

Vacancy Bulletin

(Blue Sheets)

Issue No: 30

30 June 2021

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

dasjobs.co.uk



SOMERSET
County Council

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

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

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

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

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

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

Thank you for your cooperation

AN EQUAL OPPORTUNITIES EMPLOYER

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



JOB SHARING

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

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

You can cancel the email alerts anytime you like.

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

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

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

Please note for SCC roles:

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

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

PROPERTY PROJECT OFFICER - LOCAL GOVERNMENT REORGANISATION

Closing Date - 15 August 2021

Salary - £25,991 - £29,577 per annum

Working pattern - Full Time

Contract type - Fixed Term Contract

Location - Taunton

A bit about us

The Corporate Property Group is looking for a Property Project Officer (LGR) to provide project support for a fixed term until March 2023.

The Corporate Property Group is part of the County Council's Economic and Community Infrastructure Directorate and is responsible for managing the Council's property estate of land and buildings. The Group also provides

- operational services to corporate buildings such as facilities management, improvement works and repairs and maintenance
- management of major building projects, including building new schools
- responsibility for the statutory health and safety and legislative compliance of the estate

The Group controls an annual revenue budget of around £5m and directly employs over 80 staff.

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, compressed hours and other arrangements. 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

- Gathering, checking, sharing and presenting data on council land and buildings, owned and leased-in. This exercise involves all the local authorities involved in the review of local government in Somerset: both directly (the county and district councils) and those affected (town and parish councils).
- Liaising with your property counterparts in the other local authorities to ensure that the data gathered and shared is comprehensive and accurate.
- Key to all the activities is an understanding and appreciation of the sensitivities around this change project, which will have significant implications for the public and staff of the organisations affected.

A few things about you

You will be familiar with the work of the Council and have experience in managing change projects, if not specifically ones with a property element.

You will have worked as part of a team, collaborating to achieve a common purpose and will be able to keep in mind the "big picture" as the project work develops.

You will be used to building strong, productive relationships across services and organisations and recognise and adapt to different cultures and motivations that you encounter.

You will have led and facilitated small groups to discuss and evaluate complex matters and have some experience in managing divergences of opinion.

You will enjoy the challenges that change brings and be enthusiastic in persuading others of the necessity of the disruption that normally accompanies it.

You will be self-motivated but be willing to learn and able to recognise where you need assistance and support.

Additional information

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

Interviews will be held virtually, via MS Teams.

For an informal chat about the role, please contact Sara Concah on 01823 355413.

If you are internal and applying as a secondment opportunity, please obtain approval from your line manager before applying.

The job description (Assignment Sheet) is provided for additional information. Given the unique nature of the LGR project work, the main relevant tasks are highlighted; the other tasks are unlikely to be required.

The Property Project Officer role traditionally sits within the Property Optimisation Team and reports to the Programme Manager. For this additional post, the management and direction will initially be given by the Strategic Manager, Estates and the post will be based within the Estates team.

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

***SUPPORT WORKER - CHILDREN WITH DISABILITIES**

Closing Date - 9 August 2021

Salary - £19,698 to £21,748 per annum (pro rata for part time roles)

Working pattern - Flexible

Contract type - Permanent

Location - Wellington

A bit about us

Somerset County Council have exciting opportunities for Support Workers to work with children with disabilities based at our Beechtrees Children's home in Wellington on a full time or part time basis. Our residential short break service which is an important part of Children's Social Care in Somerset focuses on promoting independence, social inclusion, choice and individual support to children and young people with learning disabilities and complex needs.

We are proud to offer an environment that is supportive and rewarding, within a team who are passionate about the work that they do to improve the lives of people in Somerset. We offer great learning and development opportunities, along with a very supportive leadership team.

Here's what you can expect to be doing

Key purpose of the role...

Beechtrees Children's home aims to provide a safe nurturing environment for disabled children and young people, based on the premise that their needs and welfare are paramount and should be met on an individual basis.

In this pivotal position, you will be working with children and young people to support them in all aspects of their life. This will include providing personal care, emotional support, and assistance with routine tasks. You will actively promote individuals' rights, obtain, and document the views of the Child with the sole aim being a person-centred and holistic approach to their care. Additionally, you will have the desire and ability to work positively with colleagues in the team and across the organisation to ensure consistent best practice is achieved.

A few things about you

A bit about you...

- You'll have experience of working with children and young people in either a residential setting, childcare setting, teaching or youth work capacity.
- You'll ensure effective safeguarding and well-being of Children & Young people are of paramount importance during daily practice.
- You'll hold an NVQ/Diploma Level 3 in children and young people (or equivalent) or have the desire and commitment to work towards this qualification.
- You'll enjoy working with a variety of people and understand the importance of communicating effectively with others to promote rights and choices.

Additional information

You will be paid an extra £1.66 for each hour worked on Saturday and Sunday and £37.07 will be paid for each sleep-in.

We'd love to hear from you if you think this may be the right role for you or if you'd like an informal chat about the opportunity, please contact:

Hannah Coles, Manager on hcoles@somerset.gov.uk or 01823 665787 or

Amanda Robins, Deputy Manager on arobins@somerset.gov.uk or 01823 665787

Interviews will be face to face at Beechtrees and due to COVID-19, strict hygiene protocols and essential procedures will be put in place to keep you safe.

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

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

***LEAVING CARE WORKER**

Closing Date - 9 August 2021

Salary - £22,183 to £25,481 per annum

Working pattern - Full Time

Contract type - Fixed Term Contract

Location - Yeovil

A bit about us

An exciting fixed term contract opportunity has become available for a Leaving Care Worker in the Yeovil area. The role involves supporting young people who are leaving and have left the care system. Our workers are engaged in preparation and planning for adulthood from age 16, taking on the statutory function of Personal Adviser for those over 18 potentially to age 25, taking the lead role in delivering and coordinating services to ensure a smooth transition into independent living.

Here's what you can expect to be doing

The Leaving Care worker role involves balancing direct contact with young people alongside multi-agency working, recording, conducting assessments and writing plans. It can be challenging and emotionally demanding but is also rewarding.

A few things about you

For this post you will need to demonstrate:

- Significant experience of direct working with older teenagers/young adults who are, or have been, in a care setting and/or young people with complex needs and challenging behaviour.
- A full understanding of child development, the needs of young people who are, or have been, in care and come from another culture. Knowledge of Child Care and Leaving Care legislation and an understanding of safeguarding issues for children and young adults Knowledge and understanding of assessment and planning processes for young people.
- A good level of communication, advocacy and presentation skills to enable engagement with a wide range of young people, their families, colleagues and other agencies. Skills in engaging and influencing young people some of whom may be challenging and / or resistant to intervention.
- An ability to manage conflicting priorities, crises and some stressful work.
- Sound recording skills and an ability to write good quality, concise reports and plans that include analysis, and are SMART.
- A good all round standard of education to at least 5 GCSEs at Grade C/Level 4 and above or equivalent. Vocational qualification (or acquired knowledge) equivalent to Level 3 Qualification Credit Framework Diploma for the Children and Young People's Workforce.

To understand, uphold and promote;

- The aims of the Council's equality, diversity and inclusion policies
- Health, safety and wellbeing of self and others SCC's Organisational Values (the 4Cs) and behaviours

You will need to be able to travel across the County and sometimes further as many of the young people live at distance from Somerset.

Additional information

For further information or an informal discussion about this exciting opportunity, please contact: Daniel Knott, Leaving Care Team Leader on 07584175215

All interviews will be taking place virtually, via Microsoft Teams

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

***FAMILY TIME SUPPORT WORKER**

Closing Date - 4 August 2021

Salary - £19,698 to £21,748 per annum

Working pattern - Full Time

Contract type - Fixed Term Contract

Location - Somerset

A bit about us

The Family Time Team are part of Somerset County Council's Children's Social Care and we have 1 Year fixed term opportunities for a Family Time Support Worker in Yeovil, Bridgwater and Shepton Mallet. We provide a safe and supportive environment for children who are separated from their families to spend time with their parents and other relatives. We assess the quality of this time and offer advice and support for parents to help them provide safe and fun care.

