Vacancy Bulletin

(Blue Sheets)

Issue No: 37
13 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.
Children's Services, Children and Families Operations West, Bridgwater

*TEAM MANAGER – SAFEGUARDING

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

About us
This role offers an exciting opportunity to work as part of a team which is on an improvement journey, is making good progress and is motivated and committed to maintaining momentum. You would be joining a supportive and dynamic management team. This post will be alongside other permanent, well established team managers and therefore we are keen to encourage aspiring team managers as well as experienced managers to apply.

About the job
You would be managing a team of up to 6 social workers made up of a combination of experienced and newly qualified staff. The teams have a broad range of skills, are enthusiastic and supportive of each other and children are at the centre of our thinking. You would also have close working relationships with colleagues across the wider service to enable best outcomes and the achievement of the right permanence for children at the earliest opportunity.

This is a great career progression opportunity at a time of positive change in Somerset. If you think you have the relevant skills and experience, please take a look at the full job description. You will need to be Social Work Qualified and HCPC registered.

About you
You will be a relationship-based, strengths-based practitioner, with high standards for practice in your team and aspirations for the children and families our service supports. You will be able to lead and motivate your team on our improvement journey, and to work together with your management colleagues to drive and embed change. You will be committed to your own learning and professional development and to building a learning culture in your team.

For an informal discussion, you can contact Carrie Grant, Operations Manager - Sedgemoor Assessment and Safeguarding, on 07900 706001.

Apply online at www.somerset.gov.uk/jobs-and-careers/our-vacancies/job-details/?jobId=1006
Closing date: 19 September 2019 Job ref: SCC00807HC

Children's Services, Children and Families Operations West, Taunton

*TEAM MANAGER - SAFEGUARDING

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

About us
This role offers an exciting opportunity to work as part of a team which is on an improvement journey, is making good progress and is motivated and committed to maintaining momentum. You would be joining a supportive and dynamic management team. This post will be alongside other permanent, well established team managers and therefore we are keen to encourage aspiring team managers as well as experienced managers to apply.

About the job
You would be managing a team of up to 6 social workers made up of a combination of experienced and newly qualified staff. The teams have a broad range of skills, are enthusiastic and supportive of each other and children are at the centre of our thinking. You would also have close working relationships with colleagues across the wider service to enable best outcomes and the achievement of the right permanence for children at the earliest opportunity.
About you
This is a great career progression opportunity at a time of positive change in Somerset. If you think you have the relevant skills and experience, please take a look at the full job description. You will need to be Social Work Qualified and HCPC registered.
For more information or an informal discussion about this post please contact Cathy Jones, Operations Manager, on 07890583225
Apply online at www.somerset.gov.uk/jobs-and-careers/our-vacancies/job-details/?jobId=1009
Closing date: 19 September 2019 Job ref: APP00443HC

Children's Services, Children and Families Operations West, Bridgwater

*TEAM MANAGER – SAFEGUARDING
37 hours per week
Fixed term contract to cover maternity leave
Salary: £45,760 per annum inclusive of £5,000 recruitment or retention allowance for up to 3 years

About us
This role offers an exciting opportunity to work as part of a team which is on an improvement journey, is making good progress and is motivated and committed to maintaining momentum.
You would be joining a supportive and dynamic management team. This post will be alongside other permanent, well established team managers and therefore we are keen to encourage aspirin team managers as well as experienced managers to apply.

About the job
You would be managing a team of up to 6 social workers made up of a combination of experienced and newly qualified staff. The teams have a broad range of skills, are enthusiastic and supportive of each other and children are at the centre of our thinking. You would also have close working relationships with colleagues across the wider service to enable best outcomes and the achievement of the right permanence for children at the earliest opportunity.
This is a great career progression opportunity at a time of positive change in Somerset. If you think you have the relevant skills and experience, please take a look at the full job description. You will need to be Social Work Qualified and HCPC registered.

About you
You will be a relationship-based, strengths-based practitioner, with high standards for practice in your team and aspirations for the children and families our service supports. You will be able to lead and motivate your team on our improvement journey, and to work together with your management colleagues to drive and embed change. You will be committed to your own learning and professional development and to building a learning culture in your team.
For an informal discussion, you can contact Carrie Grant, Operations Manager - Sedgemoor Assessment and Safeguarding, on 07900 706001.
Apply online at www.somerset.gov.uk/jobs-and-careers/our-vacancies/job-details/?jobId=1005
Closing date: 19 September 2019 Job ref: SCC00808HC

Children's Services, Children and Families Operations, Wellington

*REGISTERED MANAGER
37 hours per week
Salary: £33,799 to £37,849 per annum

About us
Do you have a passion for driving excellent care to children and young people? Are you looking for an exciting new opportunity?
YES - then this is the role for you.
Beechtrees Children’s Home is one of 3 Somerset County Council children’s homes with an excellent reputation for providing high quality and tailored packages of care for young people. As part of Children’s Social Care in Somerset our Residential Short Break service focuses on promoting independence, social inclusion, choice and individual support to children and young people with learning disabilities and emotional and/or behavioural difficulties.

**About the job**
We are looking for an experienced manager to join our innovative team to be the Registered Manager and be responsible for one of our Somerset County Council Short breaks homes for children with disabilities. You will lead and develop our fantastic team of staff within the Home and work with colleagues and other agencies to secure the best outcomes for our young people.

**About you**
You will hold a QCF Level 5 or equivalent and have substantial experience and knowledge in working in a care setting within a management role and take pride in creating a warm and welcoming environment for our young people and staff. You will enjoy motivating a team and thrive to get the best from them to promote excellent quality of care.

If you think that you have these qualities and are interested in joining our team, we would love to hear from you.

For further information about this role, or for an informal discussion, please contact:
Teresa Delaney (Service Manager) on 07890 580933 - tdelaney@somerset.gov.uk or Karen Hill (Interim Manager) on 01823 354604 - khill@somerset.gov.uk.


Closing date: 20 September 2019  Job ref: SCC00726SR

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**Children’s Services, Child Placement & Resources, Taunton**

**SENIOR BUSINESS SUPPORT ASSISTANT**

37 hours per week

Salary: £18,426 to £19,171 per annum

**About us**
We have an opportunity to appoint a permanent Senior Business Support Assistant who will provide specialist high standard business support to Managers/ Placement Officers in the Children’s Service Placements Team.

**About the job**
This team identifies accommodation placements and packages of support for Children in Care. You will determine day to day administrative priorities to ensure efficient business support is provided for the Placements Team, and sensitive customer service standards are met.

**About you**
You will be organised but flexible, enjoy being busy and have the ability to deal with changing priorities.

You should possess good oral and written communication skills and be able to demonstrate a proactive approach to new technologies and an innovative approach to ways of working.

It’s essential that you are able to develop professional working relationships and, most importantly, that you are able to handle work of a sensitive nature.

For an informal discussion about this opportunity, please contact Julie Power, Business Manager on 01823 359064.


Closing date: 20 September 2019  Job ref: SCC00814KF
**BUSINESS SUPPORT ASSISTANT**

37 hours per week  
Salary: £18,065 to £18,426 per annum

*About us*

We are a busy friendly team who provide office based support to front line Social Workers.

*About the job*

You'll really be making a difference by supporting a team of frontline Social Workers, providing a proactive office based support and undertaking financial administrative tasks in a busy working environment. The nature of the work is sensitive and highly confidential.

There are lots opportunities for development and progression within our Children’s Services business support teams, from our entry level Admin Assistant roles through to our Business Support Officer and Business Support Manager roles.

*About you*

We’re looking for someone who wants a varied and challenging admin based role as part of our Business Support Finance Team. You need good organisational skills, the ability to be a good team player and able to multi task.

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

You will need to be familiar with IT. Office experience in a financial setting is desirable yet not essential, nor is knowledge of this line of work, but the aptitude to learn is vital to being a success in this very rewarding role.

There are lots opportunities for development and progression within our Children’s Services business support teams, from our entry level Admin Assistant roles through to our Business Support Officer and Business Support Manager roles.

If you want to discuss the role further please feel free to contact Tracy Pope on 01278 447995 or Clare Dowden 07976 611064.


Closing date: 19 September 2019  
Job ref: SCC00804KF

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**SUPPORT WORKER - RELIEF**

Salary: £9.55 per hour  
Plus an additional £1.62 per hour for each hour worked on Saturdays and Sundays and £36.08 will be paid for each sleep-in where applicable.

*About us*

As part of Children’s Social Care in Somerset our Residential Short Break service focuses on promoting independence, social inclusion, choice and individual support to children and young people with learning disabilities and complex needs.

*About the job*

This a very important and rewarding role. You will be working with children and young people in our home and be involved in supporting them in all aspects of their life, including providing personal care, emotional support and assistance with routine tasks.

*About you*

We need people who are motivated, enthusiastic and flexible, with experience in caring services and able to plan and manage shifts.

You will enjoy working with a variety of people and understand the importance of communicating with others and promoting rights and choices.
Ideally you’ll hold a Level 3 Diploma in Caring for Children and Young People although this isn’t essential.
You will be able to work flexibly across the 3 different homes covering shifts of earlies, late shifts and sleep-ins.
You will have the ability and willingness to drive a vehicle, possibly a mini bus, if necessary, adjustments can be considered in line with the Equality Act 2010.
If you think that you have these qualities and are interested in joining our teams, we would love to hear from you.
If you would like to discuss these opportunities please call:
Tammie Rose, Registered Manager for The Elms, on 01458 251207 or
Karen Hill, Registered Manager of The Lodge, on 01823 354604.

