Vacancy Bulletin
(Blue Sheets)

Issue No: 36

6 September 2019

You can view these vacancies, and more, online at:
dasjobs.co.uk
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.

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To receive an automatic update of the week’s latest jobs simply click on email alerts and fill in the subscription form.

You can cancel the email alerts anytime you like.

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.
Economic & Community Infrastructure Commissioning, Economy and Planning, Taunton

ECONOMIC DEVELOPMENT OFFICER
35 hours per week
Salary: £28,034 to £31,972 per annum
Fixed Term Contract until September 2020

About us
The Economic Development team is a busy team working on a range of projects and programmes across Somerset and the wider South West supporting economic growth in the region. The team works flexibly according to need and demand of individual projects.

About the job
The Economic Development team are currently looking for someone to support delivery of major digital infrastructure and workspace projects which will support residents and businesses locally and will ultimately lead to investment and job creation. The Economic Development team works flexibly according to need and you will be expected to contribute and support colleagues on a range of projects as and where necessary.

About you
You will have good experience of building strong networks between the private and public sectors as well as being able to demonstrate a balance of written and verbal communication skills with excellent organisational strengths. Ideally you will have an appropriate degree or equivalent qualification and experience of continuing personal development and will be aware of the economic issues facing an area like Somerset as well as of the role of a local authority in stimulating economic development.

For an informal discussion regarding this post please contact Katriona Lovelock on 07977 401 921 or Amy Pettit on 07811 314 941.

Apply online at www.somerset.gov.uk/jobs-and-careers/our-vacancies/job-details/?jobId=1001
Closing date: 17 September 2019    Job ref: SCC00795AB

Economic & Community Infrastructure Operations
Traded Services, Thomas Poole Library, Nether Stowey

CENTRE MANAGER
37 hours per week
Salary: £19,171 - £21,156 per annum
Fixed term contract for two years

About us
An exciting full-time vacancy has arisen for an enthusiastic Centre Manager in the Thomas Poole Library Nether Stowey who has excellent technical, organisational and customer service skills.

About the job
We're looking for a creative person in The Thomas Poole Library with the energy and passion to help lead the development of the library as an accessible and inclusive space for the local community and beyond, including putting the library at the heart of Quantock tourist activities. We want our library to be at the centre of a wide ranging and exciting programme of activities that will appeal to people of all ages. The role will be a very social and interactive position that will ensure the library understands and responds to the needs and interests of all our customers, and especially welcomes new families to the community.

Working 37 hours per week, on a 2-year contract, with option of a 3rd year dependent on funding. The post is based in the Thomas Poole Library, a new charitable incorporated organisation (CIO). Mon – Thurs 9.00am – 5.30pm (one hour for lunch), Fri 9.00 am - 5.00m (one hour for lunch) but may include occasional evening or Saturday morning working.

About you
Part of the role will be working together with enthusiastic experienced volunteers. Our candidate will need good IT knowledge, ability to manage a diverse workload.
Has experience in a customer focused role. Good communication skills, and an ability to use own initiative. Local knowledge an advantage, however an interest in local communities. Experience in a supervisory role in a library or social hub preferred. Contact chiplands@gmail.com for more information or contact Roger Stacey on 01278 732518.

Closing date: 20 September 2019  
Job ref: SCC00746AMB

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**Public Health Nursing, Mendip**

*SCHOOL NURSE – SPECIALIST PUBLIC HEALTH NURSE*  
30 hours per week  
Salary: £24,649 - £30,216 per annum  

**About us**  
Somerset Public health Nursing Team is delighted to offer the opportunity to join our dynamic School Nurse Team in Mendip.

**About the job**  
The School nurse service comprises of a skill mix team that deliver core and targeted health input through the Healthy child programme to all school aged children and their families.

