Desired Personal Qualities**

- Good communication skills
- A motivated and co-do attitude with a desire to learn
- Team player

**Desired Qualifications**

- GCSE A* - C qualifications in English and Maths (or equivalent).

SSE are committed to ensuring our apprentices gain a wide experience of the organisation as a whole. We are also focused on providing high quality apprenticeships so offer career progression meetings with Senior Managers within SSE and the opportunity to work shadow a variety of SSE staff. Towards the end of your apprenticeship you will be supported and encouraged to apply for permanent positions within the organisation.

For an informal discussion on the role, please contact Stephanie Dingle, Project Manager, on 0300 123 7365.

**Apply online at** [www.somerset.gov.uk/jobs-and-careers/our-vacancies/job-details/?jobId=819](http://www.somerset.gov.uk/jobs-and-careers/our-vacancies/job-details/?jobId=819)

**Closing date:** 22 July 2019  
**Job ref:** SCC00654AB

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**Finance and Performance, Insurance, Taunton**

**SENIOR INSURANCE ASSISTANT**

**37 hours per week**

**Salary:** £19,171 – £21,166 per annum

**About us**

We are seeking an enthusiastic insurance or legal professional, to support our Service Manager – Insurance with the management of the County Council’s claims and risk management programme

**About the job**

**The role will include:**

- Investigating and handling claims including Public liability, Employee liability and Property damage.
- Working closely with Insurance Officer (Claims), our insurance brokers, insurers, loss adjusters and legal staff
- Supporting the Service Manager – Insurance to support County Council service areas by providing claim statistics, trends and operational risk management.
- Monitoring and analysis of claims statistics and trends to support the economic management of the Council’s risks
- Creating and updating insurance procedures and guidance

**About you**

You will be capable of handling liability claims and have the ability to discuss and monitor claim trends. The candidate should also have a working knowledge or experience of motor and/or property insurance claims handling.

For an informal discussion about the post please contact Heather Hall, Service Manager – Insurance on 01823 359865.
Please note if an internal applicant who is at risk of redundancy or in need of redeployment has applied for this role and passed the selection process they will be offered the role over remaining internal and external applicants.

Apply online at https://secure1.somerset.gov.uk/careers/details.html?jobId=804
Closing date: 22 July 2019    Job ref: SCC00645AMB

Customer and Communities, Taunton

DIGITAL GRADUATE
37 hours per week
Salary: £19,171 to £21,166 per annum

About us
Are you ready to make a difference? Our 2 year Graduate role will set you up with the knowledge and skills you need to launch your career in the digital world.
We’re a large county council with over half a million residents and businesses ranging from traditional to aerospace. We’re looking to change the way we work – and the way people see us. Gone are the days of being stodgy and old fashioned. Somerset is ambitious and transforming. We’ve started a major transformation programme to move us towards the cutting edge and we need great people to come and join us – to transform us and to transform with us.

About the job
Somerset County Council is a place of creativity, enterprise and excitement. We are already innovative – we’re exploring robots, artificial intelligence, virtual reality and so much more. You name it, we’re testing and learning from it. As an innovative Digital Graduate you will be a transformer, working with customers and with the latest technologies to redesign digital solutions that change what we do. You’ll be part of an Agile team that make things happen.

About you
We are happy to consider all applicants at degree level as well as HND (level 5), higher apprentices, however degrees in IT or a related qualification would be examples of desirable qualifications.
We would love to hear from you if you have drive, energy and ideas that will help to transform Somerset County Council. You will need to think outside the box and make things happen. Above all, you will be a Transformer!
If you have any questions, we’d love to hear from you, feel free to get in touch with Sarah Moore, Service Manager – ICT Transformation on semoore@somerset.gov.uk.