Here's what you can expect to be doing

You will work as part of small teams, coordinating and supervising positive time between children who are looked after and their families. This is an exciting opportunity to work directly with families in Children's Social Care to make a positive difference for children.

To ensure that parents are able to see their children at a time that best meets the child's needs, we have recognised that we need to be as flexible as possible to provide a service outside of normal working hours and when required on Saturdays.

We offer a full induction, regular supervision and ongoing development and training.

A few things about you

We are looking for someone who can demonstrate the skills to make positive non-judgemental relationships with families, a working understanding of child development and the ability to communicate with adults and children and on occasion manage distress and ensure a positive and safe environment.

As the role involves supervising contact for Children Looked After with their family and friends. You will need:

- Some experience of working with children, young people & families, preferably to Level 3 Diploma in Children and Young People's Workforce, or a willingness to work towards this.
- An understanding of the skills required to engage with children, young people and families.
- Excellent communication skills, attention to detail and a broad range of IT skills with a minimum of GCSE Grade C/Level 4 (or equivalent) in Maths and English.
- Use of a car and a full driving licence are essential as there is an expectation to drive children and their families as part of the role.

Additional information

For further information or an informal discussion about this post, please contact:

Hayley Reed on 07977402327 or hxreed@somerset.gov.uk

All interviews will be taking place virtually over Microsoft Teams.

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

***FAMILY INTERVENTION WORKER**

Closing Date - 31 August 2021

Salary - £11.49 per hour

Working pattern - Casual

Contract type - Casual

Location - Somerset

A bit about us

Somerset County Council have exciting opportunities for Relief Family Intervention Workers. The Family Intervention Service (FIS) is a specialist county-wide service, which offers support and interventions to children, young people and their families. We deliver a bespoke intervention package working with them at an early stage to help them stay safe and reduce the risks of family breakdown.

We are proud to offer an environment that is supportive and rewarding, within a team who are passionate about the work that they do to improve the lives of people in Somerset. We offer great learning and development opportunities, along with a very supportive leadership team.

Here's what you can expect to be doing

Key purpose of the role...

Using a strengths-based approach, our workers 'get alongside' families to help them identify what it is they want to change and why, and then build sustainable family plans for change. We support families along the journey of change and are there to help them celebrate their successes.

A few things about you

You will be passionate about working with children and young people and be able to quickly build up effective relationships based on trust and respect. You'll be robust, confident and resilient in your approach and be able to engage with carers and families many who will have complex needs.

Teamwork is essential to the role to ensure we are sharing best practice and new ideas in order to achieve the best possible outcomes for families across Somerset. You'll be flexible to

Core Responsibilities

- support children, young people and their families and act as a keyworker in helping families to identify their strengths and challenges, and what could make the difference to them in achieving their very best family outcomes.
- support a family in developing an action plan, and then in making the changes identified.
- work alongside families, so out of hours, evening and weekend working is necessary, on a rota basis.

Additional information

We have relief positions available county wide and are very open to flexible working options. These roles offer a flexible working life, making a positive difference to the lives of the families you support whilst fitting your working hours around your other life and family commitments. You will need to be able to travel to meet the requirements of this post and be available to work evenings and weekends on a rota basis.

For further information or an informal discussion about this exciting opportunity, please contact:

Operations Manager: Sam Fahey on 07977 411298 SFahey@somerset.gov.uk,

Operations Manager: Kama McKenzie on 07811 307245 KMckenzie@somerset.gov.uk

All interviews will be taking place virtually, for example via Microsoft Teams, and we anticipate conducting interviews during the term of the advert.

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

***NIGHT SUPPORT WORKER - CHILDREN WITH DISABILITIES**

Closing Date - 8 August 2021

Salary - £11,939 to £12,421 per annum (including a one third night enhancement)

Working pattern - Part Time

Contract type - Permanent

Location - Taunton

A bit about us

We have an exciting 10 hour shift opportunity for a Waking Night Support Worker to work with children with disabilities based at The Lodge Children's home in Taunton.

Our residential short break service which is an important part of Children's Social Care in Somerset focuses on promoting independence, social inclusion, choice and individual support to children and young people with learning disabilities and complex needs.

We are proud to offer an environment that is supportive and rewarding, within a team who are passionate about the work that they do to improve the lives of people in Somerset. We offer great learning and development opportunities, along with a very supportive leadership team.

Here's what you can expect to be doing

Key purpose of the role...

The Lodge Children's home aims to provide a safe nurturing environment for disabled children and young people, based on the premise that their needs and welfare are paramount and should be met on an individual basis.

In this pivotal position, you will provide nightly care delivery and support to individual young people in accordance with their individual support plans, whilst following Service policies, procedures and Health & Safety regulations. This will include providing personal care and emotional support.

You will actively promote individuals' rights, obtain, and document the views of the Child with the sole aim being a person-centred and holistic approach to their care. Additionally, you will have the desire and ability to work positively with colleagues in the team and across the organisation to ensure consistent best practice is achieved.

You will work 7 x 10 hour shifts over 4 weeks, including every other weekend. This equates to 17.5 hours per week.

A few things about you

A bit about you...

You'll have experience of working with children and young people in either a residential setting, childcare setting, teaching or youth work capacity.

You'll ensure effective safeguarding and well-being of Children & Young people are of paramount importance during daily practice.

You'll hold an NVQ/Diploma Level 3 in children and young people (or equivalent) or have the desire and commitment to work towards this qualification.

You'll enjoy working with a variety of people and understand the importance of communicating effectively with others to promote rights and choices.

Additional information

The salary range for this role is £11,939 to £12,421 per annum (including a one third night enhancement)

You will also be paid an additional £1.62 for each hour worked on a Saturday and Sunday.

We'd love to hear from you if you think this may be the right role for you or if you'd like an informal chat about the opportunity, please contact:

Karen Hill, Registered Manager on Khill@somerset.gov.uk or 01823 354604

Interviews will be face to face at The Lodge and due to COVID-19, strict hygiene protocols and essential procedures will be put in place to keep you safe.

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

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

AREA FACILITIES MANAGEMENT ASSISTANT

Closing Date - 4 August 2021

Salary - £16,053 - £16,374 per annum

Working pattern - Part Time

Contract type - Permanent

Location - Bridgwater

A bit about us

We have a part time vacancy for 32 hours per week for an enthusiastic and motivated Area Facilities Management Assistant who is resilient, has excellent technical, administrative and customer service skills and is a natural problem solver.

Here's what you can expect to be doing

The Facilities Management Team provides premises management, health and safety statutory checks, assists with incident control, financial and procurement administration. We act as first point of contact for building users. We are a busy team and each day brings interesting challenges and tasks.

You will join a small team of staff providing weekly health and safety tours as well as admin support across our Facilities Management sites.

Your duties would include:

- Carrying out a range of technical premises management related duties
- Meet daily priorities and provide exemplary customer service to our corporate tenants based at a variety of properties across Mendip and South Somerset
- Ensure that office equipment, building maintenance and health and safety requirements are met
- Liaise with partner agencies and services providing advice and guidance

A few things about you

A suitable candidate will have experience in a similar post, and be willing to work across sites in the Taunton, Bridgwater, Yeovil and Shepton Mallet areas when required. Understanding of IT and recent experience of using MS Word, Excel and Outlook are necessary. With the ability to manage your time to meet deadlines; you will be able to work under your own initiative, but also as part of a busy team. In return we will offer a full induction programme, ongoing training and regular supervision.

Experience in a health and safety environment or premises management role is preferred but not essential as training will be given.

Additional information

For more information or an informal discussion about this post please contact Francesca Pearn, Facilities Manager on 07976691989.

Interviews are currently being held virtually, via MS Teams.