**About you**  
This is an exciting opportunity for a registered nurse who has the Specialist Public Health Nurse in school nursing qualification. You will need to be highly motivated and innovative practitioner. You must also have good leadership skills and knowledge in safeguarding and Child protection processes. In addition to this, you must have a strong Public Health focus and be fully committed to improving the health and well being of our school aged children. You must be an NMC registered Nurse or Midwife with SCPHN qualification with an interest of addressing the health needs of children aged 0-19 years and families. Applicants must have a full valid driving licence and have access to a car for work. If necessary, adjustments can be considered in line with the Equality Act 2010. For further details please contact Tracey McCallum, Area Manager on 07917271276

**Apply online at** [www.somerset.gov.uk/jobs-and-careers/our-vacancies/job-details/?jobId=998](http://www.somerset.gov.uk/jobs-and-careers/our-vacancies/job-details/?jobId=998)  
Closing date: 18 September 2019  
Job ref: SCC00801TC

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**Finance and Performance, Finance Controls & Standards, Taunton**

**FINANCE ASSISTANT – INTERNAL**  
37 hours per week  
Salary: £18,426 to £19,171 per annum  

**About us**  
Are you looking to work in local government finance and support a frontline service with its improvement journey? Do you have a keen eye for accuracy and excel using spreadsheets? Do you enjoy being a valued member of a team and have the ability to work autonomously? If the answer is yes then this is the job for you.  
The Council is thinking innovatively to make sure that our communities continue to receive high quality services from us in very financially challenging times. An opportunity has arisen for a Finance Assistant to join our team supporting Children’s Services who is excited to be part of an organisation that has a vision to improve lives of our residents.

**About the job**  
You will support Finance Managers in the team to provide a quality focussed service to Commissioners and Operational Managers across Children’s Services. The role will involve collating and assessing
financial and non financial data and producing reports and statistical data. You will also act as a local point of contact for finance related queries, providing advice and guidance to operational and other staff. If you are interested in finding out more before applying, please get in touch with Adele McLean on 01823 356946.

Closing date: 13 September 2019  Job ref: SCC00778KF

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**Children’s Services, Sendias (SenD Information, Advice and Support Service), Taunton**

**SENDias Administrator**

25 hours per week, term time only (35 Weeks)
Salary: £9,298 to £9,483 per annum

**About us**

Somerset Sendias is a free, impartial service to provide parents, carers and young people with Information, Advice and Support (IAS).

This is an exciting, challenging and rewarding opportunity to work with parents and families to support children and young people with SenD.

**About the job**

The Sendias Service is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This post is based at The Hollies Children’s Centre in Taunton

**About you**

You will need:

- A good knowledge and understanding of the Send Code of Practice.
- Experience of working with young people, parents and carers who may have SenD
- Knowledge and experience in the use of IT systems such as databases, spreadsheets, word processing and websites.

For further details or an informal discussion once you have downloaded the job description please contact Helen Mayne, Somerset Sendias Manager on 07775027442

Closing date: 13 September 2019  Job ref: SCC00767TC

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

**Early Years Department**

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

**Pre-School Manager**

Grade 12 –£10.71 to £12.13 per hour
37 hours a week

To start as soon as is practical

Ilchester children and staff are seeking a setting manager to support and guide them as they explore learning together.

Our children aspire to be curious individuals, both ready for school and to enjoy the wider world.

Our staff seek someone to guide their work and help them to make the most of every opportunity.

As a school we always aim to make learning both relevant and exciting, developing in children skills for life and a passion for learning. If you share these values, enjoy working as a member of a team, have a professional attitude and are willing to work hard towards the school aims, we would be delighted to hear from you!

This is an exciting opportunity to be a part of the development of our setting as we enter a new phase.

You will be well supported by our Early Years Leader and benefit from being a member of our expanding school staff.
Can you lead our team to make learning irresistible for our children? Information about our school, the post and an application form can be downloaded from the school website: www.ilchestercommunityprimary.com (look under staff vacancies). Please apply using the application form and include the names, addresses and e-mail addresses of two referees. Please apply in writing to: Miss Louise Williamson- Early Years’ Leader Closing Date: 9am Monday 9th September Interviews: Thursday 12th September Visits to the school are always welcomed.

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

EARLY YEARS TEACHING ASSISTANT
Also Bank Staff required
Grade 15: £9.36 - £9.55
25 hours a week
To start as soon as is practical
Ilchester Community Primary School’s Early Years Department are looking to recruit a committed and enthusiastic Teaching Assistant who can inspire learning and fully commit to our school ethos. The successful candidate will be part of a hard working friendly team, and will be working with children who have a love of learning.

