

Vacancy Bulletin

(Blue Sheets)

Issue No: 35

3 September 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.

To help us improve our services could you please take a moment to answer 3 quick questions?

[Microsoft Forms](#)

TEAM MANAGER CHILDREN LOOKED AFTER

Closing on 12 September 2021

£46,881 per annum inclusive of a £5,000 recruitment allowance for up to 3 years.

Full Time

Permanent

Taunton

A bit about us

Somerset County Council has an exciting opportunity for a permanent post as a Team Manager in the Taunton Team.

This post will involve managing a strong and skilled children in care team, alongside a talented and experienced fellow Team Manager. The role will require oversight of permanency planning for children and working closely with the Leaving Care Team manager in order to facilitate smooth transition for the children into adulthood.

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, 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

This is an excellent opportunity for either a current Team Manager who is wanting to work in this specialist area of practice, or for an experienced Social Worker who has knowledge and experience of children looked after and can demonstrate the potential to manage a team successfully. You will have an enthusiasm for delivering the very best outcomes for children looked after, and an ability to support others to do so.

A few things about you

You will be joining a permanent management team, where colleagues are committed to a strengths-based and relationship-based approach, where peer support is strong, and communication is done well. You will be part of a wider team where a learning culture is encouraged and supported. You will be someone who wishes to become an excellent supervisor, and who understands the value of emotionally intelligent practice supervision in social work.

This post would suit an experienced social worker wanting to take the next step in their career, as well as those who are already in existing management positions.

You will be educated to degree level in Social Work, and registered as a Social Worker with Social Work England.

Additional information

For more information and an informal chat about the role, please contact Diana Griffiths, Operations Manager, on 07977402546.

As 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: <https://www.somerset.gov.uk/jobs-and-careers/job-search/job/?jobId=2504>

SERVICE MANAGER - TRAFFIC CONTROL

Closing Date - 12 September 2021

Salary - £47,391 per annum

Working pattern - Full Time

Contract type - Permanent

Location - Taunton

A bit about us

We have a fantastic opportunity in Somerset in our Highways and Transport Service as a Service Manager – Traffic Control.

Somerset County Council are investing £9M in refurbishment and improvement of our Traffic Signals assets over the next few years and securing the expeditious movement of traffic across the County is vital to the local economy. We are looking for a dynamic, innovative and enthusiastic individual to join our Traffic Management Group in a growing Traffic Control service.

The Service Manager role operates within a complex and dynamic environment, providing professional support and high-quality advice and guidance to our internal and external stakeholders, supply chains and customers. You will work within a collaborative and professional team across all Highways and Transport services.

We offer both a flexible working environment and flexible working hours.

Here's what you can expect to be doing

You will be responsible for the management and maintenance of Somerset's traffic control assets and associated infrastructure, to ensure that as far as reasonably practicable, they work in a safe and efficient manner while increasing safety, improving accessibility, and minimising disruption.

You will oversee the design and implementation of new traffic signals, traffic control systems and technologies to improve the safety and efficiency of the road network as well as the development of traffic control specifications, design standards and guidelines for use by all developers, consultants and contractors working in Somerset.

Responsible for managing Somerset's Traffic Control team and the various associated contracts, you will be expected to bring challenge and new thinking, as well as drive continuous improvement and innovation. We need someone with the expertise, skills and determination to shape and deliver our ambitions.

A few things about you

We are looking for individuals who have experience in managing Traffic Control systems as well as substantial managerial experience and skills gained at a senior level.

The ideal candidate will have sound interpersonal communication skills and demonstrable experience of partnership working including the ability to influence and, where appropriate, lead multi-agency groups and projects to deliver services and initiatives.

You should be enthusiastic, agile and flexible with the ability to embrace and lead change and operate collaboratively within a team environment to support the delivery of high quality services.

If you want to join us to help deliver our future ambitions at what is a challenging yet exciting, time, we would love to hear from you.

Additional information

If you do need further information please get in touch with Bev Norman on 01823 358089 or by email any questions to BJNorman@somerset.gov.uk.

All interviews will take place virtually via MS Teams

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

COMMUNICATIONS AND ENGAGEMENT LEAD

Closing Date - 15 September 2021

Salary - £34,728 - £38,890 per annum

Working pattern - Full Time

Contract type - Fixed Term Contract

Location - Taunton

A bit about us

This is an exciting new opportunity for an experienced communications professional to promote and drive forward our Special Educational Needs and Disabilities (SEND) services in Somerset.

We're looking for a flexible self-starter with a proven track record in a wide range of communications disciplines, including public relations, marketing and engagement.

So, if you're skilled at achieving marketing and engagement results, creating creative campaigns, liaising with media and stakeholders and really keen to make a difference to hundreds of children and young people with SEND (and their families), this could be the job for you.

The position is 37 hours per week, for 18 months (from start date), predominantly based at County Hall, Taunton – but with plenty of home working opportunities available. There will be some degree of colocation required between Somerset County Council and Somerset NHS Clinical Commissioning Group (CCG), based in Yeovil, who both deliver SEND services in Somerset - and you'll also be working closely with the Somerset Parent Carer Forum.

Here's what you can expect to be doing

Key tasks will include developing and delivering the Somerset SEND communications strategy, helping to raise Somerset's SEND profile, celebrate its great achievements, supporting its improvement journey and ensuring the voice of the child/young person is heard and listened to. You'll also line manage a supporting SEND Communications Officer.

You will have a keen nose for a news angle and the ability to tell a compelling story through words, images, video or digital platforms. You'll also be comfortable with providing strategic communications advice and supporting senior staff and councillors.

At Somerset County Council you'll be joining an organisation that really values communications. This is a great opportunity for an ambitious and talented team player to make a real difference and help improve lives.

A few things about you

We're looking for a Communications and Engagement Lead with demonstrable experience of delivering targeted, measurable, and evaluated campaigns, which include engagement and stakeholder management. In-depth knowledge of social media (including Facebook, Twitter, Instagram and emerging platforms) is vital as is a keen understanding of building on best practise and meeting organisational objectives. You will have a strategic, planned approach to communications – looking ahead to identify and then capitalise on opportunities, such as awareness days and key decisions

Additional information

If you'd like to talk further about the role before applying, you can contact Rob Hart, Assistant Director – Inclusion on 01823 359793.