Apply online at www.somerset.gov.uk/jobs-and-careers/our-vacancies/job-details/?jobId=1004
Closing date: 24 September 2019 Job ref: SCC00805SR

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**Economic & Community Infrastructure Commissioning, Economy & Planning, County Hall, Taunton**

**SENIOR ECONOMIC DEVELOPMENT OFFICER**

37 hours per week
Salary: £33,799 to £37,849 per annum

**About us**
The Economic Development team is a busy team, which works in consultation with managers and stakeholders to provide policy advice and develop strategic plans for economic growth and resilience. The team commissions and monitors the delivery of projects and programmes related to SCC’s economic development ambitions and required outcomes, as well as attracting significant external funding into the County.

**About the job**
The Economic Development team are currently looking for an officer to undertake a range of duties including:

- Provision of specialist policy advice and co-ordination on economic growth and resilience issues, particularly in relation to external funding opportunities.
- In consultation with key stakeholders, proposes relevant priorities and targets for economic growth and resilience for inclusion and prioritisation in Somerset strategic plans and supports senior managers in their negotiation
- Commissions the delivery of projects and programmes related to SCC’s economic development ambitions and required outcomes;
- Monitor and review commissioned service delivery against agreed financial and performance frameworks;
- Develop and maintain relationships with a variety of external public and private agencies to deliver projects and for the joint development of policy;
- Co-ordinate and attend meetings with a range of stakeholders, (may involve occasional evening meetings).

**About you**
You will have recently acquired knowledge of local economic development or have had previous experience of working in a local economic development team.
You will have experience of influencing external funding policy and programmes, with an ability to both collaborate and negotiate with others, ensuring that Somerset’s economic development ambitions are clearly articulated.
With proven project management skills and experience in a related field you will be highly organised and possess a balance of written and verbal communication skills.
Ideally you will have an appropriate degree or equivalent qualification and experience, as well as evidence 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.

To arrange an informal discussion, please contact Melanie Roberts, Service Manager – Economic Policy, on MRoberts@somerset.gov.uk.

**Apply online at** [www.somerset.gov.uk/jobs-and-careers/our-vacancies/job-details/?jobId=1023](http://www.somerset.gov.uk/jobs-and-careers/our-vacancies/job-details/?jobId=1023)

Closing date: 23 September 2019  Job ref: SCC00821AB

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**Economic & Community Infrastructure Operations, ECI Business Support, Taunton**

**BUSINESS SUPPORT SUPERVISOR - INTERNAL**

37 hours per week

Salary: £19,171 to £21,166 per annum

**About the job**

We are looking for a full time (37 hours per week) Business Support Supervisor on a 12 months secondment basis to cover Maternity leave. You will supervise, co-ordinate and monitor the work of teams who provide a range of business support activities to operational colleagues.

The post will be based primarily in County Hall, Taunton supervising Business Support teams within Highways Area offices, but you would be expected to travel around the County to area highway offices based in Taunton, Yeovil, Bridgwater, and Glastonbury as required.

**About you**

You will have a structured approach to work, with the ability to respond flexibly to changing priorities. You will possess good oral and written communication skills and be a confident user of Microsoft Office, Word and Excel preferably with experience of SAP and with some GIS mapping skills. You will be dealing with internal colleagues and members of the public and will take pride in providing an excellent service.

For an informal discussion about the post please contact Tracey Rose, Senior Business Support Officer, Mobile No: - 07977 411270

**Apply online at** [http://enterprise.somerset.gov.uk/careers/details.html?jobId=1025](http://enterprise.somerset.gov.uk/careers/details.html?jobId=1025)

Closing date: 20 September 2019  Job ref: SCC00816KF

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**Economic & Community Infrastructure Operations, ECI Business Support, Taunton**

**BUSINESS SUPPORT SUPERVISOR**

37 hours per week

Salary: £19,171 to £21,166 per annum

**About the job**

We are looking for a full time (37 hours per week) Business Support Supervisor. To supervise, co-ordinate and monitor the work of a team who provide a range of business support activities to operational colleagues across Highways and Transport.

The post will be based primarily in County Hall, Taunton, however some travel may be required.

**About you**

You will need a structured approach to work with the flexibility to be able to respond to changing priorities. You will possess good oral and written communication skills and be a confident user of Microsoft Office, Word and Excel preferably with experience of SAP and with some GIS mapping skills. You will be dealing with internal colleagues and members of the public and will take pride in providing an excellent service.

For an informal discussion about the post please contact Tracey Rose, Senior Business Support Officer, Mobile No: - 07977 411270

**Apply online at** [www.somerset.gov.uk/jobs-and-careers/our-vacancies/job-details/?jobId=1018](http://www.somerset.gov.uk/jobs-and-careers/our-vacancies/job-details/?jobId=1018)

Closing date: 20 September 2019  Job ref: SCC00815KF
**Economic & Community Infrastructure Operations, ECI Business Support, Taunton**

**ADMINISTRATIVE ASSISTANT**

*22.5 hours per week*

*Salary: £10,985 to £11,205 per annum*

**About the job**

You'll be providing support for colleagues in Transporting Somerset primarily but may be required to work flexibly across other areas of the business if required.

**About you**

We are looking for a motivated and organised person to join our small, busy and friendly team. The role includes processing financial transactions, invoices etc and talking to customers and so good I.T skills, some knowledge of financial practices, and experience of talking to people on the phone would be beneficial. It's essential that you are a strong team player.

For more information or an informal chat about the role, please contact Laura Adams, Business Support Supervisor on 01823 358176 or Lisa Portman, Senior Business Support Officer on 07977412498

We are reasonably flexible re working days so can discuss this at interview. Please state which days you would prefer to work on your application/covering letter


Closing date: 20 September 2019 interviews to be held week of 30th September

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**Adults and Health**

**ADULT SOCIAL CARE WORKER**

*37 hours per week*

*Salary: £19,171 to £21,166 pa*

**About us**

It is an exciting time to join Somerset. We have changed the way we work to focus on promoting independence for everyone – so that people can do the things that matter most to them and live the life they want to live.

We are doing things differently to put the person at the centre of everything we do and to look creatively at how we can meet people’s needs in a better way.

If you work for us we will give you the freedom to be innovative, to influence change and to really touch people’s lives – you can #Do it your way.

**About the job**

We currently have vacancies in our Mendip and South Somerset teams. Including:

- **Locality** – working with people and families to help them stay independent for longer in local communities. You will develop great knowledge of your local area, work in partnership with local agencies and provide helpful advice and creative solutions to people at local drop-ins and in assessments.

- **Transitions** – working with young people, their families and education partners. You will be enabling young people to move into an independent life following their education promoting the four strands of Preparing for Adulthood.

As an Adult Social Care Worker in Somerset you will be innovative, creative and solution focused to support people to be independent.

You will provide really useful information and advice to people and their families. You will have conversations with people to identify what they are worried about or what they want to achieve, what support they already have and what they need. You will advise them on the best local services and solutions to suit the person’s needs. It is your role to encourage people to be independent, to help them grow their confidence and to make the most of the support available in their local community.

You will make connections in the area that you are based and you will work in partnership with local organisations to achieve the best outcomes for local people.
You will influence the development of the adult social care service, you will bring your ideas to the table and you will be encouraged to make improvements to ways of working. Part time hours will also be considered.

About you
We are looking for Adult Social Care Workers who are not afraid to do things differently to create support that is better for people.

You will need to be:

- Innovative
- Motivated and passionate
- Creative
- Forward thinking
- Able to make things happen
- Full of new ideas
- Able to work at pace

If you are interested in finding out more about this exciting opportunity, before applying, please get in touch with Janet Hardy, Services Manager for Mendip Locality on 07917837476.

Closing date: 02 October 2019   Job ref: SCC00823JH

Inclusion: Somerset, SEND Professional Services, Taunton

PROJECT SUPPORT ASSISTANT
37 hours per week
Salary: £19,171 to £21,166 per annum

About us
The Special Educational Needs Services provide vital support to the Children and Young People within educational settings and is at the heart of Inclusion Somerset. We are looking for an enthusiastic individual who shares our commitment to supporting staff to improve the outcomes for Children and Young People within Somerset.

About the job
This is an exciting opportunity for a hardworking and motivated individual to join our team. We are looking for someone who is enthusiastic about taking on an exciting new post within the team. You will be responsible for a small number of projects, working across the services to ensure completion and implementation as required. You will also work with the wide range of services to monitor key performance indicators, developing systems, processes and procedures to monitor and track the data. You will need to be highly proficient in the use of excel and be expected to be able to analyse and interpret data. You will need the ability to travel across the county on occasion.

About you
We are looking for someone with great analytical skills who has experience in gathering and interpreting data and writing reports. You must have excellent communication skills and a positive and committed attitude. The ability to prioritise and work to deadlines, good attention to detail and organisational skills are also essential. You will need to have strong IT skills in Microsoft Word, Excel, Outlook and SharePoint and be able to present reports in a variety of ways to a range of stakeholders. The ability to adapt and be flexible to the changing needs of the role is a necessary part of the role.

For an informal discussion about this post, please contact Samantha Baker on 01823 355658 or email SBaker3@somerset.gov.uk.

Closing date: 18 September 2019   Job ref: SCC00738AB
Customer and Communities, Taunton

*CUSTOMER SERVICE SPECIALIST
37 hours per week
Salary: £19,171 - £21,166 per annum
About us
It is an exciting time to join Somerset.
Would you like to work for an award-winning Contact Centre? Do you like to work in a place where no two days are the same? Do you want to learn how to deliver the best customer service every single time? If you can answer yes to these questions, please read on.