Apply online at www.somerset.gov.uk/jobs-and-careers/our-vacancies/job-details/?jobId=817
Closing date: 24 July 2019 Interviews are expected to take place on 31 July 2019.
Job ref: SCC00573JH

Customer and Communities, Taunton

GRADUATE INTEGRATION DEVELOPER
37 hours per week
Salary: £19,171 to £21,166 per annum

About us
Are you ready to make a difference? Our 2 year Graduate role will set you up with the knowledge and skills you need to launch your career in the digital world.
We’re a large county council with over half a million residents and businesses ranging from traditional to aerospace. We’re looking to change the way we work – and the way people see us. Gone are the days of being stodgy and old fashioned. Somerset is ambitious and transforming. We’ve started a major transformation programme to move us towards the cutting edge and we need great people to come and join us – to transform us and to transform with us.
Prevention, Demand Management and empowered Digital Customers are our key themes and focus.

**About the job**
Somerset County Council is a place of creativity, enterprise and excitement. We are already innovative - we’re exploring robots, artificial intelligence, virtual reality and so much more. You name it, we’re testing and learning from it. As an innovative Graduate Integration Developer you will be a transformer, working with customers and with the latest technologies to redesign digital solutions that change what we do. You’ll be part of an Agile team that make things happen.

**About you**
We are happy to consider all applicants at degree level as well as HND (level 5), higher apprentices, however degrees in IT or a related qualification would be examples of desirable qualifications. We would love to hear from you if you have drive, energy and ideas that will help to transform Somerset County Council. Knowledge of integration development solutions and approaches to integrating systems and data sources would be advantageous, but if you think outside the box and make things happen we really want to hear from you.
If you have any questions, we’d love to hear from you, feel free to get in touch with Sarah Moore, Service Manager – ICT Transformation on semoore@somerset.gov.uk.

**Apply online at** [www.somerset.gov.uk/jobs-and-careers/our-vacancies/job-details/?jobId=818](http://www.somerset.gov.uk/jobs-and-careers/our-vacancies/job-details/?jobId=818)
Closing date: 24 July 2019 Interviews are expected to take place on 31 July 2019.
Job ref: SCC00574JH

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**Cotford St Luke Primary School, Bethell Mead, Cotford St Luke, Taunton TA4 1HZ**
Telephone: 01823 430831
Email: office@cotfordstlukeprimary.co.uk  Website: www.cotfordstlukeprimary.co.uk

"This is a GOOD SCHOOL. Pupils are polite, well-mannered and articulate. They talk to adults with confidence and exude a sense of pride in their school” Ofsted April 2018

**TEACHING ASSISTANT/MIDDAY SUPERVISOR**
Required for September 2019
**Fixed Term until 31st August 2020 in the first instance dependent on funding**
30 hours per week as Teaching Assistant at Salary Grade 15 - £18,065 pa pro rata
2.5 hours per week as Midday Supervisor at Salary Grade 16 - £17,711 pa pro rata
**Term time only 8:30am to 3:30pm**
An excellent opportunity exists for an experienced, reliable, conscientious and enthusiastic Teaching Assistant to join our friendly, supportive and caring school. Previous experience of working in a primary school with a sound knowledge of delivering intervention programs and/or teaching phonics is desirable.
The successful candidate will also need excellent communication skills and be able to demonstrate initiative, creativity and flexibility with a willingness to work in any year group or with children with a range of needs.
A relevant qualification at NVQ Level 3 is desirable, but not essential.

**A Job Description and Application form is available from dasjobs.co.uk/job/teaching-assistant-midday-supervisor-5 or the school website www.cotfordstlukeprimary.co.uk.** Visits to the school are very welcome. For an informal discussion or to arrange a visit please contact the School Business Manager on 01823 430831.  
Closing date:- Thursday 18th July 2019       Interviews:- week commencing 22nd July 2019

