

Vacancy Bulletin

(Blue Sheets)

Issue No: 28

16 July 2021

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

dasjobs.co.uk



SOMERSET
County Council

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

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

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

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

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

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

Thank you for your cooperation

AN EQUAL OPPORTUNITIES EMPLOYER

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



JOB SHARING

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

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

You can cancel the email alerts anytime you like.

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

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

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

Please note for SCC roles:

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

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

SERVICE MANAGER PROPERTY MAINTENANCE OPERATIONS

Closing Date - 26 July 2021

Salary - £47,391 per annum

Working pattern - Full Time

Contract type - Permanent

Location - Taunton

A bit about us

We have an exciting opportunity for a Service Manager to join our Corporate Property Department to lead and develop the Property Maintenance Operations service. We're looking for an experienced property professional with strong management skills to take this positive, can-do to the next level. The Property Maintenance service is a site-facing manual delivery team consisting of electricians, plumbers, fabric technicians and multi-skilled tradespeople.

You will deliver cost effective programmes of planned and reactive maintenance, and a range of minor works projects, across our corporate estate and to external clients. You will also oversee Somerset's in-house Asbestos team, providing surveying, testing and investigation services. As a member of the departmental management team the role will also shape asset management and property strategy and make a key contribution to the direction of the wider property service.

We are proud to offer an environment that is supportive and rewarding, managing a friendly and collaborative team who are passionate about the work that they do and the service they provide. We offer great training and development opportunities and a modern and flexible approach to work.

Here's what you can expect to be doing

In addition to core operational management responsibilities, the role also functions as the council's professional lead on building compliance controls. You will develop the service to reach its potential, through the implementation of new systems, procurement, and commercial strategies, and most of all by developing and empowering staff. The role will be varied, balancing customer-focussed operational guidance with service improvement and commercial management, as well as making a strategic contribution as part of the management team.

A few things about you

You will be passionate about directing a team that has a wide range of skills and attributes, enabling staff to develop and reach their potential. You will have the ability to adapt quickly to changing priorities and able to motivate and sustain teams in a demanding yet dynamic environment.

You will be organised and have excellent communication skills in order to work collaboratively with staff within your team, the wider Property department, as well as internal and external customers. A strong customer focus will also be essential.

You will be able to demonstrate capability in relevant professional/technical skills as well as strong aptitude in commercial and financial management, and the ability to identify and develop opportunities for service improvement. We are looking for someone that has a relevant higher level technical or professional qualification. Experience of utilising Asset Management/CAFM systems is essential for the role.

Additional information

Feel free to contact Oliver Woodhams if you would like an informal chat about the position

owoodhams@somerset.gov.uk

Interviews are likely to be held (via MS Teams) during the period 3rd - 12th August. (although alternative interview dates may be arranged).

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

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

PROCUREMENT MANAGER

Closing Date - 22 July 2021

Salary - £41,881 per annum

Working pattern - Full Time

Contract type - Permanent

Location - Taunton

A bit about us

We're looking for a talented procurement manager to join our high performing procurement team at Somerset County Council.

Working across all spend areas within Somerset County Council, the team has a focus on training and development and are actively working to support the drive for increased social value and sustainability targets.

We recognise the importance of a good balance between work and home life so we do everything we can to accommodate flexible working including some working from home. Please just let us know in your application or at any stage throughout the process (and beyond) if these are options you'd like to explore.

Here's what you can expect to be doing

Our Procurement Managers are assigned to areas of the organisation and will be expected to develop close working relationships with key stakeholders. They will understand the upcoming activity, provide support and guidance on external procurement that adheres to the Authority's Contract Standing Orders, and regulatory requirements relevant to public procurement.

You'll be responsible for

- Managing the organisation and delivery of a range of procurement services ensuring compliance and consistent application of the SCC constitution, statutory obligations and corporate policy and operating policies.
- Engaging with Lead Commissioning and Operational Managers to review, advise and make recommendations on the design and development of procurement best practice, responsible for agreeing procurement options, approaches and tactics to ensure compliance with internal governance and external regulatory frameworks - e.g. Contract Standing Orders, Public Contract Regulations, etc.
- Working with Strategic Commissioners to carry out whole service gap analyses between service needs and market/supplier capabilities, assessing opportunities, risks and constraints to effective service delivery. Providing Technical expertise for service areas.
- Engaging and negotiate with suppliers to help set business expectations, challenging the norm and create innovative approaches for procuring services.
- Leading and overseeing the procurement process for a range of significant and more complex contracts which includes: · Agreeing the Procurement Strategy/Route to Market · Advertising for expressions of interest · Agreeing and setting the evaluation strategies for tenders · Awarding contracts.

Participating in the professional development of other team members and employees under matrix management responsibilities.

A few things about you

You'll be self motivated, adaptable, thorough and have a confident approach. You'll be able to think creatively and promote change within the organisation.

You'll have:

- A Relevant Degree or Professional Qualification with relevant procurement experience.
- Evidence of work related continuing professional development in your specialist field

- Significant experience of working successfully with Senior Stakeholders on complex issues and the development of strategic direction.
- A track record of operating corporate projects and providing clear advice on policy options and policy development.
- Demonstrable knowledge and understanding of the statutory, policy and strategic commissioning framework within which specialist services operate and their context within local government as a whole.
- Experience of developing and delivering representational and communication activities that successfully deliver key messages to the public and internally.

Additional information

For an informal discussion about the role please contact Paul Skuse, Strategic Manager Commercial and Procurement on 07500 105910 or via email pskuse@somerset.gov.uk

Interviews will take place virtually via MS Teams

Apply: Job (somerset.gov.uk)

FAMILY INTERVENTION WORKER - CHILDREN WITH DISABILITIES

Closing Date - 21 July 2021

Salary - £22,183 to £25,481 per annum

Working pattern - Full Time

Contract type - Permanent

Location - Taunton

A bit about us

The Children with Disabilities Service is part of Somerset County Council's Children's Social Care.

The Children with Disabilities (CWD) Early Support Team work to ensure that the children and young people who access our services receive the right level of support at the right time.

As a service, we are committed to ensuring that children and young people with disabilities are seen as people first.

Here's what you can expect to be doing

As a Family Intervention Worker, for the Children with Disabilities Early Support Team, you will be working with children and young people who require level 3 support (as reflected in the Effective Support for Children and Families in Somerset document) and have a disability that has a significant impact on their daily life and functioning; this includes the need for support which is in excess of that of their non-disabled peers.