About the job
The team currently deals with telephone and email contacts from members of the public and professionals, identifying their needs, providing support and guidance and clarifying issues. You will provide information and advice to customers on complex multi-agency issues relating to, amongst others, Children's Social Care and Education. You will liaise with professional staff within Children's Social Care, Education Services, Primary Health Care Trust and other Departments of the County Council. Various hours are available.

About you
We are looking for individuals who have excellent communication skills. The nature of the work is sensitive and confidential and therefore we need people who are empathetic, approachable, friendly and professional. In addition, the ability to listen and understand a customer’s need in order to advise on the next steps is essential.
A positive attitude, flexibility and the ability to learn about our Services are more important attributes than previous call-handling experience.
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 offer an excellent induction and learning programme and the opportunity to gain a range of experience in finding solutions, supporting individuals as well as helping people to help themselves.
If you would like to find out more about this exciting opportunity before applying, please get in touch with Louisa Mulligan on 01823 359914 or via email LAMulligan@somerset.gov.uk or Stuart Andrews on 01823 359918 or via email SJAndrews@somerset.gov.uk

Apply online at www.somerset.gov.uk/jobs-and-careers/our-vacancies/job-details/?jobId=1022
Closing date: 24 September 2019 Job ref: SCC00819TC

Customer and Communities, Taunton

*CUSTOMER SERVICE SPECIALIST
22.5 hours per week
Salary: £11,658 - £12,871 per annum
About us
It is an exciting time to join Somerset.
Would you like to work for an award-winning Contact Centre? Do you like to work in a place where no two days are the same? Do you want to learn how to deliver the best customer service every single time? If you can answer yes to these questions, please read on.

About the job
The team currently deals with telephone and email contacts from members of the public and professionals, identifying their needs, providing support and guidance and clarifying issues. You will provide information and advice to customers on complex multi-agency issues relating to, amongst others, Children's Social Care and Education. You will liaise with professional staff within Children's Social Care, Education Services, Primary Health Care Trust and other Departments of the County Council. Various hours are available.
About you
We are looking for individuals who have excellent communication skills. The nature of the work is sensitive and confidential and therefore we need people who are empathetic, approachable, friendly and professional. In addition, the ability to listen and understand a customer’s need in order to advise on the next steps is essential.
A positive attitude, flexibility and the ability to learn about our Services are more important attributes than previous call-handling experience.
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 offer an excellent induction and learning programme and the opportunity to gain a range of experience in finding solutions, supporting individuals as well as helping people to help themselves.
If you would like to find out more about this exciting opportunity before applying, please get in touch with Louisa Mulligan on 01823 359914 or via email LAMulligan@somerset.gov.uk or Stuart Andrews on 01823 359918 or via email SJAndrews@somerset.gov.uk.
Apply online at www.somerset.gov.uk/jobs-and-careers/our-vacancies/job-details/?jobId=1021
Closing date: 24 September 2019 Job ref: SCC00820TC

Support Services for Education – Dillington House, Ilminster

HEAD RECEPTIONIST - INTERNAL
37 hours per week
Salary: £19,171 TO £21,166 per annum

About us
Dillington House in Ilminster, is set in 7 acres of woodlands and manicured gardens, we provide the space for corporate conferences, fabulous setting for weddings, an established education program and attract the business traveler during the week days in the form of bed & breakfast bookings.
We are looking for a Head Receptionist to assist in the delivery of a service that exceeds expectations.

About the job
As Head Receptionist you will be working closely with the Operations Manager and assist in the smooth running of the reception area ensuring high standards of service are always delivered.

Duties and Responsibilities
- Manage the Reception to ensure delivery of exceptional front of house service to all guests.
- Reconcile the financial report along with bar takings ensuring that any monies are delivered to the appropriate financial assistant daily.
- Ensure all guests receive a positive experience with emphasis on driving repeat guests.
- Checking in guests, upselling and booking dinner reservations and answer queries.

About you
You will have the following skills and experience:
- Previous experience in a Supervisory capacity in a similar style of operation
- Experience of cash handling and processing card payments
- Ability to lead by example, be flexible and adaptable
- Have an excellent eye for detail
- Have a working knowledge of Outlook and preferably Guestline PMS
- Be highly organized with an efficient approach. At all times you will be expected to provide excellent customer service to both internal and external guests.
- Good standard of general education including Math and English

If you are interested in finding out more before applying, please get in touch with Adam Powell, General Manager, on 01460 258609 or email ABPowell@dillington.com.
Apply online at http://enterprise.somerset.gov.uk/careers/details.html?jobId=1008
Closing date: 18 September 2019 Job ref: SCC00810AB
Support Services for Education, SSE Outdoors, Bridgwater

*HOSPITALITY ASSISTANT
25 hours per week
Salary: £11,732 per annum

About us
Support Services for Education is a traded unit within Somerset County Council offering a wide variety of support services for all education providers. SSE Outdoors consists of four residential, outdoor education centres and offers tailored outdoor learning experiences, day visits and holiday activities. The service exists to enable young people to undertake outdoor learning to expand their horizons and enrich their lives and is happy to mix adventure, personal and social values and education together in order to do so. We are driven by a passion for residential outdoor learning where life lessons are learnt, and memories will be cherished. We want more amazing people to join our team.

About the job
We are looking for Hospitality Assistants with the following experience:

- Previous experience of commercial cleaning and catering or a willingness to learn this.
- A can-do attitude.
- The ability to work well as part of a team.
- Takes pride in their work.
- Knowledge of safeguarding children and young people.

The role will involve working evenings and weekends.
For an informal discussion about this post please contact Martin Conway on 01287 741270 or email MLConway@somerset.gov.uk.

Apply online at www.somerset.gov.uk/jobs-and-careers/our-vacancies/job-details/?jobId=1020
Closing date: 23 September 2019   Job ref: SCC00818AB

For East Somerset: To be based in Shepton Mallet or Yeovil.
For West Somerset: To be based in Bridgwater or Taunton.

*HABILITATION SPECIALIST EAST/WEST SOMERSET
22.5 hours per week per post
Salary: £15,708 to £17,915 pa

About us
This is an exciting opportunity to be part of a developing Vision Support team, providing specialist support for Children and Young People (C&YP) with Visual Impairment (VI), their families and carers. This post is based within the newly formed Sensory Physical Occupational Therapy (SPOT) Services - Inclusion Somerset. You will be visiting CYP predominantly in Schools but also their homes, and other settings. The Vision Support Team (VST) consists of a Team lead (Lead teacher), Advisory Teachers, High Level Teaching Assistants, currently one Qualified Habilitation Specialist and as part of this recruitment, soon to be, two more Habilitation Specialists and/or Two trainees. You will be designated a case load agreed with the VST which will be predominantly East or West facing within the County.
The team meets on a regular basis to promote opportunities to share knowledge, participate in CPD activities and discuss casework. You will be supported in your managing case load with a designated line management supervision; plus Clinical and Technical Supervision to assure CPD is maintained and up to date.
We visit C&YP mostly in either their educational setting or family home, and other chosen community environments.

About the job
Working within C&YP predominantly within either the East or West of the county, with some cross-covering, but mostly as part of a locality team accessing at least one of two Hub bases. You will be working with C&YP who have a VI, but also joint working with other disciplines within the SPOT Service,
especially CYP with complex and additional needs. We fully support and promote CPD and Evidence Based practices all part of ‘grow your own’ ethos. We strongly promote multi-agency joint working and fostering partnerships. You will be working with Qualified Teachers for Visual Impairments (QTVI), Headteachers, SENCos, teachers and support staff, Governors, SEN related agencies and local, regional and national support groups, NHS specialists and associated Health professionals, such as, the Eye Clinic Liaison Officer (ECLO) and the Audiology lead for the Hearing Support Team, Social Care professionals, and consistently with all the differing disciplines within the SPOT Service, such as Lead Professionals within the Physical Impairment Medical Physical Team, the Hearing Support Team and the Occupational Therapy team.

You will assess the needs of the C&YP through assessment of independent living skills and mobility and orientation. Identify intervention goals in collaboration with C&YP, family and carers. Create individualised intervention plans to teach the identified skills. Provide one-to-one training and guidance to implement the intervention plan. Support and guide family and carers to support the intervention plan. Monitor and review the implementation of the intervention, reflect and adjust intervention according to progress and changing conditions.

**About you**

We are looking for a person who is degree qualified, flexible, enthusiastic, has a sense of humour, embraces multi-disciplinary working, and is confident in their IT skills. You will possess and be able to demonstrate your professional skills in assessing, evaluating and supporting the needs of C&YP with VI, their families and/or carers to live as independently and as safely as possible or show an ability to do so.

This position would suit a Qualified Habilitation Specialist; and/or to an already qualified Health and Social Care professional registered with the Health & Care Profession Council (Social Worker; Occupational Therapist, Physiotherapist etc) and/or a Qualified Teacher who can demonstrate a keen interest within this more specialist field for both, to train as Qualified Habilitation Specialist. In addition, there is an added opportunity to train as Multi-Sensory Impairment Specialist, as part of further raising the awareness of visual impairment, Deafblindness and Multi-Sensory Impairments. As an advocator for the C&YP and their families.