Interviews will take place on Monday 27 September and Thursday 30 September 2021 via Teams.

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

COMMUNICATIONS MANAGER

Closing Date - 15 September 2021

Salary - £34,728 - £38,890 per annum

Working pattern - Full Time

Contract type - Fixed Term Contract

Location - Taunton

A bit about us

We're looking for a flexible self-starter with a proven track record in a wide range of communications disciplines, including public relations and marketing. This is a fixed term opportunity until 31 March 2023.

So, if you're skilled at planning and implementing Communications and Marketing strategies and unfazed by the fast paced and ever-changing environment that Covid-19 brings, this could be the job for you.

There is never a dull moment in Public Health, particularly in the current climate. One minute you can be planning a campaign promoting safety measures amongst the public and the next there could be a Government announcement that changes said safety measures entirely, meaning you will need to be able to act fast and think on your feet to ensure that right information gets to our residents across Somerset in a timely fashion.

Here's what you can expect to be doing

Key tasks will include:

Developing and managing the local outbreak management plan Communications Strategy to raise its profile amongst members of the public, educational establishments and local businesses. Plan and oversee associated communications and engagement plans.

You'll have an understanding of key interventions and tactics that help to drive behaviour change as well as creative flair to ensure that what is often seen as a repetitive message, reaches our audiences in a way that they engage and resonate with. You'll also be comfortable with providing strategic comms advice to Public Health Consultants and supporting senior SCC Officers and Councillors through briefings and media training where appropriate.

At Somerset County Council you'll be joining an organisation that really values communications. This is a great opportunity for an ambitious and talented team player to make a real difference and help improve lives for our 500,000 residents.

A few things about you

We're looking for a Communications Manager with demonstrable experience of managing communications staff and planning and delivering targeted, measurable, and evaluated campaigns. In-depth knowledge of multi-channel communications as well as developing communications strategies that are delivered efficiently and measured accordingly is vital; as is a keen understanding of building on best practise and meeting organisational objectives. You will have a strategic, planned approach to communications – looking ahead to identify and then capitalise on opportunities and milestones, such as national guidance and announcements and how this impacts locally.

Additional information

If you'd like to talk further about the role before applying, you can contact Lisa Rogers on 07977 411302.

Interviews will be held virtually, via MS Teams.

This role requires a Basic Disclosure check.

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

ADVANCED PRACTITIONER - CHILDREN LOOKED AFTER

Closing Date - 7 September 2021

Salary - £34,728 to £38,890 per annum

Working pattern - Full Time

Contract type - Permanent

Location - Yeovil

A bit about us

Due to recent promotions, we have an exciting opportunity for an experienced Advanced Social Work Practitioner to join our Children Looked After team (CLA) in Yeovil.

We are looking for Social Workers who are passionate and enthusiastic to provide a gold star service for all children and young people in our care and to also support their families.

We promote flexible working within our CLA teams and will consider part time, 9 day fortnight and other flexible working approaches. Our offices in the south of the county are based on the outskirts of Yeovil just 10 minutes from the A303 with plentiful parking on site. We are just 40 minutes' drive from Taunton, the county town of Somerset, 30 minutes' Dorchester and 45 minutes from the Jurassic Coast. There are good railway links to London, and options of town and some beautiful village living.

Here's what you can expect to be doing

The Key purpose of the role is to work with children and young people looked after to support them in achieving their potential in all areas of life.

Security and permanence is our passion for those children and young people that need it the most.

Working in Children Looked After you will have the opportunity to support profound changes to a child's life and to build long term relationships to see them through their journey.

We place children and young people at the heart of what we do and you will work with their families, carers and other professionals to achieve positive outcomes for their education, health and social and emotional well being.

What our young people say they want in a Social Worker is:

'A good social worker is someone you can build a strong relationship with. And they are always there to listen, even when it is difficult to do so'.

Compassion, Care and Consistency' are really important to them.

Although, currently, we are still mainly working from home you will need to be living within easy distance to attend the Yeovil office base when required.

A few things about you

You will:

- need to be a qualified social worker registered with Social Work England and have substantial experience working with children and families in social work.
- be passionate about relationship based practice, proud of your profession and be able to reflect and think creatively about how you can build relationships to work with children looked after and their families as well as work positively with Team around the Child partners.
- have the opportunity to support profound changes to a child's life.
- work directly with children and families and complete tasks of gathering information and be responsible for inputting onto an electronic file so you will need to have good relationship based skills with both adults and children as well as a good standard of written skills and computer technology.

CLA Social Workers in Somerset support children from 0-18, therefore you will need to have a good understanding of CLA policy, legislation and guidance and experience working within English care proceedings.

As an Advanced Practitioner you will work some of our more troubled children and young people and work with children, carers and birth families through court proceedings. You should be able to work with an increased level of autonomy and decision making; support less experienced colleagues with

practice meetings and chair meetings as appropriate to support good outcomes for the children and young people in our care.

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

Access to / use of a vehicle is an essential requirement as you will need to travel around this rural area.

Additional information

We'd love to hear from you if you think this could be the role for you so, for an informal chat about our jobs in Children Looked After please contact the Team Managers:

Office Number: 01935 463942

Kirsty Parsons: 07976692922

Victoria Rymell: 07977413849

We anticipate offering and conducting interviews ahead of the closing date for suitable candidates.

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

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

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

SOLICITOR ADULT SOCIAL CARE

Closing Date - 8 September 2021

Salary - £34,728 to £38,890 per annum

Working pattern - Full Time

Contract type - Permanent

Location - Taunton

A bit about us

This is a full time post although part time hours (4 days a week) will be considered.

We're looking for a talented Solicitor, Barrister or FCILEx to join our Legal Services social care team at Somerset County Council.

Our legal team provides first-class legal advice to all of the County Council's departments, members and maintained schools. Ask any of our people why they work here, and they'll tell you about the incredible satisfaction that comes from being able to see your work make a difference. That, and the variety, the intellectual challenge, the quality of life, the fact that we don't have to stress about billing hours, we've a lot going for us as a legal team here in Somerset.

We recognise the importance of a good work life balance and do everything we can to accommodate flexible working, including some working from home and compressed hours. Please just let us know in your application or at any stage throughout the process (and beyond) if this is an option you'd like to explore.

We are offering a salary of up to £38,890, a recruitment allowance up to £5,000 per annum may be available (pro-rata for part time).