Qualities we are looking for:
- Have a sense of humour
- Have a ‘whatever it takes attitude’ to remove barriers to learning
- Good communicator and can use your own initiative
- Have well developed, positive behaviour management skills
- Able to prepare materials for supporting learners
- Patient, inspiring, caring and sensitive towards the needs of vulnerable children
- Willing and able to provide personal care to individuals
- Have a good understanding of the Early Years curriculum, assessment and environment
- Ability to deliver phonics teaching
- Level 3+ or working towards this qualification

In return, we can offer you:
A collaborative ethos, working with colleagues to develop day to day practice
- High quality CPD
A supportive team

We are also actively seeking bank staff to work with our Early Years Team

If you would like to discuss the role or bank staff opportunities, please contact Mrs Louise King (Early Years Leader)
Closing date: 9am Monday 9th September. Interviews Thursday 12th September
Visits are encouraged. Please contact the school to arrange.

Thurlbear CE VA Primary School
Tel: 01823 442277  Email: thurlbear@educ.somerset.gov.uk
Headteacher: Mr S Gillan BA(Ed) Hons; NOR: 210, Age range: 4-11

KS2 TEACHING ASSISTANT AND LUNCHTIME SUPERVISOR
17hrs & 30mins per week, term time only, Monday to Friday 12.00 – 3.30pm.
Grade 13 point 17 – 21, £9.68 – 10.65 per hour (depending on experience)
Due to funding this post is temporary in this first instance until 31/08/2020.
Come and share our vision: “To be an irresistible Church School; a beacon for learning experiences that lead to great life achievements.”
We are looking to appoint a brilliant Key Stage 2 Teaching Assistant with lunchtime responsibilities to join our Learning and Teaching team. At Thurlbear, TAs work alongside teachers and assist in delivering the most effective sessions. Our successful candidate will need to be committed, enthusiastic and flexible with good self-motivation and able to demonstrate initiative, intelligence, flexibility and loyalty to the school and its ethos. An appropriate NVQ qualification or equivalent is desirable, together with relevant knowledge, skills & experience of working in a Key Stage 2 classroom. Informal visits to the school are actively encouraged. Please telephone 01823 442277 to make an appointment. This post is subject to an enhanced DBS disclosure and pre-employment checks. Thurlbear School is fully committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.

Apply online at [http://dasjobs.co.uk/job/ks2-teaching-assistant-4/](http://dasjobs.co.uk/job/ks2-teaching-assistant-4/)

Closing date for applications: Monday 16th September 2019
Interviews to be held: Wednesday 18th September 2019

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North Newton Primary School, Church Road, North Newton, Bridgwater TA7 0BG
Telephone/ Fax: 01278 662140
E-mail: northnewton@educ.somerset.gov.uk Website: [www.northnewtonschool.co.uk](http://www.northnewtonschool.co.uk)
Age range: 4-11, NOR: 101

**LEARNING SUPPORT ASSISTANT (1:1)**

12 hours (Tues – Fri 9.00 – 12.00)


**SALARY: Grade 13 Point 6.**

We wish to appoint a hard-working and positive person to ultimately work in a Year 3/4 class. Do you wish to have a positive impact? Are you a team player with good communication skills? Are you calm, caring and resilient? If you are, we would like to hear from you!

You will be expected to:
- form and maintain positive relationships with children, staff and the community.
- have high expectations and be able to promote the importance of good learning.
- have patience, be caring and be able to work calmly.
- be positive, be motivated and have a good sense of humour!

We can offer the successful candidate:
- a very 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. Visits are warmly encouraged. Please telephone the school for an appointment to be given a tour, have a discussion and gain an understanding of our school ethos.

Information available by e-mail and on our school website. Please apply by application form, available from [dasjobs.co.uk/job/learning-support-assistant-11-3/](http://dasjobs.co.uk/job/learning-support-assistant-11-3/) to the Headteacher at the school.