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1:1 LEARNING SUPPORT ASSISTANT
Salary Grade 15 (£9.36-£9.55ph)
16.65 hours per week (mornings) in Foundation Stage
Temporary post subject to funding following pupil
Our fast expanding school is looking for a skilled part-time Learning Support Assistant to work with a child in Foundation Stage with significant needs.
We would like to hear from you if you:
• are an outstanding practitioner
• have experience of working with children with complex needs
• have a knowledge of how to support a pupil’s emotional needs as well as their academic development
• have experience of supporting pupils with intimate care plans
• are able to demonstrate a good use of initiative and responsibility to support pupils’ learning
• are able to take on others ideas
• have knowledge of the EYFS curriculum
Our curriculum is set up to explore learning through a hands-on approach that requires skilled professionals to have the ability to promote what is being seen as well as knowing the curriculum well enough to make connections with other areas of the curriculum at the same time; i.e. development of grammar through an investigation or the use of speech. Candidates need to also recognise the small steps that a child needs to take and how this is recorded as part of their individual Learning Plan. This skilled role will enable a child to unlock their learning and become confident learners – a privileged position indeed.
The school is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. This post is subject to enhanced DBS disclosure and pre-employment checks will be undertaken before any post is confirmed.
Interested candidates are warmly invited to look around our school. Please contact the school office to make an appointment. Application packs and further information are available to download from our school website: www.wincantonprimaryschool.co.uk.
Application forms should be returned to the Headteacher Mr. G. Wilson by 12 noon on Monday 15th July 2019. Interviews will be held on Thursday 18th July 2019

Long Sutton C of E V A Primary School, Martock Road, Long Sutton, Langport, Somerset TA10 9NT
Telephone 01458 241434 Email: longsuttonprimary@educ.somerset.gov.uk
Website: www.longsuttonprimaryschool.co.uk
AFTER SCHOOL CLUB LEADER/PLAY WORKER – 8.5 hrs per week
We are looking for a hardworking, enthusiastic and experienced individual with a passion for working with children (ages 3 to 11) to join the team as soon as possible. This role offers a great deal of variety. The successful candidate will lead and contribute to lots of different activities, with no two days alike.
The After School Club Leader/Playworker is responsible for supervising the children, engage with them in aspects of play and conversation, setting up activities for children to optionally take part in, including crafts, and sports, lead quality play experiences and be involved in preparing food and carrying out general childcare duties ensuring their safety at all times; Meeting and greeting parents and providing them with feedback on their child’s time at the club. The successful candidate must possess the following skills and attributes:
• NVQ level 3 childcare qualification;
• Paediatric First Aid qualification (desirable);
• Food Handing/Hygiene Certificate
• previous experience working with children;
• enthusiastic and organised with excellent communication skills and good sense of initiative;
• fun loving, caring, responsible, compassionate, committed, creative, responsible;
• flexible team player willing to take on various tasks as required. Hours are over a 5 days from 3.30pm each day, term time only.

We offer a competitive salary depending on the skills and experience of the successful candidate.

Long Sutton C of E VA Primary School is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment.

The successful candidate will have to meet the requirements of the person specification and will be subject to pre-employment checks including a health check, an enhanced DBS check and satisfactory references.

For further information on either position please contact Lizzie Reynolds, Head Teacher at the school.

Closing Date: Monday 15th July 2019 12.00noon
Interviews later that week – Thursday 18th / Friday 19th July

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**School Meals Server Vacancy**

5 lunchtimes per week 11.30am – 1.30pm (+ some additional hours where needed)
£8.21 per hour (term time only + 28 days paid holiday)

Ashcott School and Beech Catering are seeking to appoint a school meals server to work for 5 lunchtimes per week in the school kitchen, from September 2019.

We are looking for a friendly, energetic and enthusiastic individual to join our team. You will be required to assist the children by serving their hot lunches and keeping the kitchen in good order. Training will be provided to the successful candidate.

If you have good communication skills and enjoy working with young children, we would love to hear from you!

Please apply by application form, available from the school office or website at:
http://www.ashcott.somerset.sch.uk/staff/other-staff
addressed to Mr Richard Briar (Headteacher) by post or email.

Closing date: noon on Monday 15th July 2019

Enquiries and visits to the school are welcomed, by appointment. Please note, the school meals supervisor role will be on the payroll of Beech Catering as well as being employed by Ashcott School – for further details please speak to the school office.

Ashcott School is committed to safeguarding and promoting the welfare of children and enhanced DBS checks are carried out on all our staff.