Here's what you can expect to be doing

You'll be supporting the work of our Adult Social Care department advising all aspects of adult social care and mental health legislation.

You will work with minimum of supervision as part of a small team of Adult Social Care specialists, providing support to each other.

A few things about you

You'll have experience in:

- Handling an Adult Social Care and Mental Health case load, including Deprivation of Liberty as it applies to adults.
- Advising on Adult Social Care and Mental Health law

- Knowledge of legislation relating to Adult Social Care and Mental Health
- Knowledge of Local Government Law
- Ability to represent the Council in the Court of Protection and the County Court
- A flexible approach and ability to travel throughout Somerset and elsewhere as needed

Additional information

If you are interested in finding out more before applying please get in touch with Tom Woodhams on 01823 355016.

A recruitment allowance of up to £5,000 per annum (pro rata for part-time) may be available.

All interviews will take place via MS Teams

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

ADVANCED PRACTITIONER - RISK ASSESSMENT & INTERVENTION SPECIALIST

Closing Date - 3 October 2021

Salary - £34,728 to £38,890 per annum

Working pattern - Full Time

Contract type - Permanent

Location - Taunton

A bit about us

We have an exciting opportunity to work with Somerset County Council Children’s Services as a Specialised Child Sexual Abuse Worker (CSA).

Somerset is one of a very few Local Authorities hosting an in house specialist CSA role. Anticipating the retirement of our current Advanced Practitioner Social Worker in this position, we are now looking to recruit a qualified Social Worker, Probation Officer, Clinical or Forensic Psychologist or professional with a similar level of qualification, understanding, skill and experience to join us.

Here's what you can expect to be doing

Based within Children’s Social Care, you will be responsible for both assessment and, where indicated as necessary, intervention in families where CSA is a current or unaddressed historical feature. This will include assessing adult risk to children and capacity to protect of non-abusing partners both in court proceedings and outside of court proceedings.

In addition you will work as a consultant to other parts of the children's workforce including our prevention and youth offending services, including being involved as a core member of our regular Reactive and Harmful Sexual Behaviour panel to address the needs of children and young people exhibiting concerning behaviours. The post holder will also offer group supervision and support to our team of facilitators responsible for coordination of the county programme for reactive behaviours through our primary schools.

A few things about you

Significant knowledge of and experience in the use of evidence based actuarial and clinical tools used to assess adult sex offenders will be necessary, alongside the ability to undertake individual treatment programmes for abusers and deliver information and education interventions for carers. Supporting social workers and other team members in safety planning in a core task.

You will also be required to work alongside other professional colleagues in delivering Reactive Harmful Sexual Behaviour training on behalf of Somerset Safeguarding Children’s Partnership, to social care teams and partner agencies in Somerset.

Additional information

For an informal discussion about the post please contact:

Jock Mickshik, Specialist Social Worker on 07769605338 or email jmmickshik@somerset.gov.uk

Lise Bird, Head of Prevention at Somerset County Council on 07585 795548 or email

azbird@somerset.gov.uk

All interviews will be taking place virtually, for example via Microsoft Teams and will be held on 12/10/2021.

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

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

ESTATES AND VALUATION ADVISOR

Closing Date - 22 September 2021

Salary - £34,451 to £38,728 per annum inclusive of a £4,000 recruitment allowance for up to 3 years

Working pattern - Full Time

Contract type - Permanent

Location - Taunton

A bit about us

We're looking for an Estates and Valuation Advisor to join our Estates team on a full time basis.

Somerset County Council has a large and diverse property portfolio ranging from historic buildings to new office facilities and schools currently being constructed with everything in between!

We are offering a salary of £34,451 to £38,728 per annum inclusive of a £4,000 recruitment allowance for up to 3 years

Here's what you can expect to be doing

You will assist in the provision of a full professional valuation and estate management service within the Estates team of the Councils Corporate Property group.

You will join a busy, dedicated and supportive team with aspirations for increased commerciality and portfolio management. The role will offer responsibility and experience in a wide range of activities associated with day to day Estate and Property management activities.

We recognise the importance of a good balance between work and home life so we do everything we can to accommodate flexible working including working from home, with agreement from the manager.

A few things about you

We're looking for an Estates and Valuation Advisor with an innovative and creative approach. You will be committed and adaptable in your work. It is essential that you have relevant experience, ideally a Chartered Surveyor and RICS Registered valuer but consideration will be given to those who are not but have demonstrable experience in this sector.

Additional information

For an informal discussion about the role, please contact Charlie Field, Strategic Manager: Estates, on 01823 355325 or David Price, Service Manager: Estates Surveyor, on 01823 355144

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

ASSESSMENT AND REVIEW OFFICER

Closing Date - 13 September 2021

Salary - £22,183 to £25,481 per annum

Working pattern - Full Time

Contract type - Permanent

Location - Taunton

A bit about us

Are you passionate about making a difference and improving outcomes for children and young people? Somerset County Council have an exciting opportunity for an ambitious and enthusiastic person to join the Statutory SEND Team as an Assessment & Review Officer. The development of Inclusion Somerset within Children's Services is continuing to restructure the Statutory SEND Team as we continue to

improve our service to support children and young people with special educational needs and disabilities (SEND).

Here's what you can expect to be doing

As a member of the Statutory SEND Team you will support in the delivery of the statutory functions of the Local Authority in respect of the Education Health Care Plans (EHCPs); in addition you will be required to use your knowledge and skills to support partners to meet the wider needs of children and young people with these statutory processes.

You will be part of a strong and ambitious team, with inclusion at the heart of service as we support children and young people and their families. The role of the Assessment and Review Officer is to ensure that children and young people who have SEND in Somerset have their needs met in a holistic way within their local communities and live the lives that they want to lead.

A few things about you

Duties within this role are varied and include dealing with correspondence (via email and post), record keeping, use of IT systems including Word, Excel, Teams and databases and having conversations with families and professionals about statutory processes. Experience of managing a busy caseload, working to strict timeframes and excellent organisational skills are essential skills to have. A knowledge of SEND and a positive mindset to rise to the challenge of a busy and interesting work environment is necessary.