Closing Date: 21st September 2019 at noon.
Shortlisting: 21st September 2019 at 2pm.
Interview Date: 5th October – morning.
PERMANENT SCHOOL CARETAKER WITH CLEANING RESPONSIBILITIES
Grade 14 Pt 4 - £18,065 – 18,426 pro rata (£9.55 - £9.93 per hour)
13.00 hours per week - term time +6 weeks holiday cleaning, across the year
Mon – Thurs - 6.30am – 7.30am & 4.00pm – 5.30pm
Fri - 6.30am – 7.30am & 4.00pm – 6.00pm
(The afternoon timings can be negotiated)
Permanent contract starting as soon as possible after interview and necessary pre-employment checks.
We invite applications from highly motivated and organised individuals with energy and passion to join our dedicated team as our School Caretaker
Although the position reports to the Headteacher we are looking for a candidate who can work on their own initiative to ensure the school presented in excellent condition.
The main duties involve cleaning classrooms, offices and facilities and the daily opening and closing of the school site. Other duties include:
- Management of site security;
- Weekly Health and Safety checks;
- Small scale grounds maintenance;
- Occasional lettings.
The ideal candidate should be able to demonstrate:
- An ability to work proactively and autonomously, with minimal direction;
- Have good organisational skills in relation to managing own workload;
- Ability to build good relationships with others;
- Knowledge of, or willingness to learn about Health and Safety procedures and good practice in relation to caretaking/cleaning.
We are 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 regularly achieve outstanding outcomes for our termly cleaning inspections.
Any relevant training will be given.
The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All appointments are subject to a full Disclosure and Barring Service check and references before confirmation.
Apply online at [http://dasjobs.co.uk/job/school-caretaker-13/](http://dasjobs.co.uk/job/school-caretaker-13/)
Interested applicants must apply using the Somerset County Council application form and send to Mrs Janet Sadiq at the school by midday on Monday 16th September
Interviews will be held on Tuesday 24th September.

Charlton Mackrell Church of England Primary School and Preschool

EARLY YEARS TEACHING ASSISTANT
Fixed term for one year, from September 2019
Salary: Grade 15, 3-4 £18,065-£18,426 pa pro rata
Start Date: 30 September 2019 (or as soon as possible)
Hours: 21.75 hours per week – term time only
Charlton Mackrell is a three-class, rural primary school with a strong Christian ethos. We are seeking to appoint a hardworking and enthusiastic teaching assistant to join our committed team to support teaching and learning in our Preschool and Reception/Year 1 class.
The successful candidate will:
• have relevant experience of working with children in a school setting
• have high expectations of pupils’ learning behaviour
• have a good level of literacy, numeracy and ICT – a knowledge of phonics is desirable
• help promote and maintain high standards
• participate fully in the life of the school – including lunch times

Visits to the school are welcomed – please telephone 01458 223329 to make an appointment. You can also find out more about us on our website.

Application packs are available on the school website www.charltonmackrellschool.org.uk
Closing Date: 10 September 2019
Tel: 01458 223329
Headteacher: Mrs Rebecca Cawley
Charlton Mackrell School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Please note that this post has substantial access to children and the appointment will be subject to full CRB checks and satisfactory references being obtained. You will be required to provide evidence of previous experience and qualifications.

Inspire Collaborate Excel
The Redstart Learning Partnership, Redstart Road, Chard TA20 1SD
Tel 01460 260266 Email: recruitment@redstartpartnership.co.uk
Website: www.theredstartlearningpartnership.co.uk

Please state on the application which post(s) you are applying for.
CARETAKER/HANDYWORKE
Salary: £18,795 pro rata (SCC Grade 14)
Location: Ashill and Hatch Beauchamp Primary Schools, Somerset
Role Type: Part-time, 10 hrs per week over two days (one in each school). Days and hours of working negotiable.
The Redstart Learning Partnership is looking to recruit a caretaker/handyworker to be based at Ashill and Hatch Beauchamp Primary Schools, Somerset.
Location: Minerva Primary School, Taunton, Somerset
Role Type: Part-time, 10 hrs per week over two days. Days and hours of working negotiable.
The Redstart Learning Partnership is looking to recruit a caretaker/handyworker to be based at Minerva Primary School, Taunton.
The ideal candidate will have a very good standard of practical knowledge, with skills and experience of building and grounds maintenance work in a school or similar environment. These are part-time, permanent positions.
Applications from a single candidate will be accepted for any number of these roles.
Closing Date: Wednesday 25th September 2019
Interview Date: Thursday 3rd October 2019
For further information including job details and an application form, please visit the Trust website at http://www.theredstartlearningpartnership.co.uk. Alternatively, call Dominic Heath-Coleman on 07741 475136 to discuss the position.
Completed application forms to be returned to: dheath-coleman@redstartpartnership.co.uk
Please note: Applications by CV or incomplete forms will not be considered.
TRLP is committed to safeguarding and promoting the welfare of the children and expects all staff to share this commitment. The successful candidate will be required to undertake a Disclosure & Barring Service check.
SPECIALIST PROVISION TEACHING ASSISTANT

Grade 15: £9.36 per hour
Starting as soon as possible
31.25hrs per week Term Time Only
8.45 – 3.30pm Monday to Friday
Permanent contract

We are seeking to appoint a dynamic and enthusiastic Teaching Assistant to support learning in one of our Specialist Provision classes. There will be a requirement for some support during break times (including lunchtime duties). The successful candidate will join a friendly and supportive team of staff, who are committed to achieving high standards for all pupils.