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

DRIVER

Closing Date - 6 August 2021

Salary - £10,906 to £11,347 per annum

Working pattern - Term Time

Contract type - Permanent

Location - Bridgwater

A bit about us

25 hours per week term time only (39 working weeks)

We have an exciting opportunity for someone to join our enthusiastic transport team as a Driver based in Bridgwater.

Here's what you can expect to be doing

Your duties will include:

- Safe Operation of SCC Vehicles.

- Completion of Daily vehicle Checks before use.
- The transportation of the service users within a safe and timely manner.
- In most cases, working in conjunction with a passenger assistant to provide a safe and enjoyable environment for all.
- To deliver a friendly and reliable service for our service users.

A few things about you

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

Additional information

For an informal chat about a role with us please contact Steve Osborne on 01278 454617.

If you feel you have the skills and experience to join us as our driver, then please click 'apply online', we'd love to hear from you!

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

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

PASSENGER ASSISTANT

Closing Date - 4 August 2021

Salary - £9,837 to £10,034 per annum

Working pattern - Term Time

Contract type - Permanent

Location - Bridgwater

A bit about us

23 hours per week, term time only (39 working weeks).

We have an exciting opportunity for someone to join our enthusiastic transport team as a Passenger Assistant (PA) based in Bridgwater

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

Here's what you can expect to be doing

Your duties will include:

- Safe transportation of service users on SCC Vehicles.
- Completion of daily paperwork.
- The transportation of the service users within a safe and timely manner.
- Working in conjunction with a Driver to provide a safe and enjoyable environment for all.
- To deliver a friendly and reliable service for our service users.

A few things about you

You will need to have a willingness to work as part of a flexible and committed team.

Additional information

If you have experience in transporting passengers with a variety of needs, or the willingness to learn, and if you would care to join our team, please click "Apply online". We would love to hear from you.

We also have relief opportunities available. Relief patterns vary depending on the needs of the service and how much you wish to work. The current relief rate of pay is £9.62 per hour

For an informal chat about a role with us please contact Steve Osborne on 01278 454617.

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

PASSENGER ASSISTANT

Closing Date - 4 August 2021

Salary - £8,554 to £8,725 per annum

Working pattern - Term Time

Contract type - Permanent

Location - Bridgwater

A bit about us

20 hours per week, term time only (39 working weeks).

We have an exciting opportunity for someone to join our enthusiastic transport team as a Passenger Assistant (PA) based in Bridgwater.

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

Here's what you can expect to be doing

Your duties will include:

- Safe transportation of service users on SCC Vehicles.
- Completion of daily paperwork.
- The transportation of the service users within a safe and timely manner.
- Working in conjunction with a Driver to provide a safe and enjoyable environment for all.
- To deliver a friendly and reliable service for our service users.

A few things about you

You will need to have a willingness to work as part of a flexible and committed team.

Additional information

If you have experience in transporting passengers with a variety of needs, or the willingness to learn, and if you would care to join our team, please click "Apply online". We would love to hear from you.

We also have relief opportunities available. Relief patterns vary depending on the needs of the service and how much you wish to work. The current relief rate of pay is £9.62 per hour

For an informal chat about a role with us please contact Steve Osborne on 01278 454617.

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

LIBRARY AND INFORMATION OFFICER

Closing Date - 3 August 2021

Salary - £2,814 to £2,928 per annum

Working pattern - Part Time

Contract type - Fixed Term Contract

Location - Milborne Port

A bit about us

We have a 5.5 hours per week opportunity for a Library and Information Officer on a fixed term contract until 31.12.2022

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

For an informal discussion about the post please contact Paul Hawkings on 07811 308759.

All interviews will take place virtually via MS Teams.

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

ADMINISTRATIVE APPRENTICE

Closing Date - 3 August 2021

Salary - National Minimum Wage

Working pattern - Full Time

Contract type - Apprenticeship

Location - Taunton

A bit about us

The Commercial and Procurement Team (based within Somerset County Council) is looking for ambitious individuals who will operate within a complex, dynamic and commercial and procurement environment to ensure the provision of a prompt, sustainable and professional service to our internal customers. You will be part of a collaborative and professional team that helps drive through the Council's vision whilst completing a level 3 apprenticeship across 18 months.

Here's what you can expect to be doing

As an Apprentice Admin Assistant you will be a crucial part of our Procure to Pay process. You will liaise with stakeholders and support the progress of high value purchases as a vital part of ensuring that our sourcing satisfies legislative requirements and our own internal governance standards, as well as working with the team to support project administration on important stakeholder projects.

A few things about you

You'll have a good eye for detail, enjoy working in a team, willing to learn. You'll have an inquisitive nature and an analytical mindset and will need to be computer literate and comfortable using MS Office packages.

Additional information

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

For more information or an informal discussion about this post please contact Jon Warr on

jmwarr@somerset.gov.uk

Entry requirements for the position

5 GCSEs including English & Maths Grades A-C/Grades 4-9

Please ensure you list your GCSE's on your application form

Interviews will be held virtually, via MS Teams

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

North Newton Community Primary School
Church Road, North Newton, Bridgwater, TA7 0BG
Telephone: 01278 662140 Email: office@nncps.org
Website: www.northnewtonschool.co.uk
Age range: 4-11, NOR: 90

BUSINESS MANAGER

5 days a week: 30 hours

Commencing 6th September 2021

SALARY: Grade 13 or 12 depending on experience.

(£19,171-£21,589, pro-rata)

We are looking to appoint an efficient and professional business manager who will work to ensure the smooth running of our busy office as well as managing our school finances. This is rare opportunity to work in a fantastic village school – where no 2 days are the same and is always a hive of activity.

You will be expected to:

- be committed to forming and maintaining positive relationships with children, staff, Governors, parents and the whole village community.
- have high expectations and be able to prioritise efficiently and calmly.
- have a good working knowledge of Microsoft Office as well as a high-level knowledge and experience of SIMS.net and SIMS FMS.
- be positive, have energy, be motivated, flexible and have a good sense of humour!

We can offer the successful candidate:

- a strong and supportive staff team,
- hardworking and polite children who are a pleasure to work with,
- a positive working environment where two days are never the same,
- an opportunity to be part of a vibrant and committed village community.

Our school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts subject to relevant employment checks and criminal background check via the disclosure procedure.

We have 90 pupils and we are a very busy school, striving for excellence!

Information available on our school website. Information – Job Vacancies.

Please download, complete and submit the application form to The Headteacher, via the school email address office@nncps.org

Closing Date: 26th August 2021 – noon

Interview Date: Week beginning 30th August 2021

Stoberry Park Primary School, North Road, Wells, BA5 2TJ

Headteacher: Mr Michael Hawkins N.O.R. 305

Telephone: 01749 672516 Email: agouldney2@educ.somerset.gov.uk

CLERK TO GOVERNORS

Starting Salary: Grade 13: £10.21 - £11.27 per hour

The Governing Body, 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 and other Governors, dealing with administrative matters for the Governing Body.

Central to this role is preparing for, taking notes at and producing minutes for meetings. Integrity and the ability to maintain confidentiality are essential. This position is with immediate effect and new clerks will receive full support and training.

The post will involve 10-12 hours work for each meeting and there will be six full Governing Body meetings per year. Meetings will usually be held out of school hours and will last approximately 2 hours. The Clerk may be asked to take on additional paid work for meetings according to need.

Please email agouldney2@educ.somerset.gov.uk or visit our school website www.stoberryparkschool.com for further information and an application form.

Closing date: Midday Friday 1st October

WRAP AROUND CARE PLAY LEADER

Pay Scale: £8.75 to £10.21 Pro Rata (dependent on experience)

23.25 hours p/wk Pro Rata

Start date: 6th September 2021 or a later start of 4th October

In Spring 2021 Stoberry Park School took over the management and ownership of SPARKS, an After School and Breakfast Club facility that has its own dedicated building on the school site. A long-established provision, SPARKS is well-known and popular amongst families in the local area. SPARKS is open 48 weeks a year which is split 38 weeks as an after school and breakfast club with 10 weeks as a holiday club. The working week will be split between the holiday club hours and the term time hours. Stoberry Park School is excited to be recruiting a new and inspiring role within its staff team. With hardworking, safe and happy children at the heart of our community, we are looking for an enthusiastic person with experience in a childcare setting to join our team of experienced play leaders. The ideal candidate will be reliable, punctual, enjoy working as part of a team and be enthusiastic about working with children.