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**South Somerset Partnership School (PRU) requires:**

**TEACHING ASSISTANT**

Start Date: Sept 2019
Fixed term post to 31/08/2020 in the first instance - full time 37 hours a week, term time only.

We need a well-qualified and experienced colleague to join our team due to internal restructure.

You should have experience in curriculum support, and particular skills in engaging with students who have social, emotional, medical and mental health needs.

You will:
• Be a reflective practitioner
• Have the ability to be creative developing relevant educational programmes for our young people
• Have excellent skills relevant to pupils on the continuum of social, mental and emotional health needs
• Be solution focused and positive in meeting the social and emotional needs of our young people and open to innovative ways of working
• Have the ability, drive and resilience to ensure the emotional health and well being of young people
• Contribute to effective self evaluation
• Preferably have successful experience in a school, or working with pupils in an alternative, setting who display challenging behaviour as a result of social and emotional needs

The post requires a criminal background check via the Disclosure procedure.

For an initial discussion, once you have received the job details, please contact Jo Simons, Headteacher, tel: 01935 410793

Please apply online at http://dasjobs.co.uk/job/teaching-assistant-217/

Please email completed application forms to Claire Brand – School Business Manager at: cbrand@educ.somerset.gov.uk

Closing date: Noon 19th July 2019  Interview date: w/c 22/07/2018

The Redstart Primary School, Redstart Road, Chard, Somerset TA20 1SD
Tel: 01460 67457  Email: recruitment@redstartpartnership.co.uk
Website: www.theredstartprimaryschool.co.uk

SCHOOL OFFICE MANAGER

Hours: 37
Working weeks: Term time only
Salary: Grade 12 £21,589 – £24,799 (Actual salary is pro-rata)

We are seeking to recruit a high calibre individual with proven school experience to coordinate all administrative tasks within this busy school. Working closely with the Head of School, you will be able to lead the onsite school administration team whilst liaising positively with Trust central staff in supporting the operational areas of Finance, HR, Premises and IT.

A flexible and positive approach to working in a busy and demanding school environment is essential along with the ability to prioritise effectively.

Experience of school management information systems such as Scholarpack and PS Financials would be an advantage.

Closing Date: Monday 15th July 2019  Interview Date: Wednesday 17th July 2019

For further information including job details and an application form, please visit either the school website on www.theredstartprimaryschool.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: recruitment@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.
PARENT & FAMILY SUPPORT WORKER
Required from 2nd September 2019
30-37 Hours per week by negotiation
Salary Grade 12: (£21,589 - £24,799 per annum, pro-rata)
This is a Term Time Only + 1 INSET Day post.
Brookside Academy is looking to appoint an experienced Parent & Family Support Worker to work across the academy including Specialist Provision.
This is a challenging yet exciting opportunity to work with children and their families, aiming to improve achievement and engagement at school.
As a PFSA, you will work with an identified case load of children and families in both the school and home environments. Experience of delivering individual/group-based support and understanding children within their family context is essential, as well as work experience within education, social services, health or the voluntary sector.
For an informal discussion or to visit the Academy please contact Sarah Ashford (Deputy Head).

TWO SPECIALIST PROVISION TEACHING ASSISTANTS
Grade 15: £9.36 per hour
Starting 2nd September 2019
Term Time only plus 1 INSET day – 31.25hrs per week
8.45 – 3.30pm Monday to Friday
One permanent contract, one fixed term contract until 20th July 2020, in the first instance.
We are seeking to appoint two dynamic and enthusiastic Teaching Assistants to support learning in one of our Specialist Provision classes. There will be a requirement for some support during break times (including lunchtime duties). The successful candidate will join a friendly and supportive team of staff, who are committed to achieving high standards for all pupils.
You will be expected to demonstrate:
• Excellent communication skills
• An understanding of how children learn
• An ability to build positive relationships with children, staff and families
• An ability to work across all of our Specialist Provision classes
• GCSE Maths and English, Grade C or above
• Good ICT skills