You will case hold, carry out assessments, set up service provisions, along with offering on-going advice and support, such as parenting and behaviour support as required by the young person and their family. You will also carry out reviews of services in place to ensure the service and support continues to meet the young person's needs. You will work closely with the Children with Disabilities Social Work Team and the Children with Disabilities Community Inclusion Team to ensure that the young person is receiving the most effective support for them at any given time.

You will be part of an ambitious multi agency team, working alongside statutory and non-statutory partner agencies to ensure improved and sustainable outcomes for children and young people with disabilities.

You will have an allocated case load for which you will be responsible for holding regular reviews of need, desired outcomes, implementing bespoke plans and assessing care packages.

A few things about you

You will have:

- The skills to advocate effectively on behalf of the young person to ensure they are at the centre of all decision making.
- The ability and a willingness to travel across the county as required.
- Experience of working with or knowledge of Children / Young People with Disabilities.
- An understanding of the skills required to engage, assess and plan to support the needs of children, young people and their families.
- Understanding or experience in multi-agency working to safeguard children and young people.
- An ability to work as part of a team as well as being able to work autonomously.
- Organisational skills to manage a case load and ensure that assessments, reviews and plans are completed within timescales.
- Excellent communication skills, attention to detail and a broad range of IT skills with a minimum of GCSE Grade C (or equivalent) in Maths and English.

Additional information

If you wish to discuss the role further, or have any questions, please contact:

Sally Hardwill, Deputy Team Leader of the Children with Disabilities Early Support Team on 07919 540 433 or

Helena Wellington, Team Leader for the Children with Disabilities Early Support Team on 07919 164919.

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

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

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

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

OFFICE MANAGER

Closing Date - 20 July 2021

Salary - £22,183 to £25,481 per annum

Working pattern - Full Time

Contract type - Permanent

Location - Kilve near Bridgwater

A bit about us

An exciting opportunity has arisen for a dynamic and suitably qualified person to join Kilve Court Residential Centre as an Office Manager. Working the equivalent of 37 hours a week (on an annualised-hours contract) you will manage customer care relations, bookings, and pre and post course liaison for our 4 Centres.

SSE Outdoors attracts customers of all ages and backgrounds looking for the unique challenges set by outdoor activities and its curriculum courses for young people. Over 30,000 times last year, someone woke up in one of our beds and enjoyed a day of activities organised by us.

Here's what you can expect to be doing

You will have the ability to manage day to day challenges and support our wider office team to liaise with customers, deal effectively with enquiries, and grow our business at an exciting time for the outdoor sector.

Please note that while your workbase will be Kilve Court, we encourage new and flexible ways of working and you will be able to work from home some of the days of the week with agreement from your manager.

A few things about you

We are looking for an individual who has customer care and can-do attitude at the heart of how they work.

You will be required to demonstrate a passion for the experiences we offer, customer care, and team supervision.

Additional information

For an informal discussion about the post please contact our Service Manager, Daniel Moncrieff on 01278 741270, DMoncrieff@Somerset.gov.uk or visit www.sseoutdoors.co.uk for further information.

All interviews will take place virtually via MS Teams.

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

In this role you will require a criminal background check via Disclosure and Barring Service.

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

ADMINISTRATIVE ASSISTANT

Closing Date - 21 July 2021

Salary - £18,562 - £18,933 per annum

Working pattern - Full Time

Contract type - Permanent

Location - Yeovil

A bit about us

We are looking for administrators who are committed, innovative and enthusiastic and are keen to be part of Somerset's improvement journey.

The Central and Child Looked After, Child Protection and Route 1 Business Support Teams all form part of the Children's Advocacy and Independent Reviewing Service.

You will be joining a well-established, stable and welcoming team who provide a supportive team environment.

Due to the current Covid restrictions we are being supported to work from home. We do anticipate a partial return to the office when restrictions allow. This will involve partially working from home and at Brympton Way, Yeovil.

Here's what you can expect to be doing

We are looking to appoint a Business Support Assistant to this busy and hardworking team. You will primarily be coordinating child protection conferences, managing team mailboxes and liaising directly with Social Workers, Independent Reviewing Officers/Child Protection Coordinators and Senior Managers but may also be required to support other team activities.

A few things about you

Do you have:

- A good working knowledge of Microsoft Office, including Outlook, Excel, MS Teams, OneNote & PowerPoint?
- Good organisational and communication skills?
- Experience of working with colleagues to tackle challenges and resolve problems?

Are you customer focused, able to manage changing priorities, and accurate in your work?

If the answer to all these questions is yes, we would love to hear from you.

Additional information

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

For an informal discussion about the post please contact Natalie Jemison on 01823 359387 or Esther Ward on 01278 447689.

The salary for this role is £18,562 - £18,933 per annum.

Interviews will be held virtually, via MS Teams on 28th July 2021.

This post requires a Basic Disclosure check.

[Job \(somerset.gov.uk\)](http://somerset.gov.uk)

ADMINISTRATIVE ASSISTANT

Closing Date - 20 July 2021

Salary - £11,036 - £11,257 per annum.

Working pattern - Part Time

Contract type - Permanent

Location - Shepton Mallet

A bit about us

Are you an administrator who is looking to really make a difference to the health and wellbeing of families in Somerset? Somerset Public Health Nursing is delighted to be offering an opportunity to join the Shepton Mallet team for 22 hours per week.

Here's what you can expect to be doing

We know that good health supports a child or young person's ability to grow and develop and lays the foundations of a fulfilling adult life. This is why we work to reduce health inequalities and empower children to make healthy lifestyle choices.

By joining us as an administrative assistant, you will play an integral role in supporting our amazing Public Health Nurses; enabling them to provide a high-quality service to our communities.

A few things about you

You should be competent with using Microsoft office packages, and have good communication skills to be able to work with the public face-to-face and via the telephone.

Additional information

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

If you'd like to learn more or have a chat with one of our team, please contact Helena Reid Team Leader 07785 451653.

The salary for this role is £11,036 - £11,257 per annum.

Interviews will be held virtually over MS Teams on Monday 9th August 2021.

Due to the nature of the role, this post will be a combination of office based and home working.