Duties & Responsibilities will include:

- Plan activities with the children
- Organise play areas, materials and equipment
- Give children the freedom to spend their leisure time in their own way
- Encourage fair and caring behaviour among the children
- Encourage independence and self-esteem
- Promote a Growth Mindset ethos
- Ensure Safeguarding procedures are adhered to
- Deliver fun and engaging activities, sessions and programmes in a safe environment

The role will be a temporary position in the first instance. Please visit our website

www.stoberryparkschool.com to get a more detailed picture of the School and the SPARKS facility and call the school on 01749 672516 or email the school if you need more information about the position.

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

Applications must be made online using the school email address below.

Please email: agouldney2@educ.somerset.gov.uk for applications or for further information. An application form can also be found on the school website.

Closing Date: Friday 26th August

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

The Governing Body wish to appoint a SITE MANAGER

- 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 ASAP
- Permanent contract (6 months probation)
- The post is paid at Grade 13 (£10.21 - £11.27 per hour)
- Training is available

The Site Manager 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'
- ✓ Responsible for the general maintenance of the school and support all of the Health and Safety of the school site
- ✓ Responsible for the Cleaning Team
- ✓ Operate and monitor the Heating and Water Systems
- ✓ Willing to attend training courses to fulfil the role

For further information about the post please refer to the Job Description and the Person Specification on the school website.

Please apply by application form (available from <http://dasjobs.co.uk/job/site-manager-20/>).

Closing date: Friday 3rd September 2021

Interview date: Friday 10th September 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

The Governors of Martock Primary School wish to appoint a SCHOOL SECRETARY

14 hours per week (Thursday and Fridays)

Permanent with a 6 month probationary period, term time only.

Pay Scale: Grade 14

£9.81 - £10.21 per hour depending on experience

The School Secretary has a vital, central role in our school. The post-holder is the first point of contact for the general public and parents; the post-holder has key areas of responsibility and also manages a large amount and variety of information coming into the school office each day.

Therefore the successful candidate will need to be able to

- ✓ Deal with the public professionally and politely
- ✓ Prioritise and manage paperwork, phone calls, e-mails and systems in a way that contributes to the efficiency, effectiveness and smooth running of our school
- ✓ Communicate well in the written form and orally
- ✓ Use the computer to a good level of skills (at least Word, Excel, Outlook and ideally have a working knowledge of an integrated management system such as SIMs)
- ✓ Follow the protocols and guidelines in our school around confidentiality, loyalty, discretion and professionalism

Initial training and support will be given along with on-going regular updates and support through local area meetings and training opportunities.

Closing date: 6th September 2021

Interview date: 15th September 2021

Please complete the application for support staff on our school website or

<http://dasjobs.co.uk/job/school-secretary-2/>

Important Information

We are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. An enhanced disclosure is required for appointment to these posts.

The Governing Body wish to appoint a part-time TEACHING ASSISTANT to work with a Year 3 Child who has complex needs

To begin on 6th September 2021

Fixed Term on a rolling term basis

Term time only (linked to the SEND child)

Total 25 hours per week

Grade 14

Main Duties:

- ✓ Supporting the child with their Special Needs on a 1:1 basis within the Class and playground
- ✓ Working alongside the class teacher to support learning and teaching in the classroom

Desirable skills/experience:

- ✓ Experience of working with young children in a classroom and preparation of learning materials
- ✓ Experience of working with a child with SEND
- ✓ The ability to work in a team, with good communication and interpersonal skills
- ✓ Good literacy and numeracy skills (GCSE or 'O' Level Grade C or above or equivalent)
- ✓ An NVQ2 in a related subject (or working towards this qualification)
- ✓ A willingness to train for the post and to participate in continuing professional development

Please apply by application form (available from <http://dasjobs.co.uk/job/teaching-assistant-493/>) with a covering letter addressed to the Head to the school email

Closing date: Friday 20th August 2021

Interview date: Friday 3rd September 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

The Governing Body of Martock Primary School wish to appoint a **MIDDAY SERVER**

Monday to Friday

Total 12.5 hours per week

School term time only

Permanent with a 6 month probationary period

Pay Grade 16 £9.43 per hour

To start on Monday 6th September 2021

Main duties will include:

- Setting out and wiping tables and chairs
- Serving Lunch to the children
- Clean tables and chairs
- Cleaning all the plates and cutlery

A love of children, a responsible approach to safety, and an ability to work as part of a busy team is essential.

We are looking for someone who is flexible in their hours, hard-working and practical. Previous experience is desirable but not essential; training will be given.

Please apply by application form (available from <http://dasjobs.co.uk/job/midday-server/>, or the school website) with a covering letter to Mrs S Lafferty-Jenkins, Headteacher, at the school. For a full Job Description and Person Spec please see the school website.

Closing date: 20th August 2021

Interview Date: 3rd September 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

Bishop's Hull Community Primary School, Bishop's Hull, Taunton, Somerset TA15EB

"A village school; a world of learning"

Head Teacher: Mr Mike Turner

Tel No: (01823) 331624 Email: office@bishopshull.somerset.sch.uk

Website: www.bishopshull.somerset.sch.uk

EXPERIENCED EYFS / YEAR 1 LEARNING SUPPORT ASSISTANT

Fixed term position for one year.

Part time/ Term time only: 08:50hrs – 12.30pm. (18hours 20 minutes)

Start date: September 2021 (or as soon as possible after this)

To commence as soon as possible. We are looking to appoint an enthusiastic, adaptable and hardworking person with experience in an EYFS setting to join our successful team. The successful candidate will have good communication, literacy and numeracy skills (GCSE Maths and English Grade C or above or equivalent) and a conscientious attitude. They will be able to work as part of a team, have good organisational skills and a flexible approach to work. The ability to deal with children with warmth, care and understanding is essential, but also be able to set clear boundaries for behaviour. An understanding of how to support pupils with SEND needs would be preferable.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Visits to the school are encouraged and will be carried out with the appropriate social distancing measures in place.

If you have any queries, or would like to arrange a visit, please email the school office on office@bishopshull.somerset.sch.uk

Method of application: Please apply via the vacancies area on our school website

www.bishopshull.somerset.sch.uk

Closing Date: Wednesday 8th September 2021 12.00pm

Interview Date: Friday 10th September 2021

Pay Grade 14 /15 depending on experience (Hourly rate ranging from £9.62 to £10.21 per hour depending on experience)

Parkfield Primary School, Parkfield Road, Taunton TA1 4RT

Tel: 01823 282125 <http://www.parkfieldschool.co.uk/>

LUNCHTIME SUPPORT ASSISTANT – to start as soon as possible.

Hours of work: Monday – Friday for 1.5 hours a day to cover lunchtimes

7.5 hours a week – Term time

Fixed term initially to 31.03.2022

Salary: Grade 16 pro rata - £9.43 per hour

We are looking for a friendly and enthusiastic team player to join our school lunchtime team as soon as possible.

This is an important role in our school. You will be required to assist the children during their lunch and playtime with both indoor and outdoor activities, supporting and joining in with play to encourage inclusive, lunchtime breaks. The duties also include the setting up of the dining hall for lunches and

clearing away at the end of the lunch period, you will be required to put out the tables, chairs and play equipment so the job does involve lifting.

We are looking for someone who is enthusiastic, highly motivated and with a passion for this role. You will need to demonstrate that you are flexible, calm, patient and caring and have the ability to fit in with a dedicated and hardworking staff team and become part of our friendly and supportive school community.