Closing date: by 12 noon, Monday 22nd July
Application is made by using the Academy Support Staff Application Form. Please send the completed application form to the main office by email (office@brooksideacademy.co.uk) or by post.
For an application form please go to the Job Opportunities section of the Academy website (http://www.brooksideacademy.co.uk/). For further information, please contact the school by phone (01458 443340) or email office@brooksideacademy.co.uk.
Brookside Academy 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.
KS1/EYFS TEACHING ASSISTANT, Bridgwater.
29.83 Hours per week includes 2.5 Hours per week Midday Lunchtime Supervision Monday-Friday
Pay Grade TA: 15 £11,811-£12,390 (£15,375-£16,491 PRO RATA)
Start Date 01/06/2019
We are looking for an experienced Teaching Assistant with suitable skills and experience of KS1 and early years, qualified to a minimum of Level 2 in Supporting Teaching and Learning in Schools. The successful candidate will be committed to successful and rapid change. This is a permanent part time, term time only position.

TEACHING ASSISTANT, Bridgwater.
21.25 Hours per week, includes 5 Hours per week Midday Lunchtime Supervision Monday-Friday
Pay Grade TA: 15 SCP 2-4 Actual Salary £9.18 - £9.55 per hour. £8,414 - £8,753 Annual Salary. (FTE £15,375-£16,491 PRO RATA)
Start Date 01/09/2019
We are looking for an experienced Teaching Assistant with suitable skills and experience of KS2, qualified to a minimum of Level 2 in Supporting Teaching and Learning in Schools. The successful candidate will be committed to successful and rapid change. This is a permanent part time, term time only position.

TEACHING ASSISTANT Fixed Term, Bridgwater.
16.25 Hours per week, Mornings only Monday-Friday
Pay Grade TA: 15 SCP 2-4 Actual Salary £9.18 - £9.55 per hour. £6,434 - £6,693 Annual Salary. (FTE £15,375-£16,491 PRO RATA)
Start Date 01/09/2019
We are looking for an experienced Teaching Assistant with suitable skills and experience of KS2, qualified to a minimum of Level 2 in Supporting Teaching and Learning in Schools. The successful candidate will be committed to successful and rapid change. This is a Fixed term Post from 01/09/2019-31/08/2020, term time only position.

SEN/SEB TEACHING ASSISTANT Fixed Term, Bridgwater.
12.25 Hours per week, Monday-Friday
Pay Grade TA: 15 SCP 2-4 Actual Salary £9.18 - £9.55 per hour. £4,849-£5,045 Annual Salary. (FTE £15,375-£16,491 PRO RATA)
Start Date 01/09/2019
We are looking for an experienced Teaching Assistant with suitable skills and experience of both KS1 & KS2, qualified to a minimum of Level 2 in Supporting Teaching and Learning in Schools. The successful candidate will be committed to successful and rapid change. This is a Fixed term Post from 01/09/2019-31/08/2020, term time only position.

Wembdon St George’s Church School is a 14 class primary school with extensive grounds which sits inside the village of Wembdon, on the outskirts of Bridgwater. We became part of the Bath and Wells Multi-Academy Trust on 1st September 2017 where we are a growing part of a family of schools who work collaboratively together to ensure purposeful, rich learning for all our pupils and staff. We have a 2-form entry and our dedicated and hard-working staff are committed to delivering high expectations.
both academically and socially. We are an inclusive school where we celebrate everyone’s talents and we offer a wide and balanced curriculum with extra-curricular clubs. Our Christian ethos underpins all that we do and our mission statement, “Shining together to be the best we can be for God and for each other” and our 6 Christian values are reflected in our teaching and learning. We have strong links with our local church. Parental support is good, and we have an active PTA.
We are committed to safeguarding and promoting the welfare of all our staff and pupils. We welcome all visitors to our school and are extremely proud of our aspirational and successful young learners. Candidates are invited to contact the school and arrange to visit and meet with the Head Teacher. Please book an appointment via phone 01278 451726 or email office@wembdon.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.
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 – Maria.Cassidy@wembdon.bwmat.org.
Closing date: Monday 15th July 2019 at 4.30pm. Interview date: 18th July 2019.
These posts will commence: 1st September 2019

Mark First & Pre-school CE Academy
A partner in Wessex Learning Trust

Post 1: LUNCHTIME ASSISTANT & MEALTRANSPORTER
Post 2: LUNCHTIME SUPERVISOR/PLAY LEADER
We are looking for 2 enthusiastic people to join our friendly lunchtime team.