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

[Job \(somerset.gov.uk\)](http://somerset.gov.uk)

COOK

Closing Date - 20 July 2021

Salary - £13,545 to £13,815 per annum

Working pattern - Part Time

Contract type - Permanent

Location - Kilve near Bridgwater

A bit about us

We have a new opportunity for a Cook to join our team at Kilve Court Outdoor Centre working 27 hour per week on an annualised basis. Kilve Court is located on the Quantock Hills in a stunning area of outstanding natural beauty.

Supporting Services for Education (SSE) Outdoor Centres are the largest provider of Outdoor Education in Somerset and enjoy a reputation for high quality and standards. The centres offer courses in a number of outdoor activities and academic subject areas.

Here's what you can expect to be doing

Join us as a Cook and you'll be working 27 hours per week on an annualised basis. Shifts are split start from 7:30-14:30 and 15:30- 19:30. Hours are all year round, however summer is our peak period.

Responsibilities include:

- Delivering of daily meals for customers.

- Overseeing our Domestic Assistants which will include overseeing the dining area cleanliness, food service and preparation of meals.
- Controlling the storage of food within prescribed guidelines, recording, and dating foodstuffs.
- Monitoring and maintaining the programme for high standards of kitchen and dining room cleanliness and hygiene, including the cleaning of machinery.

A few things about you

Ideally you will have catering experience, but this is not essential as comprehensive training will be provided. You will be customer focused with an enthusiasm for working alongside people.

Additional information

Please feel free to get in contact if you have questions about the role. Please contact Carly Kew, Centre Manager, on 01278 741270 or email CKew@Somerset.gov.uk

All interviews will take place virtually via MS Teams.

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

In this role you will require a criminal background check via Disclosure and Barring Service.

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

LIBRARY & INFORMATION OFFICER

Closing Date - 23 July 2021

Salary - £12,792 to £13,309 per annum

Working pattern - Part Time

Contract type - Permanent

Location - Minehead

A bit about us

We have a 25 hour per week opportunity for a Library & Information Officer.

If you haven't visited a Library in a while you may not fully appreciate what we offer, from Lego groups and Code Clubs, to IT courses and Baby Boogie sessions, and anything and everything to do with reading for pleasure. Our ideal candidate is more likely to organise a Harry Potter party and tweet about it than say "Shhh".

Here's what you can expect to be doing

Libraries are about books and so much more. We're offering this brilliant opportunity for you to join us as we continue to evolve as an innovative service. From day one you'll be working in a customer centred environment, a busy community hub that serves a diverse range of people, partners and organisations.

A few things about you

We are looking for well-motivated people to provide a welcoming environment to our customers. You will be hard-working and receptive to change, with a wide general knowledge, an interest in books, and a digital curiosity. You'll work in a team, dealing with enquiries and requests, planning and delivering interactive activities, and promoting our services. You'll be encouraging the love of reading through a range of promotional activities. Confidence in the use of digital technology is essential as you will be helping customers to use our equipment and their own.

Additional information

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

For an informal discussion about the post please contact Sara Long on 07976689067 or via email

SLong@somerset.gov.uk

All interviews will take place virtually via MS Teams.

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

Frome Learning Partnership

ALTERNATIVE PROVISION MANAGER

Full time

Grade 9 (£34,728)

This position is initially available on a temporary contract until August 31st 2022

Continuation of the role is dependent on funding.

An exciting opportunity has arisen for an innovative and creative practitioner with a background in education, children's service or social care who is committed to the further development of collaborative working practices which improve outcomes for children and young people.

The successful candidate will:

- Work with a robust and enthusiastic community of 11 First Schools, 2 Primary Schools, 1 Middle deemed Primary, 2 Middle Schools, 1 Upper School and 1 Special School.
- Be an experienced manager able to lead developments in Early Help
- Manage FLP support services and how they are delivered to FLP schools
- Monitor and support school improvement initiatives that focus especially on improving outcomes for vulnerable pupils
- Be responsible for the effective delivery of the Local Authority's 'Satellite Provision' for pupils at risk of exclusion and excluded pupils and report on Key Performance Indicators as identified in the Service Level Agreement

The successful candidate will be a bright, enthusiastic individual. They must have an excellent understanding of Early Help, Social Emotional and Mental Health and understand from an operational view about working with pupils who can demonstrate challenging behaviour. They will need to be able to think on their feet to provide innovative solutions under pressure to achieve the best outcomes for the pupils. They will also be enthusiastic about researching and implementing new services whilst ensuring the smooth delivery of existing services through effective coordination and support. The successful candidate will need to have a broad knowledge of the legislation, literature and practice in the area of children and education and have excellent communication skills when they are dealing with parents, carers and external agencies to get the best possible outcomes for the pupils within the Frome Learning Partnership.

For more information and to request an application pack, please email Rachael Bourne on rbourne@educ.somerset.gov.uk or apply electronically via [e-teach](#).

Deadline for applications: Wednesday 21st July 2021

Interviews will be held in the week commencing July 26th

The Frome Learning Partnership 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 an enhanced DBS check and satisfactory references.

Martock Church of England VA Primary School

Elmleigh Road, Martock, Somerset, TA12 6EF

Head Teacher: Mrs Sarah Lafferty-Jenkins

office@martock.somerset.sch.uk

www.martock.somerset.sch.uk

CARETAKER

The Governing Body wish to appoint a Caretaker

- Total 25 hours per week
- Monday – Friday 7.30am-9.30am and 3.30pm – 6.30pm during term time
- weeks paid hours during the school holidays
- Required from 6th September 2021
- Permanent contract (6 months probation)
- The post is paid at Grade 14 (£9.81 - £10.21 per hour)

The Caretaker needs to be

- ✓ Honest, hard-working, flexible, friendly and helpful
- ✓ Keen to work in a school environment
- ✓ Available to be 'on call' for emergencies during out of school hours
- ✓ Able to manage evening 'lettings'
- ✓ Able to complete minor repairs and improvements to the site and building
- ✓ Able to complete Health and Safety checks on a daily and weekly basis

For further information about the post please refer to the Job Description and the Person

Specification <https://dasjobs.co.uk/job/caretaker-74/> Please apply by application form <https://dasjobs.co.uk/job/caretaker-74/> or available from the school website or school office.

Closing date: Wednesday 21st July 2021

Interview date: Monday 26th July 2021

Martock Church of England Primary School is committed to safeguarding the welfare of children and expects all staff and volunteers to share this commitment.

An enhanced CRB check will be required.