We are a successful and welcoming primary school where children are at the heart of everything we do. We can offer the successful candidates:

- A happy school with wonderful children
- A friendly and supportive staff team
- Full training and support
- The chance to help us make a difference

We are proud of our school and would normally love to show you around. If you would like to learn more, then please contact the school business manager, Mrs Scott, who will be delighted to answer any questions you may have.

Once in post, if you are suitably qualified, there may be opportunities to:

- Join our dedicated and enthusiastic wrap-around team and helping us to make a difference for the children in our care. The club is normally open Monday to Friday, between 7:50am and 8:45am, and between 3:30pm to 5:30pm, during the school term.
- Provide support to teachers in the learning and personal development of pupils, helping all our children to make the best use of the educational opportunities available to them.

Parkfield Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. A Disclosure and Barring Service check will be required of the successful candidate.

Closing date: Monday 23rd August 2021

Please apply by using the SCC application form.

A job description can be downloaded from <http://dasjobs.co.uk/job/lunchtime-support-assistant-7/>

St. John's C of E VC Infants' School & Jumping Johns Nursery, Glastonbury, Somerset, BA6 9DR

Telephone: 01458 832085 stjohnsglastonbury@educ.somerset.gov.uk

www.stjohnsinfantsglastonbury.co.uk

Headteacher: Mrs Kerry Devane

CLEANER required to work 2 hours per day term time with an additional 6 weeks cleaning in holidays throughout the year

Salary: Grade 17 point 1 £9.24 per hour, 49.94 paid weeks a year

Start date: 13th September 2021

Hours of work - Monday-Friday - 3.30pm-5.30pm -10 hours per week

We are looking to appoint a highly committed, self-motivated, flexible and skilled cleaner join our staff team. The role will involve cleaning the Nursery in our School at the end of the school day.

The successful applicant will have excellent attention to detail and prepared to undertake a wide range of cleaning duties.

St. John's is a warm, friendly, inclusive school with a committed staff team. Situated in the vibrant and diverse town of Glastonbury. As a member of our staff, you would be part of a hard-working, enthusiastic team, with an emphasis on wellbeing.

St. John's C of E Infants' School 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 by SCC Application forms ONLY <https://dasjobs.co.uk/job/cleaner-206/>, should be sent to the Headteacher via email KDevane@educ.somerset.gov.uk.

Where possible, we would encourage applicants to visit the school and to view our website. As the School will be closed for the Summer Holidays please email the Headteacher to arrange a visit during the week beginning 6th September 2021.

Closing Date: Noon Thursday 9th September 2021

Interview Date: Friday 10th September 2021

Hamp Nursery and Infant School, Rhode Lane, Bridgwater TA6 6JB

Tel. 01278 422012

CLEANER

We are looking for a reliable and committed person to join our team to help to provide a clean, safe and welcoming environment for our pupils and staff. This is a permanent, all year round post, working 15 hours per week, Monday to Thursday from 3.30 – 6.30 p.m. and Friday 4.00 – 7.00 pm. Your main area of work will be within the nursery.

Your salary will be paid at Grade 17, Point 6 - £9.248 per hour which results in an annual salary of £7233.

Appointment is subject to satisfactory DBS and medical clearance.

Please apply online <http://dasjobs.co.uk/job/cleaner-209/> and for further information email Sch.055@educ.somerset.gov.uk or contact Rebecca Horne at the school on 01278 422012 or Lynn Rigby on 01278 427992.

Closing Date: 18th August 2021

ADMINISTRATION OFFICER

Dates: Apply by: 12 noon, Monday 23rd August 2021
Interviews: 1st September 2021
Start date: ASAP

Grade / Salary: Grade 13, Spine Points 7 – 9, depending on experience.
This equates to an approximate salary of £17,360 – £18,060 before deductions.

Contract type: Full time - 37.5 Hours per week / 39 weeks (term time + 5 inset days)

Contract term: Permanent

North Town Primary School (part of the Richard Huish Trust) invites applications from highly motivated and organised individuals with energy and vision to join our excellent and dedicated business team as our new Administration Officer.

Reporting to the Office Manager the main purpose of the role will be to:

1. Offer first class administrative support to the Richard Huish trust, Board of Governors, Head teacher, and other members of the School Leadership Team.
2. To support the Business Team in delivering efficient and effective operational support to the school to ensure educational aims and services are delivered.

The successful candidate will have:

- Relevant and recent administrative experience within a primary academy setting.
- Experience of Academy School Admissions Procedures.
- Experience of administration of School Single Central Record (SCR)
- Experience in the use of MIS systems such as SIMS.net as well as other Microsoft Office programs.
- Experience of working under own direction with minimum supervision.

A full job description and person specification are available via our website at

<http://www.northtownschool.org.uk/Information/Vacancies>.



NORTH TOWN
PRIMARY SCHOOL & NURSERY

How to apply:

- Further information and application packs are available on our website <http://www.norhttownschool.org.uk/Information/Vacancies> or by emailing NTRecruitment@educ.somerset.gov.uk, alternatively contact North Town School on 01823 284676.
- Completed application forms should be emailed NTRecruitment@educ.somerset.gov.uk. Applications received that do not contain a fully completed application form will not be considered.
- It is the schools policy to obtain references in advance of an interview. Candidates who do not wish for a reference to be taken in advance will not be short-listed for interview.

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This post is subject to a satisfactory Disclosure and Barring Service (DBS) Enhanced Disclosure. Safeguarding is everybody's responsibility.

ADMINISTRATION ASSISTANT

Dates: Apply by: 12 noon, Monday 23rd August 2021
Interviews: 1st September 2021
Start date: ASAP

Grade / Salary: Grade 15 - 14, Spine Points 3 – 6, depending on experience.
This equates to an approximate salary of £12,500 to £13,250 before deductions.

Location: Taunton

Contract type: Part Time (30 hours per week Monday – Friday, 09:00am to 15:00pm) – Term Time Only (38 Weeks)

Contract term: Permanent

North Town Primary School (part of the Richard Huish Trust) are seeking to appoint a professional, organised and efficient administrator to join our dedicated Administration Team.

Our school can offer:

- An opportunity for you to make a real difference in the lives of young people.
- A supportive school community including children, parents, staff and governors.
- A welcoming and enthusiastic environment with a talented and dedicated staff team.

The successful candidate will:

- Have recent and relevant administrative experience within an educational or business setting.
- Be able to communicate effectively with children, parents, external organisations and colleagues at all levels using a variety of mediums.
- Perform a range of administrative tasks with meticulous attention to detail.
- Work accurately, pay attention to detail and deliver quality in all aspects of the role.
- Have a dedication to providing the highest standard of customer service.

Application packs are available on our website www.norhttownschool.org.uk or by emailing NTRecruitment@educ.somerset.gov.uk. Please contact the school office for paper copies.

Completed applications and a covering letter should be sent to NTRecruitment@educ.somerset.gov.uk. Applications received that do not contain a fully completed application form will not be considered. Previous applicants need not apply.

It is the schools policy to obtain references in advance of an interview. Candidates who do not wish for a reference to be taken in advance will not be short-listed for interview.

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This post is subject to a satisfactory Disclosure and Barring Service (DBS) Enhanced Disclosure. Safeguarding is everybody's responsibility.

West Monkton C of E Primary School

RECEPTIONIST/OFFICE ADMINISTRATOR

**Hours: 35 hours per week, term time + INSET days (39 weeks)
8.30am – 4.00pm Monday to Friday**

Salary: Grade 15, Points 3-4 (£9.36 hour)

Required September 2021. West Monkton C of E Primary School requires a full time school receptionist/office administrator who is conscientious and enthusiastic with established skills to provide valuable reception and clerical support to our busy school, Senior Leadership and Management Teams. This is an exciting & challenging role requiring someone with excellent organisational and IT skills and a professional approach to callers and visitors. Applicants must have a sense of humour and be flexible and adaptable as plans often change and interruptions are guaranteed!