Additional information

For an informal discussion about the post please contact Gemma Reeves, SEND Operational Manager via email GReeves@somerset.gov.uk or Poppy Tuck via email PZTuck@somerset.gov.uk

We recommend applying as soon as possible. Depending on the level of response, we anticipate conducting interviews ahead of the closing date. All interviews will take place virtually via MS Teams.

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

IN-HOUSE RECRUITER

Closing Date - 14 September 2021

Salary - up to £25,481 per annum

Working pattern - Full Time

Contract type - Permanent

Location - Taunton

A bit about us

We're looking for a talented In-House Recruiter to join our growing recruitment team at Somerset County Council. This is a brand-new permanent role and reflects our commitment to driving forward the quality of our recruitment.

We do everything we can to accommodate flexible working including 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

You'll work with hiring managers across Somerset County Council to create successful hiring strategies. From writing compelling job adverts to sourcing candidates, you will work in partnership with our recruitment assistants to ensure our roles are filled with quality hires.

What we can offer you:

- We recognise the importance of ongoing tailored training and development. As part our commitment to ensuring we have access to a range of recruitment insights and resources, we have recently signed up to The Firm.
- You'll also have opportunities to contribute to new resourcing projects to give you a range of experience. We have careers social media channels, as well as a careers website and blog - all of which you can get involved in.

A few things about you

You'll have recent In-House or agency recruitment experience, with success in filling hard to appoint to roles.

A brilliant communicator with the ability to persuade and influence staff at all levels, you'll create successful recruitment campaigns that will benefit the whole organisation.

You'll be passionate about creating an excellent experience for our candidates and our hiring managers. Self confident and curious, you will question the status quo where needed and be excellent at building relationships at all levels.

Additional information

If you'd like to discuss the role further before applying, we would love to hear from you. Please get in touch with Jessica Hann, Resourcing Development Lead on 01823 356211 or jzhann@somerset.gov.uk. We give you the option to apply by CV or full application form, just click 'apply now' to submit your application.

Interviews will be held on MS Teams on 22 September.

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

FAMILY FRONT DOOR PRACTITIONER

Closing on 12 September 2021

£25,991 to £29,577 per annum

Part Time 29.6 hours

Permanent

Bridgwater

A bit about us

This is an exciting opportunity to join the Family Front Door Team which is the 'front door' for statutory social care and early help services in Somerset. It is a part time position, 29.6 hours a week based at Express Park Bridgwater, co located with partner agencies. This is a well respected team who triage request for involvement for the Family Intervention Service and work closely with them and social work colleagues. The working hours are 8:30-17:00 Monday-Thursday and 16:30 on a Friday.

The Family Front Door is a fast paced and exciting team ensuring that the children and families that we work with receive the right service the first time. Family Front Door Practitioners review Early Help Assessments that are submitted for the Family Intervention Service, gather information in order to assess and make recommendations as to whether this is the required outcome, or alternatively if the family needs to be sign posted to another agency to meet the family's needs.

The role will include partnership engagement, offering advice and guidance in implementing Somerset's continuum of need as identified in the SSCP document "Effective Support for Children & Families" and ensuring the effective operation of the Early Help Assessment.

We recognise the need for continuing professional development and support practitioners with developing their skills and career progression. There are regular CPD sessions held internally which are contributed to by social workers and also external agencies.

Here's what you can expect to be doing

As part of your role, you will respond to request for intervention for the Family Intervention Service for children aged 0-25.

You will be expected to liaise with members of the public and professionals over the telephone in order to gather and assess information to determine what level of intervention is required. You will work on a rota system within the team, which allows for variation and development of skills including duty, consultation and quality assurance work.

A few things about you

You will:

- Champion Early Help in a variety of settings.
- Promote integrated working.

- Provide support, advice and guidance in relation to the Early Help Assessment (EHA) and the Continuum of Need and Intervention.
- Assist in the assessment of need, planning and review of Early Help services
- Form effective working relationships with partners and colleagues.
- Take responsibility for your own work and demonstrate a willingness to learn from others and from experience.
- Understand and adopt anti-discriminatory practice.
- make decisions and giving advice and guidance when professionals submit Early Help Assessments (EHA) requesting Family Intervention Support for a child or young person.
- Have a solid knowledge of the 'Effective Support for Children and families' document and being able to apply this.
- Ensure the provision of a duty rota providing advice to a range of front line staff regarding the processes for making referrals, advice on completing an EHA and signposting to early help services available within Somerset.

The role also involves speaking with service users and using feedback from service users to inform decision making regarding referrals and to inform service improvement.

Family Front Door Practitioners also have a responsibility for championing the EHA in multi-agency forums, making necessary amendments to the EHA and ensuring that guidance on Professional Choices is up to date. There is the opportunity to be involved in quality assurance work with partner agencies to help improve the quality of EHA's being submitted to ensure that children and young people are getting the right service.

Additional information

For further information or an informal discussion about this exciting opportunity, please contact: Emily Harding-Moody, Team Manager on 01278 454067, email EHarding@somerset.gov.uk or Kelly Brewer EDT Operations Manager on 01278 454067

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

We anticipate offering and conducting interviews ahead of the closing date for suitable candidates.

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: <https://www.somerset.gov.uk/jobs-and-careers/job-search/job/?jobId=2509>

FINANCE & TECHNICAL SUPPORT ASSISTANT

Closing Date - 8 September 2021

Salary - £18,933 to £19,698 per annum

Working pattern - Full Time

Contract type - Permanent

Location - Taunton

A bit about us

The Property & Grounds Finance Team and Technical Admin Team are two dedicated, diverse, and friendly teams that pride themselves on the provision of high-quality administrative support for their Grounds and Maintenance service. We provide vital support to the frontline services within SSE Property & Grounds, who support Children and Young People within Somerset.

We are looking for someone enthusiastic who shares our commitment to providing a quality service to ensure Children and Young People have a safe and secure environment to learn in.

Here's what you can expect to be doing

This is an exciting opportunity for a hardworking and motivated individual to join the team on a permanent basis.

You will be responsible for providing finance and admin support to a number of Engineers, Surveyors, and Landscape Architects within the team. This will include arranging, attending, and minuting

meetings, ensuring prompt payment of contractors invoices and liaising with staff across Somerset County Council as well as external clients.

A few things about you

The ability to prioritise, good attention to detail, excellent communication and organisational skills are essential. You must be confident in the use of IT and Microsoft packages. The ability to adapt and be flexible to the changing needs of the role is a necessary part of the role and requires a positive and committed attitude.