**Apply online at:** [www.somerset.gov.uk/jobs-and-careers/our-vacancies/job-details/?jobId=1026](http://www.somerset.gov.uk/jobs-and-careers/our-vacancies/job-details/?jobId=1026)

Closing date: 22 September 2019  
Job ref: SCC00822AB

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**Public Health, Mendip**

**SCHOOL NURSE**

15 hours per week  
**Salary:** £11,371 - £13,468 per annum  
**Fixed term contract until 31 August 2020**

**About us**

Somerset Public Health Nursing Service is delighted to offer the opportunity to join our dynamic School Nursing Team in Mendip.

**About the job**

The School Nursing Service comprises of a skill mix team that deliver core and targeted health input through the Healthy child programme for 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 to cover Maternity Leave on a fixed term contract until 31.08.2020 working 15 hours per week.

You will need to be a highly motivated and innovative practitioner. You must also have good leadership skills and a knowledge base 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 children and families in Somerset. You must be an NMC registered Nurse or Midwife with SCPHN qualification with an interest of addressing the health needs of school aged children. 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 Kristie King, Area Manager Mendip on 07775027072.

Apply online at www.somerset.gov.uk/jobs-and-careers/our-vacancies/job-details/?jobId=1019

Closing date: 24 September 2019 Job ref: SCC00811TC

St Margaret’s CEVA Primary School, School Close, Tintinhull, Somerset BA22 8PX
Tel 01935 822686

OFFICE ADMINISTRATOR
Salary: Grade 12 Point 12 (£21,589 pro rata)
35 hrs per week, 38 weeks per year term time only. Required for immediate start.

We require an enthusiastic and dynamic Office Administrator, with relevant experience, to join our forward thinking, dynamic, rural school. As well as holding the responsibility for the financial management of the school, this role will enable you to work closely with the Senior Leadership Team & Governors to further enhance provision for the children of our learning community.

Areas of responsibility will be:
- Financial Leadership
- Resource management
- Administration

Our school is set in beautiful grounds, with wonderful children and a strong professional team that are looking forward to working with you. If you are a creative thinker, an efficient worker and would like to join our thriving school, we would like to hear from you. Informal visits to the school are very welcome.

Application packs with post details are available on our school website: www.stmargaretsceva.com
Alternatively contact a member of our office staff on the number above.

Closing date: Thursday 19th September Interviews: Monday 23rd September

St Mary’s C of E Primary School & Little Oaks Nursery, Oakfield Road, Bridgwater TA6 7LX
NOR: 447 Age Range 2-11
Tel: 01278 422691 Email: office@st-marys.somerset.sch.uk www.stmarysbridgwater.co.uk

OFFICE MANAGER
32.5 hours per week – term time only
Grade 12 (£21,589 pro rata)

An exciting opportunity has arisen for an Office Manager to join us at St Mary’s C of E Primary School, Bridgwater. Under the guidance of the School Business Manager, you will lead, motivate and inspire our admin team to deliver exceptional customer service for students, staff and visitors. The successful candidate will be well-organised, flexible and have proven skills in managing a team, together with excellent interpersonal skills.

The role offers variety, challenge and responsibility. The position would suit someone who is able to multi-task and work accurately and efficiently under pressure in a fast changing environment. There is also the opportunity for the successful candidate to be Clerk to the Board of Governors for an additional 3 hours per week.
The Office Manager will:

- Be responsible for the daily running of the school office
- Manage the administrative and finance functions within the school
- Provide high quality professional administrative support to the Headteacher, teachers and the Board of Governors
- Possess good interpersonal skills and be a supportive and efficient communicator with colleagues at all levels: parents and children
- Manage a small team to ensure that tasks are completed and prioritised as necessary
- Ensure that the office offers a welcoming environment for parents, visitors, staff and pupils

Experience:

- Good knowledge of IT packages and systems ~ Word, Excel, SIMS
- Understanding of the school ethos and values
- Finance/Budget management
- Exceptional standards of English, both written and verbal
- Listening skills
- Analytical thinking

If you already work in a school environment but want to extend your experience, or if you would like to move into this area of work and have relevant experience in these areas, we would love to hear from you. St Mary’s is committed to safeguarding and promotes the welfare of all its children, and expects all staff to share this commitment. Candidates will need to satisfy the requirements of an enhanced DBS. Visits to the school are warmly welcomed and encouraged.

Further information and an application form can be found on our website at: http://www.stmarysbridgwater.co.uk/vacancies/.

Please apply by email: office@st-marys.somerset.sch.uk

Closing date: Tuesday 1st October 2019, midday    Interview date: Tuesday 8th October 2019

Oaklands Community Primary School, Preston Grove, Yeovil
Tel: 01935 425447    Headteacher: Miss K Parr    Age Range: 4 - 11 NOR 434

TEACHING ASSISTANT – P.E/Sports

Hours: 34 per week term time only.
Salary: Grade 14 Hourly rate: £9.55 to £9.93 (£14,000 – £14,560 approx. per annum)

Fixed term for one year in the first instance
We are seeking to appoint a TA to assist in the provision of curriculum PE and to take a lead with lunchtime and after school sports clubs and fixtures.

Please visit our website www.oaklandsprimaryschool.co.uk for an application form and further information about the post. CV applications are not accepted.

Closing Date: Tuesday 1st October at 12pm.

Little Owls Nursery, Fishers Mead, Dulverton TA22 9EN
Living and learning in one loving community

NURSERY LEAD PRACTITIONER

Would you like to come and join our nursery, rated by Ofsted as “Good” in all areas? Are you a hard working team player with a passion for working with children? We are looking to recruit two members to the team who have Level 3 Nursery Nurse qualification for our friendly nursery. Little Owls Nursery in Dulverton aims to offer outstanding and sustainable development opportunities in a unique and inclusive environment, where the needs of children aged 0 – 4yrs and their families are met by a qualified, committed and caring team.

Position 1: Nursery Lead Practitioner to work 16 hours per week all year round.
Applicants must have GCSE English at grade C or above (or equivalent qualification). This is a fixed term position until August 2020 (in the first instance, with the possibility to extend for a further 2 years). Start date: 28 October 2019 (or earlier if candidate available).

**Position 2: Nursery Lead Practitioner to work 26 hours a week all year round.**
Applicants must have GCSE English at grade C or above (or equivalent qualification). This is a maternity cover position for a minimum of 6 months. Start date: Early November 2019.

**Both posts will be paid on a Grade 14 point 4. Annual full time salary is £18,426**
Completed applications to be sent to Mrs Carly Hatch (Headteacher) at sch.139@educ.somerset.gov.uk

Closing date for applications is 23rd September with interviews being held on 27th September. In line with our commitment to Safeguarding, successful applicants will be subject to an enhanced DBS check.

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**Nether Stowey C. of E. Primary School, Mill Close, Nether Stowey, Somerset TA5 1NX**
Head teacher: Mrs. C Holt  Age range 4-11, NOR:179  
Tel: 01278 732508. Fax: 01278 733860. netherstowey@educ.somerset.gov.uk

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**1:1 LEARNING SUPPORT ASSISTANT URGENTLY REQUIRED**
(31.25 hours p/w) 3:30pm finish
**Until 31st August 2020 initially. Post is dependent on on-going need to the child.**  
Grade 15/14 point 4 £9.55 per hour term time only pro rota  
Nether Stowey CE VC Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A Learning Support Assistant is required to start **immediately, or as soon as possible.**

We are looking for a professional who has experience supporting pupils’ learning in the classroom. There will be a high level of 1:1 support within this role including intimate care. The successful candidate will need to have firm professional boundaries, high resilience and show initiative, good communication skills, energy and creativity. They will need to be a team player and have excellent rapport with children. Previous experience is essential.

You would be joining a hard-working, dedicated staff that is keen to welcome the successful candidate to the team. We strongly encourage you to visit the site if possible, before you apply. Please ring the school to arrange this with the Head teacher.

**Please read the person spec carefully before applying for this position.**  
Apply online at [http://dasjobs.co.uk/job/11-learning-support-assistant-11/](http://dasjobs.co.uk/job/11-learning-support-assistant-11/) or please contact the school for an SCC application form and submit names and addresses of two recent, professional referees. We apologise, but due to the short time before this closing date, we will only contact successful candidates.

Closing date: Monday 23rd September 2019  Interview date: Tuesday 1st October 2019

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**Long Sutton C of E V A Primary School, Martock Road, Long Sutton, Langport TA10 9NT**
Tel: 01458 241434  Email: longsuttonprimary@educ.somerset.gov.uk
Website: [www.longsuttonprimaryschool.co.uk](http://www.longsuttonprimaryschool.co.uk)

**PRESCHOOL ASSISTANT / SCHOOL LEARNING SUPPORT ASSISTANT - 18.5 Hrs – SPS Grade 15**

We are looking to appoint someone who can assist in the daily running of our small, nurturing preschool. Also to work as a Learning Support Assistant in our happy, friendly Reception/Year 1 class. To ensure high quality provision in a creative, child led environment thus enabling each individual to feel safe in exploring and extending their own learning.

You will need to have a relevant Level 3 qualification or above, with experience in the development of children’s learning. It’s important that you understand and follow the guidelines and Ofsted requirements of the EYFS.
Personal Attributes
To demonstrate an enthusiasm and passion for developing children’s learning, to be able to work well as part of our dedicated team, have excellent people and communication skills, with the ability to multi-task and have a great sense of humour.