Training will be available however the following are essential requirements:

- Excellent ICT skills including recent working knowledge of MS Office
- Friendly and professional communication and interpersonal skills
- Ability to work to deadlines
- Integrity and the ability to maintain confidentiality

West Monkton C of E Primary School is committed to safeguarding & promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an enhanced DBS check.

West Monkton C of E Primary School is part of the Oak Partnership Trust and the role may involve working across our partner schools in the future.

For more information regarding the role, please contact our Trust Executive Business Manager, Sarah Harber via email sharber@oak.education

Fully completed application forms need to be emailed to sharber@oak.education by the closing date

Closing date for applications: 9am Friday 27th August 2021

Interviews week commencing: Monday 30th August 2021



BATH & WELLS
Multi Academy Trust

'That they may have life, life in all its fullness' John 10:10

St James Church School, Cranmer Road, Taunton, Somerset, TA1 1XU

01823 272553

enquiries@stjames.bwmat.org

RECEPTIONIST

Pay Grade: Band 15 (full time equivalent £18,198 to £18,933)

Permanent contract, 11.25 hours per week

Working hours 2.15pm to 4.30pm, Monday to Friday, term time

Actual pay £4,576 to £4,761

Location: St James Church School, Taunton

An exciting opportunity has opened up for a Receptionist at St James Church School on a permanent contract, covering the office every afternoon during term time. We are looking for a candidate who is resilient, helpful and efficient, and who will be able to make a valuable contribution to our wonderful school.

In return we are able to offer the successful candidate:

- Brilliant children, full of character, who are keen to succeed
- A Church school with a strong purposeful Christian ethos centred around our vision: **Love God, love others and love ourselves**

- Engaged parents who want the best for their child
- Good links with our community
- A friendly and pleasant working environment where staff are solution focussed and supportive of each other
- A large and supportive Leadership Team
- A supportive Local Governing Board

An application form and full job description and person specification are available from the school website: www.stjamesch.co.uk

Candidates are invited to contact the school and arrange a visit. If you would like to arrange this, please book an appointment via phone (01823 272553) or email (enquiries@stjames.bwmat.org)

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

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

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

Closing date: Friday 10th September 2021

Interview date: Week commencing Monday 20th September 2021

This post will commence: October 2021 (exact date to be agreed with the successful candidate)

KITCHEN ASSISTANT

Pay Grade: Band 16 (full time equivalent £17,842 to £18,198)

Permanent contract, 16 hours per week

Actual pay £6,381 to £6,509

Location: St James Church School, Taunton

An exciting opportunity has opened up for a Kitchen Assistant as part of the expanding St James Church School catering operation on a permanent contract. We are looking for a helpful and friendly person who is a resilient and efficient team player, with a full clean driving licence.

In return we are able to offer the successful candidate a supportive catering team producing meals for multiple schools within the Bath & Wells Multi Academy Trust. This job would mainly involve travelling to other Taunton-based schools to deliver and serve meals; transport will be provided.

An application form and full job description and person specification are available from the school website: www.stjamesch.co.uk or <http://dasjobs.co.uk/job/kitchen-assistant-16/>

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

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

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

Closing date: Thursday 19th August 2021

Interview date: Thursday 2nd September 2021

This post will commence: September 2021 (exact date by arrangement)

Brookside Academy, Brooks Road, Street, Somerset, BA16 0PR

Tel: 01458 443340 Email: office@brooksideacademy.co.uk

Web: www.brooksideacademy.co.uk Twitter: @BrooksideStreet

Headteacher: Brian Walton



NURSERY KEYWORKER (37 hrs per week)

Hours worked between 7:30am-6pm, shift pattern to be confirmed.

Grade 15 Point 3: £9.62 per hour/ £18,562 per annum

Appointment starts: Monday 6th September 2021

All Year Round, permanent position

This post would suit an individual who has:

- GCSE grade C or 4 or above in English and Maths
- A minimum of a level 3 Early Years Qualification/be working towards or prepared to work towards achieving the award within 6 months
- True passion for working in Early Years
- Sound knowledge of the EYFS

The successful candidate will be:

- Positive, enthusiastic and highly motivated
- Caring and responsible, have good communication skills, be able to use his/her initiative, be flexible, friendly, approachable and a good team player

As part of a team, Keyworkers are responsible for a small group of key children who they will observe, assess and plan for.

Closing date: 12 noon, Monday 2nd August 2021

Applications should be made using the Academy Support Staff Application Form and sent to the Academy office: Office@brooksideacademy.co.uk.

Application forms can be found on the recruitment section of the academy website

(<http://www.brooksideacademy.co.uk/recruitment/>). For further information, please contact the academy 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.

NURSERY KEYWORKER APPRENTICESHIP

37 hours per week all year round

Appointment starts Monday 6th September

We currently have a vacancy within the Academy for an apprentice Nursery Keyworker.

We are looking for an individual who is positive, motivated and enthusiastic about starting a career with young children. The role will be varied and interesting and will offer you a great learning platform to become part of a multi-skilled team of Early Years practitioners.

You will study the apprenticeship at Level 3 dependent on past work experience and qualifications; full training and support will be given. Grade C or 4 or above in Maths and English is essential. The apprenticeship scheme is run by Strode College.

Applications should be made using the academy support staff application form, which is available on the Job Opportunities section of the website <https://www.brooksideacademy.co.uk/>. Email the application form to office@brooksideacademy.co.uk or post to Brookside Academy.

Closing Date: 12noon, Monday 2nd August 2021

Brookside Academy is committed to safeguarding and promoting the welfare of children and young people. This post requires a criminal background check via the disclosure procedure. The successful applicant will therefore be subject to an Enhanced DBS.

Hamp Academy, Rhode Lane, Bridgwater, Somerset TA6 6JB

www.hampacademy.co.uk

Hamp Academy is an independent but wholly Government funded school for 7 to 11 year olds in Bridgwater. The academy is part of the Bridgwater & Taunton College Trust.



LEARNING SUPPORT ASSISTANT (1:1)

REF: 281

27.5 hours per week, 39 weeks per year (term-time plus 5 inset days)

Temporary, linked to specific pupil funding

BTCT Points 3 to 4, starting on Point 3. Actual Salary: £11,848 per annum

This is an exciting opportunity to join our Academy, where putting students first is part of our fundamental culture. We strongly believe that positive outcomes for our students come from the professionalism, commitment and passion for excellence displayed by our staff.

Are you confident, enthusiastic and motivated to work with children?

We are looking for a Learning Support Assistant to work 1:1 with a Year 6 pupil.

You will need to be educated to GCSE grade C (or equivalent) standard in literacy and numeracy, with experience of dealing with Key Stage 2 children.

For full details and an application pack for this position, please visit the 'Vacancies' in the 'Information Community' section on the Hamp Academy website: www.hampacademy.co.uk

If you have any questions or would like to discuss the role further, please contact the HR team on 01278 727353

All application forms should be fully completed. Incomplete application forms will not be considered.

We do not accept CVs. Please note on the application form which role(s) you are interested in.

Closing Date for applications: Midday on Wednesday 1st September 2021

SEN ADMINISTRATOR

REF: 280

Part-time, 20 hours per week over 3 days

(ideally Tuesday, Wednesday, Thursday)

39 weeks per year (term-time, plus inset days)

Fixed Term Contract until 31st August 2022

BTCT Points 5 to 6, Starting on Point 5. Actual Salary £8,967 per annum

We are looking for a proactive and experienced administrator to provide an efficient administration service to the academy's inclusion department under direction from the Primary SENCo.

This is an exciting opportunity to join our Academy, where putting students first is part of our fundamental culture. We strongly believe that positive outcomes for our students come from the professionalism, commitment and passion for excellence displayed by our staff.

Your role will be varied, whilst being the first point of call for the inclusion team; you will take minutes at meetings and perform a variety of admin tasks. Please refer to the job description for further responsibilities

For full details and an application pack for this position, please visit the 'Vacancies' in the 'Information Community' section on the Hamp Academy website: www.hampacademy.co.uk

If you have any questions or would like to discuss the role further, please contact the recruitment team via recruitment@btc-trust.org

All application forms should be fully completed. Incomplete application forms will not be considered.