Additional information

For an informal discussion about this post, please contact Tina Follett or Tracey Folkes via email TLFollett@somerset.gov.uk or TFolkes@somerset.gov.uk

All interviews are being held virtually via MS Teams.

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

ADMINISTRATIVE ASSISTANT

Closing Date - 12 September 2021

Salary - £15,050 - £15,351 per annum

Working pattern - Part Time

Contract type - Permanent

Location - Bridgwater

A bit about us

You don't have to be a Social Worker to make a difference. There is so much that goes on behind the scenes to support our Family Time Team working in Children's Social Care. That's why we are looking for experienced administrators to join our Business Support Team.

The team are part of Somerset County Council's Children's Social Care, working with vulnerable children and young people in care, their parents and carers in Somerset.

Here's what you can expect to be doing

It is an administrative role like no other! No two days are the same. You will be providing proactive, office-based support in our busy Family Time Centre based at The Rollercoaster, Parkway, Bridgwater, welcoming children, carers and members upon arrival. The nature of the work is sensitive and highly confidential; the tasks are varied, and you will be given full training and support to undertake them. There are lots of opportunities for development and career progression within our Children's Services Business Support teams. All of our current Children's Social Care Business Support Officers and our Business Support Managers joined us as Administrators. We have many former Business Support colleagues who have been inspired to take an operational career path in social care, and they have been supported by us to do this.

A few things about you

It's really important that you are passionate about helping to improve the lives of vulnerable children and young people living in Somerset. As an Administrative Assistant, you will have a warm, friendly, non-judgemental manner in order to help the families we support feel comfortable. You will need to be calm and kind in difficult situations and conversations. Good organisational skills, willingness to learn, the ability to be a good team player, multitasking and the ability to work using your own initiative are all key to success within this role.

It's a fast paced, reactive role and you will be expected to manage a number of varied tasks at any one time. The workload can be very high, and attention to detail is essential to ensure information is correct and family time sessions go ahead successfully. You will need to be familiar with all Microsoft Office programmes.

Additional information

You can read more about the work we do in the Candidate Information Pack, but If you would like further information regarding the post please contact Kat Hughes, KHughes@somerset.gov.uk or Clare Dowden CDowden@somerset.gov.uk.

Interviews will take place on Tuesday 21st September via MS Teams.

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

ADMINISTRATIVE ASSISTANT

Closing Date - 9 September 2021

Salary - £18,562 - £18,933 per annum

Working pattern - Full Time

Contract type - Permanent

Location - Taunton

A bit about us

You don't have to be a Social Worker to make a difference; there is so much that goes on behind the scenes to support our frontline social care workers. That's why we are looking for an Administrative Assistant to join our Children's Advocacy and Independent Reviewing Service Business Support Team. We are a busy friendly team who provide office based administrative support to Independent Reviewing Officers, Child Protection Coordinators, Route 1 case workers and operational staff. The team is part of Children's Social Care at Somerset County Council, working with key Social Work colleagues to deliver excellent services to vulnerable children and young people, their families, and carers in Somerset.

Here's what you can expect to be doing

It is an administrative role like no other! No two days are the same, and you will really be helping to make a change by providing proactive office-based support to frontline social care staff in a busy working environment. The nature of the work is sensitive and highly confidential. The tasks are varied, and we've listed some of the duties below to give you an idea of the role you'll be stepping into. You will be given full training and support to undertake them;

- Arranging Child Protection Conferences and Fostering Reviews
- Preparing and distributing invitation letters, conference reports and conference outcomes
- Liaising with other Children's Social Care teams and external professionals.
- Diary and mailbox management
- Formatting and sending of reports that contain potentially distressing and confidential information.
- Provide direct support to Service Managers and Social Work practitioners.
- Updating our database system (LCS) regularly with information provided by operational workers.
- Use and/or manipulate reporting and recording systems to provide senior officers with management information and identify areas of concern.

There are lots of opportunities for development and progression within our Children's Services business support teams. All of our current Children's Social Care Business Support Officers and our Business Support Managers joined us as Administrators. And we have many former business support colleagues who have been inspired to take an operational career path in social care, and they have been supported by us to do this.

A few things about you

It's really important that you are passionate about helping to improve the lives of vulnerable children and young people living in Somerset. You need excellent organisational skills, willingness to learn, the ability to be a good team player, able to multitask and be able to work under your own initiative.

It's a fast paced, reactive role and you will be expected to manage a number of varied tasks at any one time. The workload can be very busy and attention to detail is essential to ensure information is correct. You will need to be familiar with all Microsoft Office programmes.

Face to face client contact is minimal, although there will be some telephone contact with clients and professionals so good communication skills are required.

Additional information

Due to the current Covid restrictions our Business Support staff are being supported to work from home. We do anticipate a partial return to the office when restrictions allow, and there will be an element of office work (County Hall, Taunton) to help the teams undertake some tasks that we cannot do from home.

Interviews will take place virtually, via MS Teams.

This role requires a Basic Disclosure check.

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

ADMINISTRATOR

Closing Date - 9 September 2021

Salary - £8,187 - £8,518 per annum

Working pattern - Part Time

Contract type - Permanent

Location - Taunton

A bit about us

We are looking for an Administrator to join our building maintenance team in Taunton. The Property Maintenance Group (PMG) is part of the Somerset County Councils Corporate Property Estates Group. PMG are responsible for delivering high quality building maintenance services both planned and reactive across the corporate property portfolio.

Here's what you can expect to be doing

You'll be supporting a team of highly qualified and experienced Engineers/Tradesmen by providing office-based support from within our busy Helpdesk team. Daily, you will provide a link between engineers, sub-contractors, suppliers, office support and stakeholders. You'll be closely involved in scheduling, data collection, procurement and system management etc.

A few things about you

We're looking for a person who will relish a varied and challenging role, be an active team player, welcomes responsibility and have strong organisation skills.

Additional information

At present many people are working from home where possible. It is anticipated that this arrangement will continue for some time, as such once initial training, both virtual and office based, has been completed you will be encouraged to work remotely, if you feel this would be a challenge please let us know in your application, it may be possible to arrange access to office facilities with your Managers agreement.

For an informal discussion feel free to contact Chris White on 01823 356131.