Martock Church of England Primary School is committed to Equal Opportunities

Stoke St Gregory C of E Primary School

CLERK TO THE BOARD OF GOVERNORS

The post of Clerk to the Governing Body has been evaluated using Somerset's Job Evaluation Scheme at Grade 14 pt 5/6: approx. £10.00 per hr (£19,312 full time equivalent salary / term time only pro rata, paid monthly).

Stoke St Gregory C of E Primary School is seeking a Clerk to the Board of Governors.

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

The clerk's job is to work with the chair, other governors and headteacher, in dealing with administrative matters for the board and advising on procedural issues of governance and the board's statutory duties. Central to the role is preparing for, taking notes at and producing minutes for meetings.

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

New clerks receive advice, support and training from the SSE-Governance Team and all clerks are encouraged to attend termly briefings in their locality to update themselves on the latest developments in governance.

The post will initially involve approx. 10 hours work for each meeting and typically, there will be 2 meetings each term. The clerk may be asked to take on additional work according to need.

The school is committed to safeguarding and promoting the welfare of children and young people, and expects staff and volunteers to share the same commitment. This position is subject to an enhanced DBS check.

Further information an application form and job description can be obtained by contacting:
Mrs Angela Barber, School Business Manager: 01823 490437 or office@stoke-st-gregory.somerset.sch.uk

<https://dasjobs.co.uk/job/clerk-to-the-board-of-governors-15/>

Closing Date: Friday 6th August 2021

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

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

www.ilchestercommunityprimary.com

SEN TEACHING ASSISTANT BASED IN EYFS

15 hours per week

Start September 2021

Monday to Friday mornings

Lunchtime hours also available

Opportunities for more hours over time

Grade 14 (4-6) £9.81- £10.21 an hour

Our inclusive community primary school is seeking an energetic and enthusiastic individual to support a child with additional needs as they transition from our preschool into our reception class.

If you believe in creating opportunities for all children and would like to work alongside an experienced team of staff to foster a positive ethos and passion for learning then we would love to hear from you.

Closing Date: Monday 19th July

Interviews: Wednesday 21st July

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

Visits to the school are always welcomed but at present need to take place outside of school hours.

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

Little Owls Nursery, Fishers Mead, Dulverton TA22 9EN

School tel: 01398 323 231. email: ckamin2@educ.somerset.gov.uk

<https://www.theexmoorfederation.co.uk>

Interim Headteacher: Mr Chris Kamin BA(Hons)QTS MCCT

EARLY YEARS EDUCATOR

Fixed term contract until 31 August 2022, to start September 2021

Min 26 hours per week, all year round

Salary Grade 15 - 14 (depending on experience)

Grade 15.3 starts at £18,562 (hourly rate £9.6212) to Grade 15.4 £18,933 (hourly £9.8134)

Grade 14.4 starts at £18,933 (hourly £9.8134) to Grade 14.6 £19,698 (hourly £10.21)

We are looking for enthusiastic, caring practitioners, who will work in partnership with staff, parents/carers and their children aged 0-5 years.

The candidates will:

- Have a flexible approach to planning and delivering activities to promote the development, enthusiasm and potential of all children in our fully integrated and inclusive nursery setting for all children aged 0-5
- Be highly motivated, resilient and committed to securing the best possible outcomes for our children
- Be positive, proactive and always solution focused
- Have high expectations of yourself and the children you work with
- Be a team player with a good sense of humour
- Be willing to 'go the extra mile' for our children
- Be able to use initiative to introduce interesting ways of learning
- Have a commitment to their own professional development

The Educator Role will:

- Hold and NVQ Level 3 in childcare or equivalent

In return we can offer:

- The opportunity to be part of a highly committed team who are passionate about their nursery and determined to see all children succeed.
- A wonderful school and nursery environment with extensive grounds to enhance learning.
- Encouragement to develop new ideas and the opportunity to make a real difference.
- A commitment to you and your professional development.

We are committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment. DBS clearance is required.

[Applicant deadline:](#) By noon on Tuesday 3 August 2021

[Interviews:](#) week commencing Monday 16 August 2021

[Application packs](#) are available by emailing ckamin2@educ.somerset.gov.uk OR

<https://dasjobs.co.uk/job/early-years-educator-6/>

Candidates are invited to contact the nursery, and even with the current Covid-19 restrictions, we would encourage you to arrange to visit.

Please book an appointment via the school office on 01398 323231 until 23 July or after that on 01398 324360

**North Petherton Community Primary School
Schoolfields, North Petherton, Somerset TA6 6LU**

Telephone 01278 662442

E-mail: office@npcps.co.uk

Age range 4 to 11

NOR 421

COMBINED TEACHING ASSISTANT AND MIDDAY SUPERVISOR

To start 1st September 2021

Hours: 30 hours per week Monday to Friday, 8.45am – 3.15pm

Working: 38 weeks, term time only (paid 43.31 weeks per year)

Salary: Grade 15 - £9.62 per hour

Working as a school teaching assistant and/or supporting individual children on a one-to-one basis. (This post will also include cover for lunchtime support. You will be required to assist the children during their lunch and playtime).

A vacancy exists for an enthusiastic, committed and experienced Teaching Assistant. We will make the most of your talents and skills. Are you working 1:1 with a child/small group teaching personalised interventions? Have you worked in a classroom setting before? Did you inspire groups of children? Are

you proud of the impact you have had on children? The successful candidate will be caring, flexible and be able to stay calm in all situations.

If you believe you could inspire children both in the classroom and outside, we would like to hear from you.

Please apply online with a covering letter outlining your skills, previous experience and what you can offer our school to Mr Hobbs, Headteacher. Application form and job specification available from <https://dasjobs.co.uk/job/teaching-assistant-midday-supervisor-7/>

Closing date: Monday 19th July at 5pm.

Interview date: Wednesday 21st July, 2021

MIDDAY SUPERVISOR

Hours: 5 hours per week Monday to Friday, term time only

Working: 38 weeks, paid 47.71 weeks per year

Salary: Grade 16 - £9.43 per hour

We require a committed and enthusiastic midday supervisor for lunchtime cover to ensure that the dining area/classrooms are ready, assist in the kitchen and support the children during lunch. The successful candidate will be caring, flexible and be able to stay calm in all situations.

Please apply online an application form and further information is available from

<https://dasjobs.co.uk/job/midday-supervisor-111/> or the schools website.