You will be expected to demonstrate:

- Excellent communication skills
- An understanding of how children learn
- An ability to build positive relationships with children, staff and families
- An ability to work across all of our Specialist Provision classes
- GCSE Maths and English, Grade C or above
- Good ICT skills

Closing date: by 12 noon, Monday 16th September 2019

Application is made by using the Academy Support Staff Application Form. Please send the completed application form to the main office by email (office@brooksideacademy.co.uk) or by post.

For an application form please go to the Job Opportunities section of the Academy website (http://www.brooksideacademy.co.uk/). For further information, please contact the school by phone (01458 443340) or email office@brooksideacademy.co.uk.

Brookside Academy is committed to safeguarding and promoting the welfare of children and young people and expects its staff and volunteers to share this commitment. All posts require a police check through the disclosure process.

Wellesley Park Primary School, Homefield, Wellington TA21 9AJ

Tel: 01823 664876

TEACHING ASSISTANT

Wellesley Park Primary School is looking to appoint an enthusiastic and friendly team player who is able to offer classroom support.

We are looking for:

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

We can offer you:

- A dedicated and supportive working environment
- Excellent professional development
- This role could be combined with a Midday Supervisor role
This is a full time post of 29.17 hours per week for term time only + 3 inset days (38 weeks per annum which is the equivalent of 43.1281 paid weeks per year). The salary scale is Grade 15 on the School Support Staff Pay Scale (£9.36 - £9.55 per hour). This represents an actual starting salary of £11,779 per annum.

A full job description and application pack is available on the school website http://www.wellesleyparkschool.com/ or by emailing recruitment.393@educ.somerset.gov.uk

The closing date for applications is 9am on Friday 20th September 2019. Interviews to be held Thursday 26th September 2019.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to a satisfactory Disclosure & Barring Service (DBS) Enhanced Disclosure Certificate.

Would you like to join our happy, forward thinking school?

MIDDAY SUPERVISOR
Start date: ASAP
4 Hours 10 minutes or 6 Hours 40 minutes per week Term Time Only + 3 Inset Days
Salary Grade 16: £17,711 pro rata

The role is to work as part of a team supervising children whilst eating their lunch and enjoying their play.

The successful applicant will:
- Have good interpersonal skills
- Be reliable and conscientious
- A team player
- Be able / or have experience of establishing positive relationships with children.
- Manage behaviour in line with the school policy
- Have an enthusiasm for and an active interest in children’s welfare and play.
- Engage pupils in purposeful activity during the lunchtime (during both good weather and wet lunchtimes)
- Be able to use their initiative and be open to new ideas
- Promote healthy eating and well being

Our school is committed to safeguarding and promoting the welfare of children. This post requires a DBS check via the disclosure procedure.

Application forms for Non-Teaching Staff are available on our website and should be returned to recruitment.393@educ.somerset.gov.uk

SCHOOL CHAPLAIN
16 hours per week, term time only

Hours may be worked over 3 or 4 days but will require starting work at 8.30 am
Grade 13 £19,171 - £21,166 pro rata
Actual starting salary £6856

We are looking to appoint a suitable qualified and enthusiastic Chaplain. This is an exciting position within our School community and a key pastoral figure in our School. The successful candidate will help to develop the spiritual dimension of the curriculum and play a major role in supporting the Christian Faith in our School. Pastoral support for staff and students and the planning and oversight of key events in the school calendar are important elements of this role.