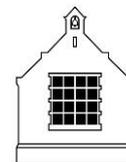
We do not accept CVs. Please note on the application form which role(s) you are interested in.

Closing Date for applications: Midday on Wednesday 1st September 2021

Horrington Primary School, Horrington, Wells, Somerset BA5 3EB

Email: sch.186@educ.somerset.gov.uk Website: www.horringtonprimary.co.uk

Telephone: 01749 673516



An exciting opportunity has arisen for an **SEN TEACHING ASSISTANT** to join our existing team at Horrington Primary School.

Role - Mon-Fri 11.15am – 3.15pm (Term Time Only)

TA - Salary: Grade 15 Point 4 pro rata (£9.81 per hour)

This position is subject to continued funding and the child remaining at the school.

This post is to work with a Lower Key Stage 2 child with SEN needs. The successful candidate will need to work co-operatively with the class teacher and SENCO to provide day-to-day in-class learning support, to develop and implement the Educational Health Care Plan (EHCP) and to deliver planned interventions. The role will suit someone with patience, resilience, energy, creativity and the flexibility to meet the needs of the pupil.

For further details and an application form please contact the school office or look on the school website. Telephone calls can be arranged to discuss the role in more detail.

Closing date for applications: Wednesday 8th September 2021 – 9am

Interview date: Wednesday 15th September 2021

Our school is committed to equal opportunities and safer recruitment practice. Pre-employment checks will be undertaken before any post is confirmed. This post is subject to enhanced Disclosure and Barring Service checks. The school is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.

Otterhampton Primary School, School Lane, Comwich, Bridgwater TA5 2QS

Tel: 01278 652487 www.otterhamptonprisch.co.uk

Otterhampton Primary School is a small school in Comwich ranging from pre-school to Year 6. The school is part of the Bridgwater & Taunton College Trust.



CLEANER

REF: 282

15 hours per week, 38 weeks per year.

Permanent

BTCT Point 1, which equates to £6,055 per annum.

Hours: 3.15pm – 6.15pm Monday – Friday

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

We are looking for a reliable, conscientious people, able to be flexible and work as part of a team. The role involves ensuring the Academy is cleaned periodically throughout the day to ensure we meet our health and safety obligations.

You will be working as part of our large friendly cleaning team, who work together in order to achieve the best results. You will be provided with all the support that you require to carry out your role effectively.

All application forms must be fully completed. Incomplete application forms will not be considered. We do not accept CVs.

For further details and an application form please go to:

www.otterhamptonprisch.co.uk/vacancies/

Closing Date for applications: 3pm on Friday 13th August 2021

Huish Episcopi Academy, Langport, Somerset

GOVERNANCE PROFESSIONAL (CLERK)

Contract: Term time only. Permanent

Salary range: £22,183 to £25,481 pro rata (Grade 12 pt. 12 - 19)

Required to start September 2021

Working under the guidance of the current Clerk to the Academy Board you will liaise with the Chair of the Academy Board/Committee to prepare both Full Board and Committee agendas, circulate papers and clerk and minute meetings of the Academy Board/Committees. You will provide administrative and organisational support and guidance to the Board. There are approximately 24 meetings which are timetabled each academic year plus additional meetings that occasionally arise.

Where possible meetings are held on the Academy site at 5pm. There will be an element of home working involved in the preparation of agendas and production of minutes post meeting and other administrative tasks. The successful applicant will be working under the ongoing guidance of the current Clerk to the Academy Board and full training will be given. Experience of governance/working within the education industry would be an advantage.

Closing date for applications: noon, Friday 6 August 2021.

Apply: <https://www.eteach.com/careers/huishepiscopi/job/governance-professional-clerk-1166598?lang=en-GB>



Stiby Road, Yeovil, Somerset, BA21 3EP

11-16 Academy, NOR 1050

STUDENT INTERVENTION & COVER ADMINISTRATOR

37 hours per week, term time only plus 1 week

Grade 14, £16,555 - £17,462 actual salary

Required to start as soon as possible, an enthusiastic individual to work as a Student Intervention & Cover Administrator. You will have excellent communication and organisational skills and be able to relate well to students, parents and staff.

Westfield Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointment to this post is subject to an enhanced Disclosure and Barring Service check, including the barred list, as well as other pre-appointment checks outlined in Keeping Children Safe in Education (September 2020).

For further details please follow the links below and visit our website,

www.westfieldacademy.co.uk or contact the Headteacher's PA, Mrs Lisa Jeffreys via email: lisa.jeffreys@westfieldacademy.co.uk.

The deadline for applications is Monday 6 September 2021 at 12:00pm.

Interviews will take place on either Thursday 9 or Friday 10 September 2021.

Shortlisted candidates will be contacted by 5:00pm on Monday 6 September 2021



1 St John's Road, Yeovil BA21 4NH

www.bucklersmead.com

Acting Headteacher: Mark Lawrence BA (Hons), M Ed, NPQH

NOR 800+ (11 – 16)

Buckler's Mead
ACADEMY

Required for September 2021

CAREERS CO-ORDINATOR

GRADE 14

30 hours per week, term time only

A vacancy has arisen for a Careers Co-ordinator at Buckler's Mead Academy. We are looking for a creative and proactive individual to join our Student Support Team from September 2021.

In the first instance the post will include:

- Administering Work Experience, Higher Education month and visits, Work Related Talent Academies
- Organising and co-ordinating Careers Events
- Providing Careers information, advice and guidance to students.

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

The Careers Co-ordinator post is ideally for 30 hours per week, however we would consider applications from candidates wishing to work a minimum of 20 hours per week.

Buckler's Mead Academy is a highly inclusive academy in the east of Yeovil. Our vision as an academy is an "inspiring education for all". All members of our community should be given the opportunity to be happy, achieve, participate, and become successful. Our job as professionals is to ensure this happens. All our staff sign up to these aspirations and play a full role in contributing to this vision through inclusive teaching.

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 before confirmation.

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 Mrs Kate Royle, Acting Deputy Head (kroyle@bucklersmeadacademy.com) using an academy application form and include a covering letter (no more than 2 sides of A4 paper), giving details of your current experience and suitability for the role.

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

CLOSING DATE: FRIDAY 6 AUGUST 2021

INTERVIEW DATE: THURSDAY 12 AUGUST 2021



C/o Bridgwater College Academy, Parkway, Bridgwater TA6 4QY

www.bridgwatercollegetrust.org.uk Tel: 01278 727327

Bridgwater and Taunton College Trust is a Charitable School's Trust supporting 8 schools and almost 4500 students in Somerset.

MINIBUS DRIVERS

Ref: 276

This is a casual position - hours and days vary according to need.

Pay: £10.13 per hour

Bridgwater & Taunton College Trust is seeking to appoint a number of Minibus Drivers from across the county of Somerset to serve the Trust schools on a casual basis. The role is to assist in transporting students around the South-West of England. Days and times will vary considerably. The successful candidates will be responsible for the safety and supervision of pupils during journeys. A clean driving licence is essential for this role as there will be the need to attend mandatory competency driver training.

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

<https://bridgwatercollegetrust.org.uk/>

Closing date for applications: noon on Wednesday 18th August 2021

Anticipated Interview: Thursday 26th August 2021

Bridgwater and Taunton College Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share its commitment. Our mission is that all children achieve. A criminal disclosure check will be requested for any applicant who is offered a position.

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

www.bridgwatercollegeacademy.org

Bridgwater College Academy is an all-through academy for students aged 3 to 16.

The academy is part of the Bridgwater & Taunton College Trust.



Safeguarding Officer

Job Ref: 279

Full time and Permanent

37 hours per week, 39 weeks per year (term time plus INSET days)

BTCT Scale Points 10-12

Actual starting salary: £19,396 per annum

Starting September 2021

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

The successful candidate will manage safeguarding and child protection issues, and ideally have experience of working in a similar role, although experience of managing a safeguarding case load is desirable.