Closing date: Monday 19th July at 5pm

Interview: Week commencing 19th July 2021

Visits to our school are strongly recommended. For further information, please contact Mrs Boobyer (Business Manager) on 01278 662442 or email the school office office@npcps.co.uk

North Petherton Community School has a commitment to Safeguarding and all posts require a criminal background check via DBS, medical clearance and references. We welcome applications regardless of age, gender, disability, ethnicity or religion.

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

TEACHING ASSISTANTS

Required for our new purpose built special school Polden Bower from September 2021 – Permanent Contract.

32.5 hours per week 39 Weeks per year. (Term time plus INSET days) Term time hours of work: Monday 08:45 am – 4.45 pm Tuesday - Friday 08:45 am to 3:30 pm. In addition to this, we are looking to cover a period of maternity leave from September 2021

Grade 15 £13,901 - £14,179 Actual annual gross salary

Grade 14 £14,179 - £14,752 Actual annual gross salary

Dependent on experience

This is a very exciting time to be joining a growing Federation, we are working in partnership with The Bridge School which is the PRU within Bridgwater. We are also nearing the completion of our purpose built new school - Polden Bower School. This will be a 160 place special school and will have the specialist resources needed to meet the needs of our students.

Our new school, Polden Bower will be an all phase school, bringing together pupils from both Penrose and Elmwood Schools. Our sixth form will be based at a new purpose built site "Centre for Independence" based on Albert Street in Bridgwater

We are seeking candidates that are resilient, positive, enthusiastic and able to demonstrate flexibility, empathy and excellent communication skills. In return, the federation is committed to developing the skills of all staff and offer a rich CPD programme.

You will be expected to demonstrate:

- Excellent Communication skills
- An understanding of how children and young people learn
- An ability to build positive relationships with students, staff and families
- Good literacy, numeracy and ICT skills

If you feel you have what it takes to work with us to achieve the very best for our students we would very much like to hear from you.

Apply online at <http://dasjobs.co.uk/job/teaching-assistants-69/>

Closing date: Thursday 22 July 2021 at midday

Interview date: Tuesday 27 July 2021

Elmwood & Penrose Federation is committed to safeguarding and promoting the welfare of children and young people. This appointment will be subject to enhanced DBS disclosure, medical clearance proof of the right to work in the UK and satisfactory references.



Wellesley Park Primary School, Homefield, Wellington, Somerset, TA20 6JB

Tel: 01823 664876 Email: recruitment.393@educ.somerset.gov.uk

NOR 325 + 24 Pre-School Age Range 2-11

HIGHER LEVEL TEACHING ASSISTANT (HLTA)

Salary: Support Staff Pay Scale - Grade 13

Part time – 11.67 hrs per week (2 days per week)

Required from 1st September 2021

One Year Fixed Term until 31st August 2022

Wellesley Park Primary School is looking to appoint a Higher Level Teaching Assistant (HLTA), to start this September 2021. You will be responsible for carrying out whole class teaching to provide release time, small group work and possibly 1:1, when required. You will need to be compassionate, dynamic and resourceful to join our dedicated and hardworking team of skilful support staff to work across the whole school.

We are looking for someone who:

- Is dedicated and hardworking to ensure that all pupils to fulfil their potential
- has excellent interpersonal skills with children, staff and parents
- has GCSE grade C+ in English & Maths or equivalent
- is able to enthuse and inspire children
- is able to work as part of a team, sharing excellent practice and learning from others
- has high expectations of themselves and the pupils they work with
- has excellent behaviour management skills
- is reflective and keen to engage with continuing professional development
- has a good sense of humour and enjoys working as part of a team

- be able to implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupil's responses as appropriate
- has good IT skills.

We can offer you:

- a dedicated and supportive working environment
- a high-skilled and cohesive team who are welcoming and friendly
- excellent professional development opportunities
- the chance to work with genuinely enthusiastic and happy pupils

This is a part time post of 11.67 hours per week, 2 full days per week (days to be negotiated) Term time only + 3 inset days (38 weeks per annum which is the equivalent of 43.3167 paid weeks per year). The salary scale is Grade 13 on the School Support Staff Pay Scale (£10.21 - £11.27 per hour). This represents an actual starting salary of £5,161.00 per annum.

Application forms and job description are available on the school website at

www.wellesleyparkschool.com If you would like to arrange a visit please phone Mrs Lilley to discuss the possibility of a visit.

Closing date: 9:00am - 20th July 2021

Interview date: 21st July 2021

Part-Time TEACHING ASSISTANT (AM) & MIDDAY SUPERVISOR

Salary: Support Staff Pay Scale Teaching Assistant Grade 15 (£9.62 - £9.81 per hour)

Support Staff Pay Scale Midday Supervisor Grade 16 (£9.43 per hour)

Hours: Mon to Fri– 8:30am to 12:15pm (18.75 hours) Teaching Assistant and Mon-Fri 12:15pm to 13:05pm (4.17 hours) Midday Supervisor

Total 22.92 hours per week

Required from 1st September 2021

One Year Fixed Term until 31st August 2022

This is a part time post of 18.75 hours per week for term time only + 3 inset days (38 weeks per annum which is the equivalent of 43.3167 paid weeks per year). The salary scale is Grade 15 on the School Support Staff Pay Scale (£9.62-£9.81 per hour). This represents an actual starting salary of £7,813 per annum.

Midday supervisor role of 4.17 hours per week for term time only + 3 inset days (38 weeks per annum which is the equivalent of 47.7167 (paid weeks per year). The salary scale is Grade 16 on the School Support Staff Pay Scale £9.43 per hour. This represents an actual starting salary of £1,876 per annum.

Part-Time TEACHING ASSISTANT (PM) & MIDDAY SUPERVISOR

Salary: Support Staff Pay Scale Teaching Assistant Grade 15 (£9.62 - £9.81 per hour)

Support Staff Pay Scale Midday Supervisor Grade 16 (£9.43 per hour)

Hours: Mon-Fri– 13:20 to 15:10pm (9.15 hours) Teaching Assistant and Mon – Fri 12:00 to 13:20 (6.67 hours) Midday Supervisor

Total 15.82 hours per week

Required from 1st September 2021

One Year Fixed Term until 31st August 2022

This is a part time post of 9.15 hours per week for term time only + 3 inset days (38 weeks per annum which is the equivalent of 43.3167 paid weeks per year). The salary scale is Grade 15 on the School Support Staff Pay Scale (£9.62-£9.81 per hour). This represents an actual starting salary of £3,812 per annum.