We offer:
- A well established and thriving setting that is part of Long Sutton C of E Primary School
- A dedicated team, wanting to support all the children to achieve well and be happy
- The position is term time only, 18.5 hours (mainly afternoons)
- This job could be combined with a role within our After School Provision
- Salary dependant on qualifications and experience (wages paid over 12 months) Starting November 2019 - Term time only

AFTER SCHOOL SUPERVISOR – SPS Grade 14 - £17,391 to £18,672 PA pro rata
AFTER SCHOOL PLAY WORKER – SPS Grade 15 - £16,755 to £17,391 PA pro rata

Starting asap - Term time only 3.15-6.00pm

If you are a fun loving, energetic and creative person who enjoys engaging with children and having fun with them, then you are the person to join our school family. We need someone who can create a home from home family feel at the end of a busy school day for the children in your care. You will be privileged to spend time with children from the ages of 3 to 11 playing together and supporting each other.

We would like the successful candidate to have school experience and/or Level 2/3 in Childcare.

We offer:
- A well established and thriving after school club that is part of our happy school
- A dedicated team, wanting to support all the children to achieve well and be happy
- The position is term time only, 3.15 – 5.00 or 6.00 depending on the day
- This job could be combined with a role within our Pre-school
- Salary dependant on qualifications and experience (wages paid over 12 months)

Long Sutton C of E V A Primary School and Toybox Preschool are fully committed to a process of safer recruitment in order to safeguard the children in our care. Visits to the school are always welcome.

Full Job description and person specifications for either of the above are available to download from the school website or please contact the school.

Please send your Application Forms together with covering letter to Mrs Lizzie Reynolds – Head Teacher. Closing Date: Wednesday 25th September 2019 Interviews: week beginning: 30th September 2019

Chewton Mendip C.E. Primary School, Chewton Mendip, Radstock, BA3 4LL
Tel. 01761 241465. E-mail: chewtonmendip@educ.somerset.gov.uk NOR. 122 aged 4 – 11

TEACHING ASSISTANT
27½ hours a week Monday to Friday 9.00am – 3.30pm daily
Salary Grade 15 (£9.36 – 9.55 per hour approx)
Required as soon as possible a Teaching Assistant in upper Key Stage Two.
This job will be partly class based and partly working 1:1 with a KS2 pupil with SEMH difficulties.
The person appointed will need to be calm and firm, caring and flexible, with a good level of literacy, numeracy and IT. Experience of working with children who are experiencing anxiety would be helpful.
The post is fixed term either until 31st August 2020 or as long as the child remains on roll at our school.
Our school is committed to promoting and safeguarding the welfare of all pupils.
Visits welcomed. Application form and details preferably by e-mail from Clare Rice, Headteacher at the school. https://www.chewtonmendipschool.org.uk/
Closing date: noon 25th September. Interviews Fri 27th September
TEACHING ASSISTANT  
Commencing: Beginning of October 2019  
Grade 15 £9.36 per hour  
Term time only

We are looking for an enthusiastic Teaching Assistant to support teaching, learning and personal development in our Early Years Foundation Stage/Key Stage 1 at our friendly school. The post will be full days, Monday to Friday from the end of September in school hours [9.00am until 3.30pm].

The successful candidate ideally will:

- Have previous experience of working with children.
- Preferably experience working with Early Years/Key Stage 1 children.
- Be positive, approachable and work effectively in a team.
- Be willing, as required, to work one-to-one or with small groups of pupils who need additional help and support.
- Support assessment for learning through undertaking observations directed by the class teacher and keeping records.
- Promote good behaviour in pupils
- Have a good level of English, Maths and Computing Skills.
- Turn his/her hand to almost anything!
- Be confident to use the phone and liaise with parents.

The school offers:

- A warm, well established and welcoming environment
- Great staff.
- Enthusiastic, caring and curious children.
- A strong church school ethos
- A lovely village location

Application forms and further information can be obtained from the Business Manager, Mrs Angie Foote by contacting the school office by email or telephone.

Closing date: Monday 23rd September (midday)   Interviews: Thursday 26th September 2019

Our school is a safeguarding school committed to promoting the welfare of children and we expect our staff to share this commitment. All appointments are subject to satisfactory references, enhanced DBS and medical clearance.

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**Berrow C of E Primary School, Rugosa Drive, Berrow TA8 2LJ**  
Achieving together through inspiration and respect  
Tel: 01278 783614   E-mail: Sch.031@educ.somerset.gov.uk   Website: www.berrowprimaryschool.co.uk

TEACHING ASSISTANT to cover Maternity Leave  
5 days a week, 23.68 hours, term time only, starting 21st October 2019 to 19th July 2020.  
Grade 15 - £9.36 per hour:  
Mon-Thurs   9am – 3.10pm (one hour for lunch)  
Fri   9am – 12

Teaching Assistant needed to support classroom teacher in Year 1. We would like someone who is flexible, a team player and has a good sense of humour. GCSE A-C required in Literacy and Numeracy or at least Level 2.

There is also a one hour requirement for lunch time cover on a Friday 12-1pm

Grade 16 - £9.18 per hour.
Apply online or post by downloading the application form at http://dasjobs.co.uk/job/teaching-assistant-225/, or the school website www.berrowprimaryschool.co.uk or telephone the school for an application form.

The school is committed to equal opportunities and safer recruitment practice. Pre employment checks will be undertaken before any post is confirmed.

Visits to the school are welcome.

Closing date: 20th September 2019 Interviews: 27th September 2019

Wiveliscombe Primary School, North Street, Wiveliscombe, Somerset TA4 2LA

ONE YEAR FIXED TERM TEACHING ASSISTANTS REQUIRED FROM SEPTEMBER 2019 (two posts but could be combined to make one post for the right candidate)

POST 1: 18.75 hours per week, (8:45-12:30), term time only.
To work in the mornings as classroom Teaching Assistant and to cover lunch duty from 12:00-12:30

Must have previous experience of working in a school in a similar role. This role is currently with a Year 3 Class. Some specific observation of a child with a medical condition will also be required.

POST 2: 17.5 hours per week (11:50-3:20), term time only.
To work afternoons 1-2-1 with a child with Social Emotional and Mental Health Needs (SEMH)

This role is to support a child with significant SEMH needs. The candidate must have previous experience of working with children with SEMH needs and have an understanding of trauma and attachment. The candidate will need to have initiative in order to adapt the interests of the child to develop his learning.

Salary Range for both posts (Grade 15 points 9-13)
Candidates must have high expectations and belief that all children can succeed; and be imaginative, organised, patient and hardworking – willing and able to go the extra mile;

Wiveliscombe Primary School staff work very well together in a supportive, friendly and lively atmosphere. They are extremely committed, hardworking and professional in their approach to education. Great importance is attached to professional development, and they are expected to engage in training opportunities to further their own learning.

Our last Ofsted rated the school as Good, with a clear passion for teaching and learning.

To apply, download an application form from the School website www.wiveliscombeprimary.org or email wiveliscombeprimary@educ.somerset.gov.uk and return you application form to the same email address.

We are committed to safeguarding and promoting the welfare of children. Any offer of appointment is subject to satisfactory references and DBS checks.

Applications Close: Monday 23 September Interviews: w.b. 30 September

St Joseph and St Teresa Catholic Primary School

LUNCHTIME SUPERVISOR required to start as soon as possible
5 Lunchtimes per week 11.30 am to 1.20 pm (term time only)

Grade 16 £9.18 per hour

We are searching for an additional member to join our current lunchtime team. The role of lunchtime supervisor is a rewarding job. It involves supervising the children during lunchtimes; supporting and encouraging a fun and inclusive playtime for all children. On a rota basis you will be required to serve food, clear the tables and hall floor and supervise the children inside and outside. Food Hygiene and First Aid Qualifications are an advantage (although training will be given).

Our school is committed to equal opportunities, safeguarding, and promoting the welfare of children. We expect all staff and volunteers to share this commitment. To be successful these posts will require an enhanced DBS check.
A job description and an application form are available from the school website:
www.stjosephandsstteresa.co.uk
Closing Date: Monday 23rd September 2019 Interview Date to be confirmed

Hinton St George CE First School, West Street, Hinton St George, Somerset TA17 8SA
Headteacher: Mrs Charlotte Hall    Tel & Fax. 01460 72653
E-mail: hintonstgeorge@educ.somerset.gov.uk    Website: www.hinton-st-george.somerset.sch.uk

SCHOOL CLEANER
Fixed Term Contract (one year in the first instance)
16 Hours Per Week
Start Date: Monday 7th October 2019
Pay Scale: Grade 17 pt.1 (£9.00 per hour/£17,364 pa)
We are seeking to appoint a Cleaner to clean our school building and grounds. This will be 16 hours per week spread over each term day and 3 weeks in the school holidays.
You will be responsible for the high quality cleanliness of the school building.
Duties will include:
- Clean the internal and external areas of the School and Pre-school and ensure a safe and clean environment for pupils and staff.
- Liaise with the school secretary regarding cleaning supplies.
The successful candidate should be a self-motivated, enthusiastic and flexible person who will take pride in the cleanliness of this thriving village school.
All applicants will be subject to a full Disclosure and Barring Service check and Medical Clearance before appointment is confirmed.
Please apply in writing including 2 referees, to the Headteacher at the above address using the application form and job description http://dasjobs.co.uk/job/school-cleaner-28/
Closing date: Monday 23rd September 2019 (12 noon) Interviews: Friday 27th September 2019

Frome College, Bath Road, Frome, Somerset BA11 2HQ

LESSON SUPERVISOR
Grade 14, Point 4: £18,426 pro-rata
Actual salary: £12,013 per annum
29 hours 10 minutes per week, Term Time Only
Mon – Fri 8.30am-3.00pm (with 40 mins unpaid lunch break)
Start Date: ASAP - Temporary Contract to 31/08/2020
Frome College is looking to appoint an enthusiastic Lesson Supervisor to supervise whole classes, deliver pre-planned lessons during the short-term absence of teaching staff and provide learning support for individuals and groups of students where necessary. This is an exciting post offering an excellent opportunity for an energetic and creative individual who relates positively to young people and thrives in the dynamic environment of an inclusive and progressive secondary school.
The successful candidate will be/have:
- good interpersonal skills and excellent communication skills
- computer literate, ideally with experience of SIMS, although not essential as training can be provided
- ability to use their own initiative, with good planning and organising skills
- work well in a team
- work effectively with young people
- Candidates will need to have 5+ GCSE A-C or equivalent (incl. English and Maths) and/or experience in a similar field.
FINANCE & ADMINISTRATION ASSISTANT
Grade 14, Point 4 £18,426
Actual salary £11,922 per annum
27 hours 30 minutes per week,
Term Time, Inset Days & 1 week during school holidays - 40 weeks per year
Mon – Fri 8.30 – 2.30, with 30 min unpaid lunch break
Frome College are looking to appoint an enthusiastic, conscientious and self-motivated accounts and administration assistant. Working as part of the busy finance team, the key tasks include placing orders, processing invoices, paying suppliers and various administration procedures relating to the school.