The role is suitable for an ordained or lay person of any Christian Church.
Candidates will need to demonstrate the following:

- Experience of pastoral work with young people within a church/educational context
- Passion for developing a distinctive and inclusive Christian Chaplaincy in Church and School
- Excellent organisational skills
- Experience leading prayer and worship
- Outstanding interpersonal skills and be able to communicate with staff, pupils, parents and our community

Closing date: Monday 23 September 2019 at 8.00 am
Interview date: Monday 30 September 2019

To apply for this position, please complete a support staff application form, (which is available on our website http://www.kowessex.co.uk/menu/vacancies/vacancies.php), together with a letter of application for the attention of Mr G Ball (Executive Head Teacher). Your letter should be no more than two pages of A4, detailing your experience to date and why you are the best candidate for the position. Completed applications should be returned by post to the HR Department or by email to jobs@kowessex.co.uk

This post requires a criminal background check via the Disclosure Procedure

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Selworthy School, Selworthy Road, Taunton TA2 8HD
Age Range: 4-19   NOR: 116
Telephone: 01823 284970   Headteacher: Mark Ruffett

**RECEPTIONIST**

**Hours:** 21.5 hours per week, term time + 1 week (39 weeks)
  8.30 – 4.30 Monday and Tuesday and 8.30 – 3.30 Friday

**Salary:** Grade 15 - £8,906 per annum (£9.36 hour)

Required as soon as possible. Selworthy School has a vacancy for a conscientious and enthusiastic Receptionist with established skills to provide valuable reception and clerical support to our busy school and the Business Management Team.

This is an exciting and 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 as required 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

Selworthy 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.

Please email Office@selworthy.oak.education for an application pack.

Closing date: 12 noon on Monday 9th September 2019
Interview date: Thursday 12th September 2019

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Selworthy School, Selworthy Road, Taunton TA2 8HD
Age Range: 4-19   NOR: 116
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Selworthy 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.

Please email Office@selworthy.oak.education for an application pack.

Closing date: 12 noon on Monday 9th September 2019
Interview date: Thursday 12th September 2019
Help improve the lives of older people in Somerset & North Somerset

Age UK Somerset is an independent local charity leading teams of staff and volunteers to provide information and services that create opportunities for older people in later life.

**Administration Officer**

**Hours:** Part-time, 2 days per week (Thursday and Friday)

**Location:** Taunton

**Salary:** £7,586.96 pa (£18,967.41 FTE) + generous pension contribution

Age UK Somerset is currently recruiting into this interesting and varied role working at the heart of our operation, within our well-established and supportive Administration Team.

The post-holder will provide administrative support to the organisation whilst maintaining the highest standards of customer care. Providing assistance to the Administration Manager to resolve IT queries and liaise with our IT Support plus the control/maintenance of organisational data are key responsibilities.

We are therefore seeking an experienced administrator with excellent organisational and team-working skills as well as having a commitment to provide an excellent service. The successful candidate will be an administration generalist with excellent working knowledge of MS Word and a keen interest in IT, databases and reporting.

In return, we can offer a pleasant working environment within our modern Taunton office with free on-site car parking.

**Closing date:** Tuesday 17 September 2019, 9am

**Interview date:** Monday 23 September 2019

Appointment to this post is subject to satisfactory references being provided

To apply, please visit our ‘job opportunities’ webpage at [www.ageuksomerset.org.uk](http://www.ageuksomerset.org.uk) for the application pack. Alternatively, email recruitment@ageuksomerset.org.uk or tel: 01823 345610 for further information.

Age UK Somerset is striving to be an equal opportunities employer and welcomes applications from all sectors of the community.

Charity registration number 1015900

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**SPECIALIST - ASSET SURVEYOR**

**Job Ref:** TRASU

**Salary Grade F:** (Market Factored to Grade G) £31,371 - £32,878 per annum

**Based:** Taunton

**Permanent 37hrs per week**

Closing date for application forms: 13th September 2019, 9am

Interviews: w/c 23rd September 2019

We are looking to appoint a Specialist Asset Surveyor to be responsible for maintaining our property stock to a high standard, and ensuring that full compliance is met with Health and Safety standards. You will also support in the efficient operation of all Asset Management functions.
The successful candidate will hold an HNC in Building Surveying, or an equivalent qualification. It is desirable that they hold relevant qualifications to carry out Asbestos re-inspections, Fire Risk Assessments and Energy Assessments, in order to calculate SAP ratings. You will have experience of working within the social housing property and investment sector, the ability to provide Landlord Health & Safety Compliance information, guidance and support to other surveyors and colleagues as required across the Council. You will be required to work in Deane House, Taunton and West Somerset House, Williton and also attend a number of evening meetings.