Midday supervisor role of 6.67 hours per week for term time only + 3 inset days (38 weeks per annum which is the equivalent of 47.7167 (paid weeks per year). The salary scale is Grade 16 on the School Support Staff Pay Scale £9.43 per hour. This represents an actual starting salary of £3,001 per annum.

TEACHING ASSISTANT

From the 1st September, Wellesley Park Primary School is looking to appoint an outstanding practitioner who is compassionate, dynamic and resourceful to join our dedicated and hardworking team of skilful support staff to work across the whole school. An essential element to this role would be experience in supporting young people with Autism and moderate learning needs.

We are looking for:

- A dedicated, hardworking teaching assistant who is able to raise and sustain high standards
- Someone who has excellent interpersonal skills with children, staff and parents
- A Teaching Assistant who is able to enthuse and inspire children
- Someone who is able to work as part of a team sharing excellent practice and learning from others
- Some experience of supporting children with social and emotional needs would be an advantage
- have English and Maths to GCSE level or equivalent

We can offer you:

- A dedicated and supportive working environment
- Excellent professional development
- This role is combined with a Midday Supervisor role

A full job description and application pack is available on the school website

<http://www.wellesleyparkschool.com> or by emailing recruitment.393@educ.somerset.gov.uk

If you would like to arrange a visit please phone Mrs Lilley to discuss the possibility of a visit. As a school we are committed to the safeguarding of our community and we follow full safer recruitment procedures including relevant references and DBS checks.

Closing date: 9am 20th July 2021

Interview date: 22nd July 2021



Ruishton C of E Primary School

BREAKFAST & AFTER SCHOOL CLUB (HUB) ASSISTANT

Grade: 15, Points 3-4 (£9.62/hr - £9.81 /hr)

22.5 hours per week, 5 days per week, term time only

Mornings 7.30am – 9.00am

Afternoon 3.15pm – 6.15pm

Reports to: School Headteacher/Trust Executive Business Manager

We are delighted to have the opportunity to employ an assistant for our Breakfast and After School Club to care for our children and maintain a high-quality, stimulating learning environment.

The successful candidate will:

- Enjoy working with children.
- Be committed to providing high quality care in a safe environment.
- Be involved in preparing suitable nutritious meals for all children.
- Involved in providing a varied and creative play programme of suitable activities for all children.
- Be patient, cheerful and enthusiastic.
- Be self-motivated and able to use their own initiative.
- Understand the importance of safeguarding, report all concerns in line with school policy and always put the needs of the children first.
- Be able to administer first aid and meet the medical needs of the children.
- Be able to support the organisation and administration of health and safety protocols within schools.

In return, we can offer you:

- The opportunity to work with fantastic children in a non-academic context.
- The chance to make a genuine difference to the lives of children and their families.
- A strong, friendly school team, who will support you and learn from your ideas.
- A supportive local community who are fully committed to the school.

For more information regarding the role, please refer to the job description and person specification.

For an application form, or if you would like to discuss the role in more detail, please contact the Trust Executive Business Manager, Sarah Harber via email sharber@oak.education

Closing date for applications: 12 noon Thursday 29th July 2021

Interviews: Tuesday 3rd August 2021

We are an equal opportunities employer.

Ruishton Primary School is committed to safeguarding and promoting the welfare of children and all staff/volunteers must share this commitment. All appointments are subject to the necessary DBS and pre-employment checks. No CVs accepted. Ruishton Primary School is an Academy which is part of The Oak Partnership Trust.

**Pawlett Primary School Academy****BUSINESS SUPPORT ADMINISTRATOR****TPLTSS 3****£17,555-£17,906 Actual salary pro rata****Fixed term contract for one year until August 2022**

The Priory Learning Trust is looking to recruit a Business Support Administrator to work at Pawlett Primary School Academy. We are looking for a friendly, hardworking, approachable individual to join our small but dedicated team. This front of house role will be the friendly face for pupils, staff, families and visitor's to school. The role will support the Principal and Academy Operations Manager, who has responsibility for Pawlett and The Huntspills Primary Academies.

This role will cover all aspects of school operations, as directed by the Academy Operations Manager. It will suit an enthusiastic individual who is able to multi task, willing to learn and develop and is flexible and adaptable in their approach. This post is 37 hours per week and is a term time only role plus two weeks, during this time there might be elements of lone working.

The role requires the postholder to have business car insurance, as there might be the need to travel between out TPLT family of schools.

If it excites you to be working in a school, in order to provide the best learning environment for children to achieve the best outcomes, we would like to hear from you.

We warmly welcome an informal visit or a conversation about this opportunity prior to application.

Please contact abby.priestly@ppsa.theplt.org.uk

About The Priory Learning Trust:

The Priory Learning Trust is a Multi-Academy trust which supports primary and secondary schools in the South West of England. The PLT grew from a passion to bring the power of partnership and sharing to bear and provide a first-class education to a wide range of children, of all abilities and social class groupings, in Weston-super-Mare and Highbridge. Our values at The Priory Learning Trust are *Students First, Cherishing Staff*.

The successful candidate will be:

- Enthusiastic and able to support the Operations Manager in all finance and admin responsibilities
- Confident in communicating via phone, email and in person
- Able to communicate effectively
- Able to work constructively as part of a team and show confidence in working independently
- Able to use a number of computer software programmes or be prepared to learn and partake in training and learning new skills

To tempt you further, we can offer:

- Delightful, amazing children who enjoy learning and coming to school;
- A very friendly school community;
- Dedicated and supportive colleagues;
- A listening and responsive Academy council;
- Excellent opportunities for your continued professional development;
- The opportunity to be part of our fantastic Multi-Academy Trust - The Priory Learning Trust;
- Attractive and well-resourced learning environments.
- Employee Assistance Programme
- CPD opportunities
- Free onsite parking
- Highly competitive salaries which are reviewed annually
- Discounted gym membership at our Academies
- Discounted Nursery fees at our Academy pre schools
- Pension Scheme
- Flu Jabs
- Generous annual leave entitlement for all year round staff
- Amazing career progression and opportunities
- Regular social events
- Employee Benefits Platform
- Cycle to work scheme

Early applications are encouraged as we reserve the right to close the vacancy early.