Interviews will be held virtually, via MS Teams.

This role requires a Basic Disclosure check.

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

LIBRARY AND INFORMATION OFFICER

Closing Date - 10 September 2021

Salary - £8,443 to £8,784 per annum

Working pattern - Part Time

Contract type - Permanent

Location - Glastonbury

A bit about us

We have a 16.5 hours per week opportunity for a Library and 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

For an informal discussion about the post please contact Samantha Addison on 07976 800322 or Martyn Thacker via email MThacker@somerset.gov.uk

All interviews will take place virtually via MS Teams.

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

Wookey Primary School And Little Acorns Playgroup

Wells Road, Wookey, Wells, Somerset, BA5 1LQ

Headteacher: Andrew Marsh

Tel: 01749 673650 Email: office@wookey.somerset.sch.uk

Website: www.wookeyprimaryschool.co.uk

SEND TEACHING ASSISTANT

8:45am to 3:20pm daily, term time only.

Grade 14 £9.81 – £10.21 (£18,933 – £19,698) pro rata

Do you want to work in a school which gets feedback like this from its parents?

"I think it's a brilliant School and your ethos is everything I would want for my two."

"You guys are fantastic and I've never seen such a hands on, dedicated team."

If so, we are the school for you! We are looking for someone to join our caring and committed team to work across KS1 and KS2. Experience of working with children with additional needs, and an ELSA qualification or similar, is essential.

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

Applicant deadline: 9.00am Friday September 24th 2021

Interview: Friday September 31st 2021

If you would like more information please contact Andrew Marsh, Headteacher, at amarsh@educ.somerset.gov.uk.

Apply online at <http://dasjobs.co.uk/job/send-teaching-assistant-18/>

ILCHESTER COMMUNITY PRIMARY SCHOOL

Somerton Road

Ilchester BA22 8JL

Tel: 01935 840568/840328

E-mail: office@ilchester.somerset.sch.uk

Website: www.ilchestercommunityprimary.com

PRE-SCHOOL ADMINISTRATOR/ ADMINISTRATIVE ASSISTANT

To start as soon as practical.

28 hours a week Monday to Friday 08:30- 12:30 and four afternoons 1:30-3:30 Term-time only.

12 hours at Scale 15:3 (£9.62)- 15:4 (£9.81)

14 hours at Scale 14: 4 (£9.81)- 14:6 (10.21) dependent on experience

We are looking for an efficient and flexible person to work within our infant and Early Years department at our vibrant and friendly school. The person appointed will have responsibility for the efficient and effective administration of our preschool (including finance) and assist in the administration of the Primary School from within the infant department. We are looking for someone who is motivated and enthusiastic, enjoys working with children and can cope with working in a very busy environment. The ability to take on additional hours/ provide flexibility, when required, would be desirable.

The successful candidate will have:

- The ability to create a welcoming environment and to provide an excellent first school contact
- Excellent interpersonal and communication skills, working alongside children, staff and governors
- Proven secretarial and clerical experience
- Excellent ICT skills
- Excellent and effective organisational skills
- The ability to work under pressure and to tight deadlines is essential.
- Have an understanding of the importance of confidentiality and accuracy when handling pupil data.
- Have good literacy and numeracy skills.

Experience of pre-school administration or transferrable skills from another sector is desirable.

If you are calm, reliable and efficient, have a good sense of humour and are able to work effectively despite frequent interruptions we would love to hear from you. Knowledge of Word and Excel and excellent typing skills are essential.

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

Please apply in writing to Mr N J Heath, Headteacher

Closing Date: Monday 13th September 2021 - 9am

Interviews: Provisionally Friday 17th September 2021

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

Berkley C of E First School, Berkley, Frome, Somerset BA11 5JH

Tel: 01373 887390 Email: sch.030@educ.somerset.gov.uk

Headteacher Mrs S Thompson

TEACHING ASSISTANT

Full Time

Pay: Grade 15 point 3 to 4 (£9.62-£9.81 per hr)

Hours: 9am-3pm Mon-Fri, some flexibility will be needed, to be discussed at interview (term time only)

Contract Type: Temporary for the first 3 months, leading to permanent on review

Berkley Church of England First School is a thriving rural village school with a caring ethos. It provides an idyllic environment for children's physical, intellectual, spiritual, moral and social development. We are currently recruiting a Teaching Assistant to provide learning support to children from Reception through to year 4.

At Berkley First School our children are highly motivated and excited by learning, creativity is at the heart of our school and we are looking for a special person to join our team who shares our vision and values.

The main aim of the Teaching Assistant is to support teachers in the delivery of academic excellence, with professionalism and enthusiasm. As the Teaching Assistant, you will support our teachers to take a creative approach to teaching pupils according to their educational needs, maximising children's achievement and ability to develop.

This is a great opportunity for a Teaching Assistant who is looking to start or continue their career in education and is motivated to inspire learning in children.

The ideal Teaching Assistant will:

- Be Enthusiastic, Compassionate, Creative and Resilient.
- Passionate about inspiring children to reach their potential and willing to go the extra mile to ensure the best learning experiences take place.
- Have excellent interpersonal skills and confidence to build strong relationships
- Work collaboratively, supporting the team and contribute to the wider life of our school.
- Bring fresh ideas and a willingness to adapt quickly to change.

In return we can offer:

- An idyllic rural village school environment, with a supportive team and governing body.
- Imaginative and enthusiastic children, who experience a broad range of learning opportunities (curricular and co-curricular).
- Supportive families and a warm and welcoming church community.
- A commitment to developing a healthy work/life balance
- A school in which children are genuinely at the heart of everything we do.
- Opportunities for self-growth

Applications, available at <http://dasjobs.co.uk/job/teaching-assistant-501/>, should be emailed to Sch.030@educ.somerset.gov.uk

Closing Date: Tuesday 7th September 1pm

Interview Date: TBC

Commencement date: As soon as possible

Berkley First 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 applicants will be subject to a full Disclosure and Barring Service check before appointment is confirmed.

Trull Church of England Voluntary Aided Primary School
Church Road, Trull, Taunton, TA3 7JZ
01823 333239
sch.369@educ.somerset.gov.uk
www.trullprimary.com

LUNCHTIME SUPERVISOR

Salary: Grade 16

Term time only: Monday to Friday: 12.00 noon – 1.30pm (7½ hours per week)
(Job share considered)

We are looking for a caring and enthusiastic Lunchtime Supervisor to support pupils in both the dining hall and the playground.