Post 1: LUNCHTIME ASSISTANT & MEAL TRANSPORTER
10 hours per week, term time only
Mon 11.00 – 3.00pm to include transporting meals from a local school in own vehicle. Business insurance and mileage is available.
Tues – Friday 12 noon – 1:30pm
£9.18 per hour
£17,771 per annum, pro rata

Post 2: LUNCHTIME ASSISTANT / PLAY LEADER
7.5 hours per week, term time only
12 noon – 1.30pm Monday to Friday
£9.18 per hour
£17,771 per annum, pro rata

We are looking for people who are caring and compassionate towards children, able to use their own initiative and work in a team. They should be adaptable with good interpersonal skills and attend meetings and training as required.
The roles will involve setting up the hall for lunch, assisting the children whilst eating, and encouraging supporting safe, inclusive play both indoors and outdoors.
The successful candidate will be patient and calm in all situations and support the Christian ethos of our school.
Our school is committed to equal opportunities, safeguarding, and promoting the welfare of children. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory DBS check.

If you are interested and would like to find out more, please visit our website www.markfirstschool.co.uk or contact a member of the Office Team on Tel 01278 641262 or e-mail office@mark.somerset.sch.uk

Closing date: 1pm Wednesday 31st July 2019

We reserve the right to interview and appoint before the closing date.

The Castle School, Wellington Road, Taunton, Somerset TA1 5AU
Tel: 01823 274073 www.castleschool.co.uk

SOCIAL EMOTIONAL AND MENTAL HEALTH COORDINATOR
Grade 11 (£25,295 - £28,785) – £13.11 - £14.92 per hour, 37 hours per week, all year round.

Do you want to make a difference to vulnerable children and young people? You can make The Castle School an even greater school for our children by joining us to lead the Social Emotional and Mental Health (SEMH) strategy, work with outstanding teachers and support staff to improve the lives of our children. This is a new post that demonstrates the school’s commitment to the mental health and wellbeing of our children. Although this role is primarily to support students, there is also a role within the school to help support the mental health and wellbeing of staff.

The Social and Emotional Health Coordinator (SEMHCo) will work within the Inclusion team in the school and work closely with the Special Educational Needs Coordinator. The SEMHCo will:

- Plan with the Deputy Headteacher (DHT) for pastoral, the provision of SEMH across the School and will support the other schools in the Trust.
- Plan the strategy with the pastoral DHT for improving the SEMH within the school.
- Work with the other inclusion leads with in the trust and school.
- Plan, manage and monitor the interventions for SEMH for children in the school.
- Work with the SENDCo so that SEMH has the same high quality provision as Special Educational Needs and Disability.
- Develop, drive and embed a new wellbeing strategy.
- Be the subject expert for the school and inform and influence policy and practice.
- Work with teachers to ensure that their practice reflects best practice for SEMH.
- Be a relentless advocate for our most vulnerable and needy children, in the school, with other children’s services, and in the community.
- Act as a point of contact for your case load during school holidays (within reason).
- Be part of the safeguarding team and be level 3 trained.

To be successful in this role, we’d like you to have...

- Outstanding expertise in SEMH and relevant qualifications.
- Experience of working within an SEMH context of at least three years.
- Passion and ability to improve health and wellbeing in the school and workplace.
- Outstanding interpersonal skills so that you understand how to support and challenge other experts and highly skilled professional in the school.
- Experience of interpreting data, writing reports, presenting and delivering training.
- Proactively creating links and opportunities to drive the health and wellbeing agenda forward to create and foster a positive healthy school and workplace.