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

Offers of employment will be subject to satisfactory references and Disclosure and Barring Service clearance

The job description and an application form is available from recruitment@theplt.org.uk

Closing date: Monday 19th July 2021

Proposed interview date: Wednesday 21st July

Bishop Fox's

SEN FACILITATOR

Start date: September 2021

Contract type: Permanent, Full time, all year round

Salary: Grade 11

We are looking for a dedicated and inclusive SEN Facilitator for our SEN Facilitator vacancy, to start in September 2021. Working with our SENCO, you will support with the day to day running of the SEND department. Excellent communication skills, knowledge of ILP's and BAW meetings, and the ability to make quick decisions with regards to student safety and care is key to this role, along with a commitment to personal development in SEND. You will be a strong and inspiring leading for the team of LSA's and act as Deputy Designated Safeguarding Lead. It's essential you have experience in working with individuals who have a combination of learning, social, emotional or behavioural needs, and have knowledge of the SEND Code of practise.

If you are excited to join a school that provides opportunities for its students to flourish, with a strong extra-curricular focus, and can work with 'High Standards and High Expectations' we'd love to hear from you.

For a full job description and application form, please visit:

www.bishopfoxs.co.uk/latest-vacancies/

Should you wish to discuss the post or visit Bishop Fox's prior to application, please contact the school via email at: hr@bishopfoxs.co.uk

Closing date for this post: 23rd July at 9am

Interview date for this post: w/c 27th July

Bishop Fox's is committed to equality and safeguarding and raising achievement. We expect all staff to share these commitments. All posts require an enhanced DBS check to be completed.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent spoken English is an essential requirement of the role.



Wessex Learning Trust

TRAINING, DEVELOPMENT AND SCHOOL IMPROVEMENT ADMINISTRATOR

25 hours per week, term time plus 5 Inset days - permanent contract

Monday – Friday – 9.00 am – 2.00 pm

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

Actual Starting Salary £10906

Required for September 2021

Wessex Learning Trust wish to appoint a highly motivated and dynamic Training, Development and School Improvement Administrator to work in our central team. The postholder will have excellent organisational skills and will play a key role in all aspects of training administration.

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

You will carry out duties in a professional manner and in accordance with the Trust policies to aid with the strategic planning to further support school improvement.

Experience of working in a confidential environment, as well as experience in the coordination and management of networks and events is paramount to this role.

Candidates will need to demonstrate the following:

Ability to work in a fast-moving environment, often with conflicting priorities

Excellent telephone, written and communication skills

Outstanding interpersonal skills and be able to communicate with all key stake holders, using tact and discretion to ensure a professional response

Competent at using Microsoft Office suite of applications

Able to work efficiently under pressure whilst maintaining calm and professional manner at all times

What we can offer

Professional induction, training, and Continued Professional Development opportunities

Rewarding working day

Being part of a wider team and the growing Wessex family

Employee support services

Staff benefits including reduced gym membership and cycle to work scheme

Free parking

Closing date: Monday 19th July 8am

Interview date: Thursday 22nd July

To apply for this position, please complete a support staff application form, (which is available on our website <https://wessexlearningtrust.co.uk/careers/current-vacancies/>), together with a

letter of application for the attention of Mr G Ball (Chief Executive). Your letter should be no more than two pages of A4, detailing your experience to date and why you are the best

candidate for the position. Completed applications should be returned by post to the HR

Department or by email to HR@wessexlearningtrust.co.uk

Requires a criminal background check via the Disclosure Procedure



The Castle School, Wellington Road, Taunton, Somerset TA1 5AU

Tel: 01823 274073 www.castleschool.co.uk

SOUND AND LIGHTING TECHNICIAN

Grade 15 (£18,562 - £18,933)

468 hours per year (annualised)

Average 12 hours per week

Actual starting salary - £5,132

The Castle School in Taunton is looking for an enthusiastic and creative part-time Sound and Lighting Technician to support the Arts Faculty with productions and events.

A full job description and application pack is available from

www.castleschool.co.uk/vacancies/sound-and-lighting-technician.htm

The closing date for applications is 9am on Monday 19th July 2021 with interviews taking place soon after.

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.



Selworthy School (The Oak Partnership Multi Academy Trust)

Age Range: 4-19 NOR: 145

Telephone: 01823 284970

Executive Headteacher: Mark Ruffett

FULL TIME TEACHING ASSISTANTS

Required for September 2021

Hours: 31.25 hours per week, term time only

8.45 am – 3.30pm Monday to Friday

Salary: Grade 14 - £9.81 per hour

(£13,628 actual salary - £18,933 per annum pro-rata)

In September 2019 our growing school expanded across two sites:

Oakhill Campus, Selworthy Road, Taunton (Lower School) and

Hazelbrook Campus, Lyngford Road, Taunton (Upper School)

These are exciting times for Selworthy as we continue to develop and grow. We now need Teaching Assistants to work across the school with all ages and types of need. No two days are ever the same at Selworthy and we can promise an exciting, varied and rewarding career working with our dedicated Teachers and Senior Leadership Team to help children and young people with SEND reach their full potential.

- Are you passionate about improving outcomes for children and young people with SEND?
- Do you have compassion and empathy and are you resilient?
- Do you have what it takes to make a difference?

We are looking for enthusiastic people who can demonstrate they are flexible, calm, patient and empathic and who will easily fit in with our skilled and hardworking staff team.

Are you:

- Able to think on your feet
- Able to cope well in challenging circumstances
- Committed to becoming fully involved in the life of the school

We can offer a friendly and supportive school community with an outstanding leadership team who are dedicated to ensuring continuous improvement.

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

This post requires an enhanced DBS check.

Please visit the school website for further details and an application pack:

www.selworthy.somerset.sch.uk

Completed application forms should be returned by email to

Recruitment@selworthy.oak.education

(We are unable to accept applications by CV)

Closing date: Wednesday 21st July 2021 at 12 noon

Interview date: Wednesday 28th July 2021



We have an exciting opportunity for a Digital Specialist – Security and Compliance to join us. Apply now and become a valued member of the Digital Services team, helping South Somerset to be a place where businesses flourish, communities are safe, vibrant and healthy and residents enjoy good housing and cultural, leisure and sporting activities.

DIGITAL SPECIALIST – SECURITY & COMPLIANCE

Salary: Grade 6 – 7 £31,346 - £39,880 (pro rata)

Hours: 29.6 (potentially up to 37)

What we're looking for...