The ability to be self-motivated and organised is essential as the right candidate will need to be able to prioritise their own workload responding to the most urgent concerns to ensure that the school is compliant in safeguarding procedures and practice. The successful candidate will be supported and be provided ongoing training and development to assist them in their role.

Please note, although we are ideally looking for a full-time colleague, we are open to discussing flexible working options

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

www.bridgwatercollegeacademy.org

Closing Date for applications: Wednesday 4th August 2021 or earlier if suitable candidate appointed

Anticipated interview date: Thursday 12th August 2021

HLTA PASTORAL SUPPORT (SECONDARY)

REF: 277

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

1 Year fixed term contract

BTCT Points 10 to 12, commencing on Point 10. Actual Salary £14,416 per annum

Starting ASAP

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

We are looking for a HLTA to assist in the delivery of pastoral support for our students who may need a bit of extra help to achieve. The primary focus of the role will be the co-ordination and delivery our behaviour and rewards systems.

The ideal candidate will have experience with working with young people and have a proven track record of success. They will provide support for students, teachers, and the Academy to raise standards of achievement for all students.

You will support staff, students and the academy policies and strategies. You will also provide support for students' welfare and support the inclusion of students in all aspects of Academy life.

Please note, although we are ideally looking for a full-time colleague, we are open to discussing flexible working options

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

www.bridgwatercollegeacademy.org

Closing Date for applications: Noon, Wednesday 11th August 2021

HIGHER LEVEL TEACHING ASSISTANT

REF: 284

27.5 hours per week, 39 weeks per year

BTCT Points 10 to 12. Starting on Point 10, actual salary, £14,416 per annum

Permanent

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

We are looking for a HLTA to assist our secondary aged students, leading on SEMH and reading provisions.

The ideal candidate will have experience in delivering interventions and supports with a proven track record of success. They will provide support for students, the teachers, and the Academy to raise standards of achievement for all students by utilising advanced levels of knowledge and skills when assisting with planning, monitoring, assessing, marking and managing classes.

They will support staff, students and the academy policies and strategies. They will also provide support for students' welfare and support the inclusion of students in all aspects of Academy life.

Please note, although we are ideally looking for a full-time colleague, we are open to discussing flexible working options

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

www.bridgwatercollegeacademy.org

Closing Date for applications: 3pm Wednesday 25th August 2021

LEARNING SUPPORT ASSISTANT

Ref: 285

27.5 Hours per week, 39 weeks per year (term-time PLUS inset days)

BTCT Points 3-4, commencing at point 3 – Actual starting salary £11,848 per annum

Permanent

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

Bridgwater College Academy is seeking to appoint a Learning Support Assistant to join the LSA team.

This post involves working with students in and out of class. The role will be varied and involve

supporting students in class as well as delivering interventions out of class. The role may also involve supervising students at lunchtime.

The ideal candidate will have:

- Good behaviour management skills
- An understanding of strategies to support children with cognition and learning needs.
- Experience of delivering interventions

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

www.bridgwatercollegeacademy.org

Closing date for applications: 3pm on Wednesday 25th August 2021



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

MALE TEACHING ASSISTANT

Job Ref: 278

27.5 hours per week, 39 weeks per year (Term time plus INSET days)

BTCT Points 3-4, commencing at point 3 - Actual starting salary: £11,848 per annum

Fixed term contract until 31st August 2022, pending funding

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

We are looking for a male Teaching Assistant as the role will be to support a male student on a one-to-one basis which will include providing personal care.

You will need to be educated to GCSE standard or equivalent in literacy and numeracy, with experience of dealing with young people. Experience of supporting students within an educational setting would be an advantage.

Further details and an application pack can be found in 'Vacancies' in the 'Information' section at: www.westsomersetcollege.org

Closing date for applications: Midday, Monday 9th August 2021

West Somerset College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share its commitment. Our mission is that all children achieve. A criminal disclosure check will be requested for any applicant who is offered a position.

Inaura School

LEARNING SUPPORT WORKER

Salary: £18,270 pa - Full time – 37 hours per week

Closing Date: Tuesday 31st August 2021

Needed at Inaura independent school to:

Provide 1:1 personalised learning to students.

Safeguard students' welfare

Working in idyllic countryside locations which includes our Forest School site

Previous experience of working in a school setting not essential

Essential

Skills to work appropriately and effectively with individual students

Able to promote their social and emotional development

Able to respond calmly and effectively to displayed behaviours

The confidence to work independently

Excellent communication skills

Use of own car for work

Working location across three sites near Wedmore, East Huntspill near Burnham on Sea and Burrowbridge near Bridgwater and Taunton.

Desirable

Experience with young people with special needs

Good working knowledge of Safeguarding and Health and Safety

Experience or Knowledge of National Curriculum subjects

A Teaching Assistant qualification or willingness to gain one (training available)

Knowledge of Microsoft Office applications

We welcome applications from both males & females. We are an equal opportunities employer. Please visit our website www.inauraschool.org for information about our school.

Inaura School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Offers of appointment are subject to satisfactory references, medical fitness and enhanced DBS clearance.

How to apply:

Visit www.inauraschool.org (Contact us > vacancies > download application pack > return to recruitment@inauraschool.org)



POLICY OFFICER, SW Strategic Migration Partnership

Up to £31,346

37 hours per week

This is an opportunity for either a secondment or a fixed term contract supporting the new Hong Kong British Nationals' programme, until 27 July 2022, with further extension subject to funding availability.

What will you do?

- Work with all local authorities in the South West to identify and co-ordinate offers of places for Hong Kong British Nationals
- Contribute to and coordinate the work of local government and regional partners (including the voluntary sector, Health, ESOL providers, schools, and colleges and Job Centre Plus) on the development of regional responses relating to Hong Kong British Nationals' issues
- Develop the skills and understanding of our assessors
- Development and maintenance of information systems to support programmes
- Identify issues and challenges for Hong Kong British Nationals shared across local authorities in the area, and ensure information and solutions are shared to avoid duplication of effort
- Support the development of strong regional working, including the convening of regional meetings of sub-regional and individual local authority leads

What skills do you need?

You will possess strong communication skills, be able to network with key customers including senior managers and work as an effective team member. You will have experience of policy development, advocacy and partnership working.

You will have the ability to work independently and as part of a small team, so flexibility is important.

About South West Councils

SW Councils is a regional public sector membership organisation. We bring together local authorities, police, fire & rescue services, parish and town councils and other associate organisations.

We offer a wide range of learning and developmental activities to support our member organisations and partners in developing a highly skilled and motivated workforce. As an approved End-Point Assessment Organisation we deliver assessment on a range of Standards for employers nationally.

The small team of 20 also support information and best practice sharing as well as supporting organisations with all aspects of their employer role.

Who can Apply?

South West Councils is an Equal Opportunities employer and will not discriminate against any applicant on grounds of disability, race, religion or belief, gender, age or sexual orientation.

Applications from people wishing to work part time or job share are welcome. During the pandemic the majority of staff have been working from home, this will continue until our office building in Taunton, Somerset is risk assessed as safe for more staff to return. We are however prepared to consider candidates who wish to work virtually from a base elsewhere in the South West on a permanent basis, there would remain an expectation of occasional visits to the office or other venues (predominantly across the South West).

What are the additional Benefits?

- Access to the Local government pension scheme
- Flexible working including a flexi-time scheme
- Opportunities for professional development.

For an informal conversation about the role and potential working arrangements, please call Kelly-Anne Phillips on 07834 375719. Interviews will take place on **Thursday 19 August and Friday 20**

August 2021.

Further details and application forms are available on our [website](#). Alternatively e-mail jobs@swcouncils.gov.uk.

All applications must be made using the official application form; CVs will **not be** accepted.

The closing date for applications is **12 noon on Friday 13 August 2021.**

The website link is - [Policy Officer, SW Strategic Migration Partnership - South West Jobs](#)