For an informal discussion please contact Derek Quick on 07557 325521 or d.quick@somersetwestandtaunton.gov.uk

How to apply:
To apply for this role, please visit www.somersetwestandtaunton.gov.uk/jobs to download and complete the Application form and Recruitment Monitoring forms in line with the Job Description. Completed Application Forms and Recruitment Monitoring forms should be emailed to recruitment@somersetwestandtaunton.gov.uk, quoting the job reference number of the role you are applying for.

Please note we do not accept CVs.

CASE MANAGER – BUILDING SAFETY MANAGER
Job Ref: TRCMBS2
Salary Grade F: £26,999 - £28,785 per annum
Based: Taunton
Permanent 37hrs per week
Closing date for application forms: 13th September 2019, 9am
Interviews: w/c 23rd September 2019

We are looking to appoint two Building Safety Managers for the challenging role brought about by the upcoming changes within the building safety sector. The role requires someone with experience of inspecting premises with regards to fire safety, the ability coordinate and programme remedial works, and with excellent written and verbal skills to enforce breaches of the Regulatory Reform (Fire Safety) Order 2005.

The ideal candidate will have the ability to work independently, whilst following best practice and procedures, and exercising good judgement and initiative in problem solving, and have the ability to work collaboratively with tenants to ensure that they, and the council, meet all their statutory obligations.

You will be required to work in Deane House, Taunton and West Somerset House, Williton.

For an informal discussion please contact Derek Quick on 07557 325521 or d.quick@somersetwestandtaunton.gov.uk

How to apply:
To apply for this role, please visit www.somersetwestandtaunton.gov.uk/jobs to download and complete the Application form and Recruitment Monitoring forms in line with the Job Description. Completed Application Forms and Recruitment Monitoring forms should be emailed to recruitment@somersetwestandtaunton.gov.uk, quoting the job reference number of the role you are applying for.

Please note we do not accept CVs.

CASE MANAGER – ECONOMIC DEVELOPMENT AND INWARD INVESTMENT
Job Ref No: TRCMEI
Location: Taunton
Salary Grade F: £26,999 – £28,785 per annum
37 hours per week
Permanent
Closing date for application forms: Tuesday 10th September 12pm
An exciting new role has come about in our newly formed council, for an economic development and inward investment case manager. This role will involve working across a range of projects and initiatives, some of which are linked to the major capital investment of Hinkley C Nuclear power station. On a daily basis you could be initiating projects to support business growth and development, support the inclusion and upskilling of residents and employees, supporting inward investment businesses looking to re-locate and liaising with teams across the Council in support of the economic development function, as well as writing briefings for our elected Councilors. As a small team you will get exposure to a wide range of work, partners and projects.

We are looking for an individual with experience in economic development and is adaptable, a good communicator and project manager and able to use their own judgement to solve problems and come up with innovative solutions.

This will involve work ranging from supporting Hinkley C S106 projects and administration support to leave a legacy from their investment involving liaising with the business community and other sub-regional partners, including other local authority economic development officers, the localities engagement leads and businesses directly.

This person will get involved in a range of exciting projects including:

- being the first point of contact for the Council in handling individual business enquiries looking for business support and looking to relocate to the area, signposting to relevant business support bodies
- organising, supporting and attending business networking events and our future Ambassador programme
- developing and maintaining a business and inward investment lead generation database and website
- developing a business newsletter including event promotion, using social media where appropriate and managing our social media accounts liaising with our marcomms team
- tracking performance of a range of funded contracts and managing budgets and reporting, including support for the team on procurement, purchase orders and settling invoices
- designing and managing databases and systems such as our Customer Relationship Management tool Evolutive to track business, investment and property enquiries and supporting investment enquiries
- directly leading and supporting a range of projects and activities undertaken by colleagues related to Hinkley C legacy including but not limited to employment and skills including the West Somerset Opportunity Area (WSOA) and employment hubs liaison and co-ordination
- helping to develop business cases for future bidding documents

For more information on the post, please contact Mark Wathen on 07747 161516 or email m.wathen@somersetwestandtaunton.gov.uk

**How to apply:**

To apply for these roles, please visit [https://www.somersetwestandtaunton.gov.uk/jobs/](https://www.somersetwestandtaunton.gov.uk/jobs/) to download and complete the attached Application form and Recruitment Monitoring forms in line with the Job Description.

Completed Application Forms and Recruitment Monitoring forms should be emailed to recruitment@somersetwestandtaunton.gov.uk, quoting the job reference number of the role you are applying for.

**Please note we do not accept CVs.**