A proactive Digital Specialist with a proven track record in leading on organisational Security and Compliance. This is a key role in the Council ensuring we keep our data, information and systems safe against cyber threats. You will need to demonstrate the ability to communicate and collaborate well, present data and information, and guide and enforce at all levels from the senior leadership team, council members, colleagues and internal business areas, along with our external stakeholders.

The post holder leads on security and compliance-related action plans to ensure we maintain compliance with audits, IT Health Checks and Public Sector Network requirements. Other duties include:

- Leading projects and ensuring teams and individuals meet mandatory compliance deadlines.
- Monitoring and review the Council's technical security architecture and all digital solutions to ensure we have a good security posture and risks are assessed and mitigated effectively.
- Establishing clear policies relating to information security and data management, and assessing our protection measures against attacks and advising on improvement.
- Providing advice and guidance to managers, employees and members on best practice in ensuring the Council's data and information is safely managed and used, in line with policies and relevant legislation.
- Working collaboratively with the Data Protection Officer and others to ensure the Council adequately processes and protects personal data.
- Leading investigations into any security breaches and report findings and recommendations to the relevant governance bodies, both within SSDC and externally as required.

What we're offering...

- Remote working (occasionally you will need to attend our offices in Yeovil)
- Working in a newly-formed dynamic Digital Services team
- Generous pension
- Discounts at Country Parks & Gyms
- Cycle to Work Scheme

Please contact Amanda Kotvics, People Manager on 01935 462270 or Toffer Beattie, Lead Specialist on 01935 462302 to discuss the role in more detail.

Closing Date: Monday 26th July 2021, 10am

Interview Date: TBC

Job Reference: 1959

To apply for this role, please visit <https://www.southsomerset.gov.uk/jobs/job-opportunities/digital-specialist-security-compliance/>

We promote and value diversity in the workplace and welcome diverse applicants. We are committed to applying our equal opportunities policy at all stages of recruitment and selection. Shortlisting, interviewing and selection will always be carried out without regard to disability, sex or sexual orientation, gender reassignment, marital or civil partnership status, colour, race, nationality, ethnic or national origins, religion or belief, age, or pregnancy or maternity.

We treat personal data collected during the recruitment process in accordance with our data protection policy/policy on processing special category personal data and criminal records. Information about how your data is used and the basis for processing your data is provided in our privacy notice.

South Somerset is committed to the safety of its residents, the successful applicant will be required to undertake a Baseline Personnel Security Standard check



COVID-19 RECOVERY OFFICER – ECONOMIC DEVELOPMENT

Inward Investment & Growth

Band F – £27,041 to £29,577 - 37 hours per week

3 year fixed term contract

Sedgemoor District Council has an ambitious growth agenda backed up by the recently published forward looking Economic Development Strategy. The Economic Development Strategy provides a route map to secure a strong and vibrant economy that will be sustainable far into the future.

An exciting opportunity has arisen in the Council's Inward Investment and Growth Service for a Covid-19 Recovery Officer. The Officer will assist the Economic Development team in realising the Council's growth ambitions by mitigating against the negative impact that Covid-19 has had on the economy of Sedgemoor, enabling the Council to deliver on its growth agenda by building back better.

The negative impacts on the local economy are wide ranging and the ramifications of Covid-19 will be felt for some time to come. It is for this reason that Sedgemoor District Council has taken the step to fund a Covid-19 Recovery Officer Post with a view to supporting its businesses as they transition out of lockdown into a post Covid-19 economy.

The successful applicant will be responsible for supporting enterprises across the District through engagement capturing the impact and implications of Covid-19. This information will be used in the development of suitable interventions that can support businesses on the road to economic recovery. The postholder will work closely with a wide variety of teams within the Council as well as external partners and stakeholders such as other Local Authorities and Business Support Networks.

The successful candidate will have a degree (or equivalent) in a related subject, or equivalent experience in a related discipline. Experience of working directly with businesses on a day to day basis, with good communication skills and with the ability to develop a wide and effective network is also essential.

In return the Council offers a competitive salary, flexible working conditions including working from home opportunities, and a generous leave allowance.

For an informal discussion about this post please contact Nathaniel Lucas, Service Manager Economic Development on 01278 436 475/07464 981 788

Please be aware that due to the ongoing Covid-19 pandemic, the interviews for this post will be carried out virtually, and the successful applicant will be required to work from home, being provided with a virtual induction until further notice. – All equipment will be provided.

BREXIT SUPPORT OFFICER – ECONOMIC DEVELOPMENT

Inward Investment & Growth

Band F – £27,041 to £29,577 - 37 hours per week

12 month fixed term contract

Sedgemoor District Council has an ambitious growth agenda backed up by the recently published forward looking Economic Development Strategy. The Economic Development Strategy provides a route map to secure a strong and vibrant economy that will be sustainable far into the future.

An exciting opportunity has arisen in the Council's Inward Investment and Growth Service for a Brexit Support Officer. The Officer will assist the Economic Development team in realising the Council's growth ambitions by delivering a number of critical activities outlined in the Economic Development Strategy relating to Brexit, which is considered a significant blocker to its growth agenda.

The fallout from Brexit will have wide ranging impacts on the local economy and whilst it is recognised that the UK has left the European Union (EU), the ramifications of this decision will be felt for some time to come. It is for this reason that Sedgemoor District Council has taken the step to fund a Brexit Support Officer Post with a view to supporting its businesses as they transition to a post-Brexit economy.

The successful applicant will be responsible for supporting enterprises across the District through engagement capturing the impact and implications of the EU transition. This information will be used in the development of suitable interventions that can assist businesses to mitigate against any identified negative impacts of Brexit. The postholder will work closely with a wide variety of partners and stakeholders such as other Local Authorities and Business Support Networks.

The successful candidate will have a degree (or equivalent) in a related subject, or equivalent experience in a related discipline. Experience of working directly with businesses on a day to day basis, with good communication skills and with the ability to develop a wide and effective network is also essential.

Finally, a good understanding of EU transition will also be required.

For an informal discussion about this post please contact Nathaniel Lucas, Service Manager Economic Development on 01278 436 475/07464 981 788

Please be aware that interviews for this post may be carried out virtually, and the successful applicant may be required to work from home. If that is the case all equipment will be provided.

To apply for either role, please send your CV and recruitment statement (template on Sedgemoor Careers Page <https://careers.sedgemoor.gov.uk/3334> as to your suitability for the role to: people@sedgemoor.gov.uk

Closing date for applications: Monday 26th July