We are looking for someone who has:

- Experience of working with children
- A flexible approach to their work and ability to work as part of a class and team.
- The ability to take initiative and support where required.
- A commitment to safeguarding and promoting the welfare of all children and young people.
- To be confidential and discreet concerning pupils and their needs.

In return, we can offer:

- Highly supportive staff, governors, parents and fantastic pupils;
- Outstanding levels of behaviour and safety;
- A warm Christian ethos;

Trull CE VA Primary School is committed to safeguarding and promoting the welfare of children and young people; this is a commitment which we expect all staff and volunteers to share. We follow Safer Recruitment Guidelines and the successful candidate will be required to undergo an enhanced DBS check.

Visits to our school are actively encouraged. If you would like to arrange a visit please contact the School Office on 01823 333239 or email: sch.369@educ.somerset.gov.uk. An application form can be found on our website: www.trullprimary.com

Closing date: Monday 6th September 2021 at 12.00 noon

Interview date: Tuesday 7th September 2021

Taunton Deane Partnership College (TDPC) is one of four Pupil Referral Units commissioned by Somerset County Council and Somerset schools. We provide services through a number of centres for students of compulsory school age who have a range of social, emotional and mental health (SEMH) needs. Students are referred through their mainstream schools in the Taunton Deane and West Somerset area and through the SEN Service at Somerset County Council.



Taunton Deane
Partnership College

ADOLESCENT SUPPORT WORKER

37 hours per week, Fixed term to 31/08/22, term time plus 4 weeks
(please note that some work during July and August is required to support summer holiday activities)

Start date: As soon as possible (by negotiation)

Salary: Grade 12 (Actual salary £20,073 - £22,732)

We wish to appoint an Adolescent Support Worker to support students (predominantly years 9-11) who are at risk of Permanent Exclusion. Their role is to build relationships, support with specific issues in and out of education as advised by school and as part of the team enabling the student to reconnect with their education.

We are looking for an Adolescent Support Worker who:

- Is an excellent practitioner who is reflective, recognises their own development needs and is keen to learn.
- Is resilient and dependable and is committed to high quality support for young people.
- Has excellent interpersonal skills and works well in a small team.
- Is organised and hard working – willing and able to go the extra mile.
- Firmly believes that every child, irrespective of background and starting point, can be successful in learning.
- Is imaginative and can create opportunities to promote children’s social and emotional development.
- Is able to work collaboratively as part of the wider TDPC staff team.

We welcome applications from those who have had experience of working with children and families in an educational setting.

Apply online: <https://dasjobs.co.uk/job/adolescent-support-worker-4/>

For an informal discussion on the post once you have received a copy of the job description, please contact Ali Keirle on 07590861617.

Closing date: 5pm Friday 10 September

Interview date: w/c 20 September 2021 (exact date TBC)

TEACHING ASSISTANT

32.5 hours per week, Fixed term to 31/08/22 in the first instance, term time only

Start date: As soon as possible (by negotiation)

Salary: Grade 14 (actual salary £14,179 - £16,794)

To primarily work at our Key Stage 4 Centre in Taunton but some work may also be required at our other centres in Taunton (KS3) and Blagdon Hill (KS1 and 2)

The successful candidate will

- Assist teaching staff in delivering a curriculum to students referred to TDPC, including delivery of outdoor activities and PE.
- Prepare resources and maintain a safe and suitable learning environment.
- Provide one to one support for students should their individual SEMH needs require this.

The successful candidates will also:

- Have an enthusiasm for the welfare and well-being of young people
- Be solution focused and positive in meeting the social, emotional and mental health needs of our young people
- Have excellent interpersonal and communication skills
- Be organised and hard working
- Be able to work collaboratively as part of the wider TDPC staff team

We welcome applications from TAs from mainstream schools, special schools and alternative provision.

Apply online: <https://dasjobs.co.uk/job/teaching-assistant-502/>

For an informal discussion on the post once you have received a copy of the job description, please contact Ali Keirle on 07590861617.

Closing date: 5pm Friday 10 September

Interview date: w/c 20 September 2021 (exact date TBC)

Please email your completed application forms to Sarah Stone (Business Manager) at

sstone@tdpc.somerset.sch.uk

TDPC is committed to safeguarding and promoting the welfare of children; successful candidates will be required to demonstrate a high awareness of these areas and undergo an enhanced DBS check.



TRUST GOVERNANCE PROFESSIONAL

Grade: 11, Points 20-25 (£13.47 - £15.33 per hour)

Part time - 14 hours per week, term time plus 1.5 weeks

Reports to: Chair of the Board of Directors

Responsible for: Supporting the board of Directors and local schools' committees with effective governance and advising on constitutional and procedural matters.

The Oak Partnership Trust is looking for an individual with excellent administrative, ICT and organisational skills to support the Directors and Local Schools' Committees to manage compliance, ensuring that the Trust adheres to its governing documents and regulations.

The appointed candidate will support the effective operation of the trust, and work to uphold and promote its vision and values

The Trust Governance Professional will:

- Be accountable for supporting high standards of governance at every level of the trust's operation.
- Be responsible for ensuring that relevant legislation and regulations are complied with ensuring that the trust complies with its regulators' requirements, including those set by the Department for Education, the Education and Skills Funding Agency, the Charity Commission and Companies House.
- Establish procedures for the sound governance of the Trust and will advise the board of directors on developments in governance issues.
- Undertake the clerking at Directors and Members meetings and ensure that meetings of the board of directors and its committees (including local school committees) run efficiently and effectively, are properly recorded and that members, directors, and local school committees receive appropriate support to fulfil their legal duties.
- Advise on all governance matters, including constitutional and procedural issues, and the legal and regulatory implications for board plans and decisions
- Lead the trust's clerking team, determining their roles and objectives, reviewing performance and managing their professional development
- Have effective communication skills to lead on governance related communications

The role reports directly to the Chair of the Board of Directors, supported by the CEO and Trust Executive Business Manager and will be based at our Hazelbrook Campus at Selworthy Special School alongside the trust central operations team. There will be the expectation to work outside normal hours when required, for example to attend meetings.

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

Completed application forms to be emailed to the Trust Executive Business Manager, sharber@oak.education by the closing date. Please note, CVs will not be accepted.