To be considered for the role you will be;
- Experienced in computerised financial administration systems and Microsoft Office
- Organised, methodical with a flexible, positive “can-do” attitude
- Able to communicate well with parents, students, staff, suppliers and local authority staff
- Able to work on your own initiative as well as part of a team

TEACHING ASSISTANT
Grade 15, Point 3 £18,065
Actual salary £11,468 pro rata
28 hours 25 minutes per week, Term Time Only
Mon & Wed 8.30-3.00, Tues, Thurs & Fri 8.45-3.00
Due to internal promotion, Frome College are looking to appoint a Teaching Assistant to start ASAP. We want to hear from you if you are a committed, highly motivated and enthusiastic Teaching Assistant who has experience working with young people to facilitate access to learning.
Working within the Access to Learning Department, the ideal candidate will form part of a team of Teaching Assistants who provide consistently high standards of support in the areas of literacy, numeracy, language, behaviour, social skills, spelling, handwriting/presentation and promoting inclusion and excellent outcomes for all students.

To be considered for the role you will be able to demonstrate that you are;
- Able to provide excellent interpersonal skills, with the ability to communicate well with young people focusing on access to learning whilst building positive working relationships
- Able to work on your own initiative as well as part of a team
- Able to provide clear instructions and guidance, using coaching and listening skills to support young people with access to learning
- Innovative, creative, enthusiastic – able to deliver results;
- Able to promote an ethos of inclusion and equal opportunities for all, regardless of any special educational needs

Frome College is a successful, vibrant and forward thinking 13 – 19 Upper School with approximately 1200 students. It is a fast moving school undergoing exciting and rapid regeneration. We are based on a stunning campus in easy reach of Bath and Bristol. Frome town itself is a cultured town with many restaurants, 2 theatres and the popular monthly Sunday Market.

To apply, please visit www.fromecollege.org/about-us/vacancies
Completed Support Staff Application Forms should be emailed to FCCRecruitment@fromecollege.org or can be posted to the address above.
Closing date: Friday 20th September (8am)  Interview date: w/c 23rd September
We are committed to offering excellent opportunities for CPD.
This post requires a criminal background check via the Disclosure Procedure.
Sky College

PARENT FAMILY SUPPORT ADVISOR (PFSA)
Full Time - 37 hours per week
Salary: £21,589 – £24,799

Sky College is a specialist provision for boys from year 6 to year 11 with social, emotional and mental health concerns. All of our young people have an education and health care plan. We are looking for an individual who is able to support families and provide advice and guidance to encourage the positive participation of students. The successful applicant will have experience of successfully working with students who have complex and diverse needs. Enthusiasm and tenacity to work in a challenging but highly rewarding environment as well as the highest professional standards and a passion for excellence in every interaction with young people and their families.

Closing date: Noon on Monday 23 September 2019

Apply online at http://dasjobs.co.uk/job/parent-family-support-advisor-pfsa-6/

To apply please complete an application form and forward to smorrison@educ.somerset.gov.uk - All application forms should be fully completed. Incomplete application forms will not be considered. We do not accept CVs.

Sky College is committed to Safeguarding and the welfare of its students. All staff are expected to share this commitment. The successful candidate will be subject to an Enhanced Disclosure with the Disclosure and Barring Service.

Taunton Learning Partnership

“Partnership … Creativity … Impact”

PARENT FAMILY SUPPORT ADVISER (PFSA)

Base: Deployed across schools within the Taunton Learning Partnership
Hours: 37 hours per week*, fixed term to 31st August 2020
*part-time/job share applications welcomed

Currently, we only have funding for this post until August 2020, however if further funding is secured, we would hope to be able to extend the period of employment past this point

Salary: Grade 12 (£21,589 - £24,799 per annum)

To commence: As soon as possible

Taunton Learning Partnership (TLP) is a collaborative partnership of primary, secondary and special schools in Taunton. This is an exciting, challenging and rewarding opportunity to work with children, their parents and families, to support children’s wellbeing and achievements in Taunton schools. Based in schools, the role is to work directly with young people, their parents/carers and external agencies to ensure all students have full access to educational opportunities and are able to overcome barriers to learning and participation.

We need people who

- are experienced, reflective practitioners with backgrounds from either education, early help, social care or the voluntary sector
- have a commitment to transforming the lives of young people and their families to overcome the social, cultural and economic barriers to learning
  - are team players
  - have the ability to be creative and innovative in supporting young people and their families, often in challenging circumstances.

As a Parent and Family Support Adviser, you will advise and support parents ensuring their children attend school regularly and gain maximum benefits from education. You will also develop and provide knowledge of family services available in the local community and signpost to available support. You should be a person who is able to
• Develop good rapport and working relations with both children and a wide range of adults.
• Achieve positive outcomes through effective communication and influencing skills
• Empower others.
• Problem solve, use your initiative and work autonomously.

This post requires a criminal background check via the disclosure procedure (DBS) and a clean driving license.

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

For further details or an informal discussion once you have downloaded the job description please contact: Katherine Hollinghurst, TLP Manager  KHollinghurst@educ.somerset.gov.uk

Please apply online at dasjobs.co.uk/job/parent-family-support-adviser-pfsa-6/

Please email completed application forms to office663tdpc@educ.somerset.gov.uk

Closing date: Midday, Friday 20th September Interviews: Week commencing 30th September

South Somerset Partnership School (PRU) requires:

PASTORAL SUPPORT LEADER
(Grade 12)
Start Date: October/November 2019
Permanent post, full time 37 hours a week, term time only. Actual salary £18,326-£20,151

South Somerset Partnership School is recruiting a ‘Pastoral Leader’ to oversee approximately 18 Year 11 students that will finish their remaining education at SSPS.

We are a complex Pupil Referral Unit, with bases in Yeovil and Chard, and meet the needs of Children and Young People who are currently unable to attend a mainstream school for Social, Emotional, Medical or Mental Health reasons.

For more information, see our website at www.ssps.org.uk

This post is based in Yeovil.

SSPS is committed to providing strong pathways to leadership for support staff as well as teaching staff and this post would suit a candidate who is a current, or aspires to be, a middle leader within education.

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

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

Please apply online at http://dasjobs.co.uk/job/pastoral-support-leader-2/

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

Closing date: Noon 23/09/2019 Interview date: w/c 23/09/2019

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 who have a range of social, emotional and mental health (SEMH) needs. All students are referred through their mainstream schools in the Taunton Deane and West Somerset area.

We wish to make the following appointment to work with our staff and students at Holway Centre, Taunton, where staff work with KS3 and KS4 students who are at risk of or have been permanent excluded. Some work may also be required at our other centres in Taunton and Blagdon Hill.

HLTA (fixed term to 31st August 2020 in the first instance, term time only. 37 hours per week)
Start date: As soon as possible
Salary: Grade 12 (£18,651 - £21,424)

We are looking for an HLTA who:

• Is an excellent practitioner who is reflective, recognises their own development needs and is keen to learn.
• Is resilient and dependable and committed to high quality teaching and learning.
• 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.
• An interest in and ability to deliver PE and sport would be an advantage

We welcome applications from TAs and HLTAs in mainstream schools, special schools and alternative provision. Prospective candidates are welcome to visit the centre by prior arrangement.

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.

Apply online at [http://dasjobs.co.uk/job/hlta-8/](http://dasjobs.co.uk/job/hlta-8/)

If you would like an informal discussion on the post once you have received a copy of the job description please contact TDPC on 01823 349338.

Please email your completed application form to office663tdpc@educ.somerset.gov.uk

Closing date: Midday, Thursday 26th September

Interviews: Week beginning 7th October

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**Fiveways School, Victoria Road, Yeovil BA21 5AZ**

Tel: 01935 476227    Fax / Answerphone: 01935 411287

Caring, enthusiastic people needed to support pupils with Severe Learning Difficulties.

**TEACHING ASSISTANT**

**Grade 14 (£9.55-£9.94 per hour)**

**Term Time: 39 Working Weeks**

**Maximum of 5 days per week (31.65 hours) Monday to Friday**

To start as soon as possible and to end 31st August 2020

Please specify on your application form the number of days you can work.

An excellent opportunity exists for enthusiastic people to join this ‘outstanding’ (OFSTED) school. The post holders will join a team of staff currently working with pupils across the school. Qualifications, experience and a real commitment to special needs and SEMH would be a significant advantage.