If you are an experienced and enthusiastic Health and Wellbeing professional, then why don’t you join us to help develop, drive forward and embed our strategy.
A full job description and application pack is available from www.castleschool.co.uk. The closing date for applications is 9am on Wednesday 17 July 2019 with interviews taking place at the beginning of the following week.
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.

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

RECEPTIONIST
(37 hours per week – term time only + 5 additional days)
Grade 14 (£15,641 per annum starting salary)
An excellent opportunity for an energetic, resilient person who enjoys a variety of tasks and challenges to join our very busy main office.
Working hours are 8 am – 4 pm Monday to Friday (3.30 pm on Fridays).
Confidentiality and a good working knowledge of Microsoft Office are essential for this role.
Duties will include reception, answering the telephone and dealing with enquiries from parents, staff, students and members of the public, word processing and general admin duties, incoming and outgoing mail. The Receptionist will also be required to act as Deputy First Aider. Knowledge of SIMs would be an advantage but training will be provided.
CLOSING DATE: MONDAY 15 JULY 2019 (9.00 am) INTERVIEWS: THURSDAY 18 JULY 2019

Required for September 2019

SCIENCE TECHNICIAN
(30 hours per week – term time only + 5 additional days)
Grade 14 (£12,682 per annum starting salary)
An excellent opportunity for an energetic person with a love of Science to work in our Science Department, providing preparation of resources for practical lessons and supporting staff and students in practical Science lessons.
Duties will include preparation of materials and apparatus, maintaining stock levels, assisting in practical lessons, cleaning of equipment and organising the servicing and repair of specialist equipment. An interest and some qualifications in an area of Science (at least to GCSE level) as well as a genuine interest in working with and supporting young people are essential for this role.
CLOSING DATE: Friday 6 September (9.00 am) INTERVIEWS: TBC

In return, we can offer you the opportunity to work in a successful academy, the full support of a dedicated and committed team of staff, a supportive induction programme and ongoing professional development. 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. 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. 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. Further details of the post are available from our website www.bucklersmead.com or contact Deborah St Paul, Head’s PA/HR Manager. Thank you for your interest. We look forward to receiving your application.

SCHOOL ADMINISTRATOR
Sherborne Area Schools’ Trust based at King Arthur’s School Wincanton, Somerset
Start Date: 1 September 2019
Closing Date: 9.00 am on Monday 15th July 2019
Interviews: during week ending 19th July 2019
Salary: Grade 7: starting salary £15,775 per annum (Actual, TTO)
Contract: Permanent, 35 hours, Term time only
We are seeking an experienced and able administrator to join our busy admin team. A flexible and proactive, customer-oriented approach is essential. The successful candidate should have excellent organizational skills, able to work under their own initiative and be IT competent. Familiarity with school MIS systems would be advantageous.
This is a varied and interesting role and is a wonderful opportunity to join a school within a Trust with great potential, some real strengths and the ability and desire to develop further. King Arthur’s School is a fantastic small secondary school at the heart of a rural Somerset community serving the town of Wincanton and surrounding area. The school will join the Sherborne Area Schools’ Trust in April 2019 and work closely with The Gryphon School in Sherborne to continue its pursuit for tangible and rapid improvement. When you visit the school you will notice the:
• Friendly and welcoming atmosphere
• Students are well-behaved, comfortable and safe
• The range of experiences and opportunities
• Hard working, committed and caring staff
• Beautiful location and space for learning
• Strong local community
The school is on the Somerset/Dorset border located close to Sherborne and its surrounding area. It is one of the best places to live in Britain, with Sherborne itself being described as ‘one of the most drop-dead-gorgeous towns in the country’ and having the feel of ‘a small cathedral city’. It is a centre of excellence for education. There are easy road and direct rail links to London, Bath, Bristol, Exeter and the glorious Dorset coast and countryside. It is a great area in which to live, offering something for everyone.
The successful candidate will:
• Have excellent organisational skills and the ability to work independently and flexibly
• Have a positive and proactive approach to working
• Have excellent interpersonal, IT and customer service skills
• Have the ability to be a team player who will go the extra mile to support students and staff and who will enjoy the challenges of this role
Our values and ethos focuses on developing a love of learning, high achievement both personally and academically which comes from the tremendous work of all our staff and the great achievements of our children.
This role will be challenging, yet immensely rewarding. Working within our Trust, you will be supported by a focused leadership team, strong governance and a committed staff. We will also offer an excellent package:

- a competitive salary
- work collaboratively with trust colleagues, sharing best practice
- a strong sense of shared moral purpose and a real opportunity to transform the lives of young people

You are warmly encouraged to visit our school prior to application, please do not hesitate to contact Shirley Yeo who will be happy to arrange this. School Headteacher, Jim Gower is also available to have an informal discussion with interested applicants about the role. Please contact Shirley Yeo on 01963 32368 (ext.207) or at shirley.yeo@kingarthurs.org.uk

**For a recruitment pack and online application form, please visit the school website or trust website:** [www.sast.org.uk](http://www.sast.org.uk)

Closing Date: 9:00 am on Monday 15th July 2019
Proposed Date for interviews: during week ending 19th July 2019

SAST and King Arthur’s School has an absolute commitment to safeguarding and promoting the welfare of children. The successful applicant will be required to undertake an enhanced criminal record check via the DBS. The Trust values the diversity of our workforce

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**ALL HALLOWS PREPARATORY SCHOOL**

**ADMINISTRATOR / RECEPTIONIST**

**Required September 2019**

We require an enthusiastic, friendly and outgoing Administrator / Receptionist to join the Front of House team at our fantastic school.

All Hallows School is a highly successful co-educational, day and boarding school for 3-13 year olds. We are renowned for providing inspirational academic teaching, a superb extra-curricular programme and outstanding pastoral care.

We are looking for an efficient and methodical Administrator / Receptionist, with excellent ICT skills. The ideal candidate will be articulate and well organised while understanding the importance of being the first point of contact for those who visit the school. They should be able to prioritise while maintaining a calm and approachable manner in this busy and demanding role.

This is a permanent full-time position with 13 Saturdays to be worked during term time, with the benefit of time off in lieu.

The role includes an attractive salary and generous holiday allowance.

**For a full description, job pack and application form for this exciting role, please visit our website** [https://www.allhallowsschool.co.uk/jobs](https://www.allhallowsschool.co.uk/jobs)

Please send your completed application form to recruitment@allhallowsschool.co.uk

Prompt applications are encouraged and will be considered on receipt.

The closing date for applications is **18th July**

Initial interviews will take place on **w/c 22nd July**.

All Hallows School is committed to safeguarding and promoting the welfare of children. The post is subject to an enhanced DBS check and satisfactory references.

Cranmore Hall, Shepton Mallet, Somerset, BA4 4SF

IAPS Co-educational 3 to 13 years, boarding and day

Registered Charity no. 310281
Ilminster Town Council

DEPUTY TOWN CLERK

Full Time, Permanent, Salary range £24,799 – £26,317

Benefits include access to the Local Government pension Scheme and 23 days annual leave plus bank holidays.

Ilminster Town Council provides a range of local services including recreation areas, play areas and a cemetery; it has a track record of working with community based organisations to provide and maintain local facilities.

The main duties include: preparing and maintaining financial records and reports including monitoring income and expenditure; supporting formal meetings including preparing reports and taking minutes; supporting the Town Clerk and deputising when required.

Applicants must be able to demonstrate that they have relevant experience: a track record of service achievement and innovation; commitment to public service; motivation, community focus; and in possession of sound financial, managerial, and organisational skills.

Candidates should have a sound knowledge of accounting procedures. An accountancy qualification (ACCA, CIPFA, CIMA ACA) qualification is highly desirable.

Attendance at evening meetings will be required, for which time off in lieu will be granted.

We welcome enquiries from everyone and value diversity in our workforce.

Application packs containing a full job description and the main terms of employment can be downloaded from www.ilminster.gov.uk or phone Tel: 01460 52149 or E-mail: town.council@ilminster.gov.uk

Closing date 2 August 2019 at 12noon

Interviews will be held week commencing 12 August 2019