Closing date for applications: 9am Friday 17th September 2021

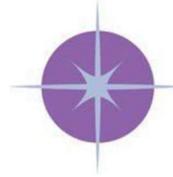
Interviews week commencing: Monday 20th September 2021



St James Church School

Cranmer Road,
Taunton,
Somerset, TA1 1XU
01823 272553

enquiries@stjames.bwmat.org



BATH & WELLS
Multi Academy Trust

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

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 a 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.stjamessch.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)

Nunney Road, Frome, Somerset BA11 4LB
01373 464148



Aspiration, Opportunity, Achievement



VACANCY – CLEANER

Critchill School caters for pupils aged 4 - 19 years with severe and complex learning difficulties.

We are seeking a committed, flexible and self-motivated individual to join our cleaning team.

If you take pride in your work and have the ability to work well in a team we would love to hear from you.

Salary: Grade 1 Pt 3 Actual Annual Salary £4825

Hours : 10 hours per week. 2 hours per day.

(Either Mornings from 5.30 -7.30 am **or** afternoons between the hours of 3.30 - 6.30 pm)

Working weeks 44 (term time plus 5 weeks to carry out deep cleaning duties)

Commencement Date: As soon as possible

Our preferred method of application is by downloading our application form and pack from our school website <https://www.critchillschool.co.uk/our-school/vacancies-and-volunteering.htm> Alternatively please contact the school office on 01373 464148 or e-mail office@critchillschool.com

Critchill School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, Gaps in Employment checks and the Disclosure and Barring Service.

Closing Date: 14.9.21

Interview Date: 20.9.21

Crispin

HIGHER LEVEL TEACHING ASSISTANT

This is a fantastic opportunity to join a well led, collaborative and supportive team. We are seeking to appoint an exceptional person who is perhaps looking to begin a career in teaching and requires experience of working in a school. There will be an opportunity to further develop your skills through working with SEND students in a variety of subjects. The role will require you to support students in lessons and facilitate some small group work. The post will be a permanent contract to start as soon as possible.

Salary: Grade 13 Salary Range £13,630 - £15,049 pa (hourly rate £10.21 to £11.27) depending on any previous experience. 30 hours per week plus 1 hour bi-weekly team meeting. Monday to Friday, from 08:25 until 13:15, 13:55 until 15:05 each day, term time only plus two training days.

For further information about this post and to download an application pack please visit TES.com. To apply for this role simply click on the quick apply button and complete the online application form.

Alternatively, please complete an application form, available in the vacancies section of our website <https://www.crispinschool.co.uk/About-Us/Vacancies/> and an accompanying letter (of no more than two sides) outlining your skills and experience and how you meet the person specification.

Closing date for this post: 10:00 Wednesday 08 September 2021.

Crispin is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. These posts require a criminal background check via the disclosure procedure. The successful applicants will therefore be subject to an Enhanced DBS as part of our Prevent duty.

These posts are covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent spoken English is an essential requirement of the roles.

Brymore Academy

Cannington
Somerset
TA5 2NB

Brymore is a State Boarding School for boys aged 11 – 17 set in its own 60 acre site with a working farm, gardens, workshops and sports facilities.

ADMINISTRATION ASSISTANT

Ref: 297

37 hours per week, 40 weeks per year (to include term times)

Permanent

Salary: BTCT points 3-4, commencing at point 3

Actual salary: £16,678 per annum

Brymore Academy is seeking to appoint an Office Administration Assistant to join their friendly team. This role involves clerical support to the school, including using databases, spreadsheets and ensuring filing systems are kept up to date. The successful applicant will be required to answer the phone and greet visitors. You will be required to ensure that all stakeholders within the Academy are provided with an efficient and effective service and that your 'can-do' attitude is available to all.

This role also involves providing administrative support for the attendance system across the whole Academy, including liaising with parents and students, providing information to staff and relevant agencies.

The successful applicant will need to have excellent computer skills and knowledge, be a good communicator and be able to deal with members of the public and outside agencies in a friendly and professional manner.

Closing date: 12pm on Thursday 9th September 2021

Anticipated Interview date: Week Commencing 13th September 2021

Further details and application form for this post are available to download from our website www.brymoreacademy.co.uk or email recruitment@btc-trust.org or telephone 01278 652369.

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

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



POLICY AND ADMIN OFFICER

£19,312 - £19,698 (Pay Award Pending from 1 April 2021)

37 hours per week

Central Taunton

This is the job for you if you love variety, are flexible and up for some challenges - juggling skills might help!

What will you do?

- Assist with the planning, organisation and administration of meetings and events, including collating and distributing agendas, taking notes /minutes, and monitoring progress on follow up actions.
- To assist the SW Councils team in undertaking research, data collection or survey work and produce first drafts of briefing notes.
- To support the SWSMP Lead Officer and Policy Officer in the delivery of specific programmes, e.g. the UK and Afghan Resettlement Programmes, Hong Kong (British Nationals Overseas) Welcome Programme, Unaccompanied Asylum Seeking Children transfer programme and ESOL.
- To support the maintenance of accurate records and information systems. This includes use of the customer relationship management system (CRM) and information systems set up to support the SWSMP, Coaching Pool and Apprenticeship End -Point Assessment
- To support effective communication of the work of the organisation in a consistent and appropriate manner including helping to put together the newsletters and social media activity.
- Use the Microsoft Office Suite to manipulate data, produce reports, graphs, charts tables, letters, documents and presentations.
- Support the delivery of all of the corporately agreed objectives of South West Councils as set out in the Business Plan and undertake any other duties, which are required in support of the work of South West Councils.

What skills do you need?

- Good self organisational and work planning skills including the ability to prioritise to ensure work delivered on time and to agreed standards.
- Flexibility and willingness to learn new skills
- Good interpersonal skills including communication, approachability, judgement and patience.
- A high level of attention to detail.
- Experience of taking notes and minutes or the willingness to develop this competency.
- Ability to undertake research, analysis and provide policy briefings.
- Excellent team working skills contributing positively to the team.
Excellent customer service skills showing awareness of the level of service expected towards customers and deal with them in a positive and polite manner.

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.

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 Karen Stone on 01823 270101. Interviews will take place on **Friday 24 September 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 Thursday 16 September 2021**.