Deadline for receipt of applications: Friday 27th September 2019

Date for Interview: Friday 4th October 2019

**Permanent CLEANER**

**12.5 hours per week**

**Monday to Friday: 3.45pm-6.15pm**

**44 working weeks per annum (38 weeks Term Time + 6 weeks holiday working)**

**Grade 17: £9.00 per hour**

Enthusiastic and dedicated cleaner needed to maintain a spotless and hygienic environment for our special needs pupils.

Application deadline: Friday 27th September 2019

Interviews to be held on: 3rd October 2019

**Only successful applicants will be contacted**

This school employs a rigorous ‘safeguarding’ approach to recruitment and requires a criminal background check and requires a criminal background check

Job Description and Application Forms are available from the school website

[www.fivewaysschool.co.uk](http://www.fivewaysschool.co.uk)
TEACHING ASSISTANTS required ASAP – Temporary in the first instance

32.5 hours per week 39 Weeks per year. (Term time plus INSET days)

Term time hours of work: Monday 08:45 am - 5.00 pm Tuesday - Friday 08:45 am to 3:30 pm.

Supply positions are available if you are currently unable to commit to a full time position

Grade 15 SCP 3 - 4 £13,470 - £13,739 Actual annual gross salary

Grade 14 SCP 4 - 6 £13,739 - £14,294 Actual annual gross salary

Dependent on experience

We are looking to appoint teaching assistants due to an increase of students to the Federation. We are looking for positive, enthusiastic and dynamic candidates, able to demonstrate flexibility, empathy and excellent communication skills. In return, the federation is committed to developing the skills of all staff and offer a rich CPD programme. Successful candidates will join a friendly and supportive team of staff who are committed to achieving high standards for all pupils.

There are two schools within the Federation, Penrose School which is a Primary phase special school and Elmwood School which is a Secondary phase special school. Elmwood School has a separate Post 16 facility, the Jean Rees Centre. The three different sites are situated across Bridgwater.

You will be expected to demonstrate:

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

Apply online at [http://dasjobs.co.uk/job/teaching-assistants-49/](http://dasjobs.co.uk/job/teaching-assistants-49/)

Closing date: Monday 30 September 2019 at Midday

Shortlisting date: Tuesday 1 October 2019

Interview date: Tuesday 8 October 2019

This is a very exciting time for the Federation as we are expecting to be moving to a new larger special school within Bridgwater at the end of December 2020.

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

‘Believe You Can’

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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-TeachingStaff are available on our website and should be returned to

recruitment.393@educ.somerset.gov.uk

Otterhampton Primary School, School Lane, Combswich, Bridgwater, Somerset TA5 2QS
Tel: 01278 652487  www.otterhamptonprisch.co.uk  E-mail: Otterhampton@educ.somerset.gov.uk

PRIMARY TEACHING ASSISTANTS
Job Ref No PTA
Permanent
27.5 hours per week, 38 weeks per year (term-time only)
Working Hours: 8:45am – 3:15pm
Salary: BCT Points 3 to 4. Actual Salary: £10,579 per annum
We are seeking to appoint a Teaching Assistant to work within our team. This post is to support students across the school who have a range of medical, social, emotional and learning needs. The applicant will need to be flexible and able to use their own initiative to help provide the best outcomes for students.

The ideal candidate will have:

▪ experience of working with children who have additional needs
▪ good behaviour management skills
▪ an understanding of strategies to support children with a high level of social and emotional need

For further details and an application form please go to:

www.otterhamptonprisch.co.uk/vacancies/

Closing date: Midday on 20th September 2019

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

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Required ASAP

LEARNING SUPERVISOR

To cover lessons for absent teachers and provide student support & intervention.

This position might ideally suit a person who is currently wanting to progress to a teaching career in the future.

30 hours per week term time only plus 1 week inset

Salary Scale Grade 13 £13,458 - £14,568 actual salary depending on experience

For further information contact Liz Joynes by telephone: 01935 827240, or by e-mail: LJoynes@educ.somerset.gov.uk or visit our website www.stanchester-academy.co.uk

Closing date for completed applications: Monday 23 September 2019 (12noon).
This post requires a criminal background check via the Disclosure Procedure.

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C/o Bridgwater College Academy, Parkway, Bridgwater TA6 4QY
www.bridgwatercollegetrust.org.uk Tel: 01278 727327

Bridgwater College Trust is a Multi Academy Trust supporting Bridgwater College Academy, Brymore Academy, Hamp Junior School, Otterhampton Primary School and West Somerset College

OPERATIONS MANAGER Ref: TOP

Full-time. Permanent

Salary: BCT Points 22 to 24, £42,816 to £47,274 per annum

This is an exciting opportunity to join a Trust whose culture and activity are driven by the core belief that every child should achieve their potential.

We are seeking someone to work under the direction of the Chief Executive Officer and the Chief Finance Officer to lead and manage aspects of Trust operations.

This role will involve providing the leadership and management of estates, procurement and tendering, health and safety, capital development, GDPR and data protection, all aspects of compliance and reporting, and having responsibility for all traded activities across the Trust.
The ideal candidate will have significant experience of working at a strategic level. They will need proven leadership and managerial experience and be skilled in analysing and critically evaluating complex and diverse information.

Knowledge and experience of: tendering processes, negotiating contracts, risk management, developing and implementing strategies, and managing, developing and deploying multi-disciplinary teams would be highly advantageous.

We can offer you:

- Local Government Pension Scheme
- Generous holiday entitlement (35 days per year)
- Interesting and varied position

**TRUST ADMINISTRATOR** Ref: TRA

37 hours per week, 41 weeks per year.
Permanent,

BCT Points 5 to 6, actual starting salary: £16,373 per annum

The post-holder will be responsible for working across the whole Trust

This is an exciting opportunity to join a Trust whose culture and activity are driven by the core belief that every child should achieve their potential.

Bridgwater College Trust is seeking to appoint an administrator responsible for the administration of trips and visits across the Trust. In addition, this role will involve supporting the Operations Manager with administrative duties related to data protection.

Working across all academies in the Trust, the successful candidate will liaise with organisers to ensure all trips and visits are processed through ECC Live software and in line with agreed policy.

The successful post-holder will also support with data protection and GPR compliance.

You will need excellent organisational skills and good attention to detail. Being a team player and having great customer service and interpersonal skills are essential.

Previous experience in an administrative role would be desirable, and a knowledge of how schools operate would be advantageous.

Full details and an application pack can be found in the Vacancies section at: [www.bridgwatercollegegetrust.org.uk](http://www.bridgwatercollegegetrust.org.uk)

Closing date for applications: Noon, Wed 25th September 2019

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**LEARNING SUPPORT ASSISTANT** Job Ref No LSA

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

Salary BCT point 3-4, commencing at point 3 - Actual Salary £10,855 pa

Fixed term until 31/08/2020 – linked to specific pupil funding

Bridgwater College Academy is seeking to appoint a Learning Support Assistant to join the SEND/Inclusion team. This post is to work with a specific pupil for part of the week and then more generally across the Secondary Phase for the remainder of the time supporting pupils with a range of medical, social, emotional and learning needs. The applicant will need to be flexible and able to use their own initiative to help provide the best outcomes for students and to prioritise the needs of a specific individual. This more bespoke work may involve some level of personal care in the future, the administration of medication and possible assisted hoisting (but none of these areas of support are required currently). The Academy works closely with the professionals involved in the care of this young person and all relevant/necessary training will be given to help empower you in your role.

The ideal candidate will have:
• experience of working with children who have additional needs (including specific medical needs and/or those relating to Cerebral Palsy)
• an ability to read situations and respond accordingly
• good behaviour management skills
• an understanding of strategies to support children with a high level of social and emotional need.

For full details and an application pack for this position, please visit the ‘Vacancies’ in the ‘Key Information’ section on our website: www.bridgwatercollegeacademy.org.

Please quote Job Reference Number LSA on the application form.

Closing date: Midday on Monday 30th September 2019

Bridgwater College Academy
Sports Development Centre
www.bridgwatercollegeacademy.org
Tel: 01278 727327

Bridgwater College Academy Sports Development Centre is a community sports centre based on the Bridgwater College Academy site in Bridgwater, Somerset. Bridgwater College Academy is an independent but wholly Government funded school for 3 to 16 year olds in Bridgwater. Following extensive refurbishment the sports centre was re-launched in September 2014 to the community offering a vibrant mix of school, community and club based programmes. The centre offers a range of indoor and outdoor facilities enabling a varied and inclusive programme to operate.

The aim of the Sports Development Centre is to create a facility which provides a wide range of accessible and affordable activities for the Academy students, families and the community to participate in a high quality and friendly environment.

Bridgwater College Academy Sports Development Centre facilities include:

• Sports Hall
• 4 squash courts
• FIFA approved full size 3G pitch
• Rugby pitch
• Football pitches (grass)

The sports facilities are primarily utilised during weekdays to host PE lessons and after school activities with public use occurring at evenings, weekends and school holidays. The centre opening hours are Monday to Friday 5:00pm – 10:00pm, Saturday 9:00am – 5:00pm and Sunday 9:30 am – 2:30pm

SPORTS CENTRE DUTY OFFICER

Part-time – 15 hours per week

FTE Salary: £17,189 per annum
Actual Salary: £6,968 per annum

We are seeking an enthusiastic Duty Officer to provide all visitors to the Sports Development Centre with a friendly and positive experience. You will be delivering effective customer service and maintaining safe, efficient and clean sports facilities for our customers. Ideally you will have experience of working in a similar sports environment, cash handling and of supervising and motivating a team. The two posts are made up of evening and weekend shifts on a rotational basis.

For full details and an application pack for this position, please visit the ‘Vacancies’ section in ‘Key Information’ on our website: www.bridgwatercollegeacademy.org

Closing date for applications: Midday on Monday 30th September 2019

Bridgwater College Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share its commitment. Our mission is that all children achieve. A criminal disclosure check will be requested for any applicant who is offered a position.
SPECIAL EDUCATIONAL NEEDS (SEN) TEACHING ASSISTANTS
Grade 14, Points 4-6, £18,426-£19,171 pro rata. Actual salary £13,215-£13,749
New support staff salary scale
31.75 hours per week over five days Term time + 2 days INSET
We wish to appoint caring, capable and enthusiastic individuals to join our team to support students with a variety of complex needs. This is an excellent opportunity to work within a school that is committed to looking after the well-being of all students and staff.

Further details and an application pack are available from our website under: “Joining Us” – “Staff Vacancies”.
For further information please contact jo.reynolds@kingsmead-school.com
Closing Date: Monday 23 September 2019 at 12 noon
Interviews: Wednesday 25 September 2019
Kingsmead School is committed to the safeguarding and welfare of children and young people and expects all who work at Kingsmead to share this commitment. This post requires clearance through the Disclosure and Barring Service (DBS)

Haygrove School, Durleigh Rd, Bridgwater, Somerset, TA6 7HW

LEARNING SUPPORT ASSISTANTS
Pupil Premium Learning Support Assistant And Learning Support Assistant (General)
Both posts are permanent, 30 hours per week, Monday to Friday Term-time plus 5 working days
Actual Salary £12,682 per annum (full time equivalent £18,426pa)
Haygrove School are seeking to appoint two enthusiastic and dedicated Learning Support Assistants for the following positions:

Pupil Premium Learning Support Assistant
As the Pupil Premium Learning Support Assistant you will assist the Pupil Premium Co-ordinator and teaching staff in the development of a programme of work to enable students of all abilities who are classified as Pupil Premium to achieve their full learning potential and to facilitate their social and moral development to narrow the gap between Pupil Premium and non-Pupil Premium progress.

Learning Support Assistant
As the Learning Support Assistant you will assist the SENDCO and teachers in the development of a programme of work and in the provision of a stable, caring and supportive learning environment, which enables students to achieve their full potential and facilitate their social and moral development. In addition, the post holder will work with teaching staff in implementing and developing educational opportunities to maximise the learning potential of students with Additional Educational Needs and disabilities and/or learning difficulties.
The core purpose of both roles is to ensure rapid and sustained progress, raising reading and spelling ages and National Curriculum levels.
The ideal candidates will have:
- GCSE English and Maths at grade A*-C (or equivalent)
- Excellent interpersonal skills
- A passion and commitment for supporting young people
- A positive attitude, a calm and flexible approach
- An ability to work on your own initiative
Experience of working with young people and/or delivering interventions/learning strategies would be an advantage although training and induction will be provided.

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

The Quantock Education Trust is an equal opportunities employer.

For full details and an application form please visit: https://www.haygroveschool.co.uk/about-us/vacancies.htm

Closing date: 22 September 2019
Interviews 27 September (General LSA post) and 30 September 2019 (Pupil Premium LSA Post)

Buckler’s Mead Academy, 1 St John’s Road, Yeovil BA21 4NH
01935 424454

CLEANER REQUIRED FOR SEPTEMBER 2019

15 or 16 hours per week – term time only + 1 week during academy holidays

Grade 17 Point 6 (£9.00 per hour)

Monday to Friday 2.30 pm – 5.30 pm

The post involves general cleaning duties, including vacuuming, washing floors, wiping walls, waste disposal and cleaning staff and student toilets. There will be some use of heavy machinery for which full training will be provided.

Buckler’s Mead Academy is a highly inclusive academy in the east of Yeovil. Our vision as an academy is that all community members are happy, achieve and have limitless aspirations. We seek to recruit dedicated and talented staff, highly committed to making a difference.

In addition to a supportive Induction programme and ongoing professional development, all permanent staff appointed to Buckler’s Mead are enrolled in our Health Care package, receive discounted gym membership and are part of a national discount scheme on completion of their 6 month probation period. The academy is an ‘Investor in People’ and candidates can be assured of excellent support at all times.

The academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitments. All appointments are subject to references and a full Disclosure and Barring Service check before confirmation.

Buckler’s Mead Academy is an equal opportunities employer. The campus is a no smoking site.

Apply online at http://dasjobs.co.uk/job/cleaner-112/

Please contact Deborah St Paul (Head’s PA/HR Manager) for an application form and send your application for the attention of Mr M Wood, Business Manager by the closing date of FRIDAY 20 SEPTEMBER 2019.

Interviews will take place week commencing 23 September 2019.

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

Court Fields School, Mantle Street, Wellington, Somerset TA21 8SW
Tel: 01823 664201 www.courtfields.net

LEARNING SUPPORT ASSISTANT

Fixed Term to 31st August 2020

32.5 hours per week Term time plus three Inset days

Grade 14 (Actual annual salary £13,387)
SCHOOL CLEANER  
Morning or afternoon shift, 2.5 hours per day, Monday to Friday  
12.5 hours per week, term time, plus 5 weeks and Inset days  
Grade 17 (Actual annual salary £5,617)  

Closing date for applications: Midday Wednesday 18th September 2019  
Application packs for the above posts are on the school website or by telephoning 01823 664201.  
Completed applications to be emailed to: tmorcom@educ.somerset.gov.uk or posted to: Mrs T Morcom, Court Fields School, Mantle Street, Wellington, TA21 8SW  
Applicants are encouraged to submit their application prior to the closing date as shortlisting will take place as applications are received and interviews may be arranged individually prior to this date. The Castle Partnership Trust is committed to safeguarding and promoting the welfare of children and young people and expects all who work here to share this commitment. The successful candidates will be subject to an Enhanced DBS disclosure.

CASE MANAGER – ENVIRONMENTAL HEALTH  
Job Ref No: TRCMEH  
Location: Taunton  
Salary: A range of roles available ranging from Case Manager Grade F (£26,999 – £28,785), which may be Market Factored to Grade G (£31,371 – £32,878) and Case Manager Grade H (£35,934 – £37,849) depending on qualifications and experience  
37 hours per week (part-time hours/job share will also be considered)  
Closing date for application forms: Monday 30th September 2019  
Interview: w/c 14th October 2019  
The newly formed Somerset West and Taunton Council’s environmental health team is a busy, multi-disciplinary team covering health and safety, food safety, environmental protection and private sector housing. An exciting opportunity for enthusiastic, hardworking and experienced Environmental Health professionals has become available within the team.  
You will need to be organised, self-motivated and an excellent team player. A good knowledge of relevant legislation and any associated codes of practice/guidance is required for these roles, and experience of inspecting a range of premises and investigating complaints is essential. You must have good verbal and written communication skills and be competent to deal with complex case work, taking enforcement action where necessary. We are looking for applicants who can demonstrate an adaptable and flexible approach, a positive attitude and an ability to work on your own initiative.  
We are seeking the equivalent of 4.6 FTE posts to fulfil a range of roles within the Food Safety Team and the Private Sector Housing Team.  
**Food Safety:** You would be expected to carry out a range of food hygiene inspections, food complaint and infectious disease/outbreak investigations. Experience in Health and Safety would also be beneficial to the role.  
The successful candidate will possess one of the following, in accordance to the Food Law Code of Practice:  
- The Higher Certificate in Food Control (awarded by either the Environmental Health Registration Board (EHRB) or the Scottish Food Safety Officers’ Registration Board (SFSORB))  
- A certificate of Registration as an Environmental Health Practitioner from EHRB  
- Diploma in Environmental Health (or historical equivalent) from EHRB or SFSORB)
Private Sector Housing: You would be expected to be involved in Houses in Multiple Occupancy (HMO) licencing and the investigation and enforcement of private sector housing complaints under the Housing Health and Safety Rating System. The successful candidate will be suitably qualified and experienced, with evidence of having completed training on Understanding, Applying and Enforcement of the Housing Health and Safety Rating System. All candidates must have a full, clean driving licence.

Benefits of working with the Council
The Authority offers flexible and agile working, with excellent technology to support this. The council offices provide a pleasant, comfortable and modern working environment and a fleet of pool cars for use on official business. The Council offer a generous annual leave entitlement as well as an option to purchase additional annual leave. Other benefits include the Local Government Pension Scheme, payment of professional subscription if required for the role, an Employee Assistance Programme, access to My Staff Shop which include salary sacrifice schemes, discounts and deals. Employees also are eligible for free use of the gym and swimming pool during off peak times and discounted gym and swimming membership at peak times. A relocation allowance may apply if eligible.

For more information on the post, please contact either Emily Vining on 01823 91431 or email e.vining@somersetwestandtaunton.gov.uk or Scott Weetch on 01823 219566 or email s.weetch@tsomersetwestandtaunton.gov.uk

CASE MANAGER – LICENSING OFFICER
Job Ref No: TRCMLO
Location: Taunton
Salary: Grade F £26,999 – £28,785 per annum
37 hours per week
Closing date for application forms: Monday 23rd September 2019 at 5pm
Interview: Friday 4th October 2019
We are looking for an exceptional individual to ensure competent, timely and efficient administration and enforcement of the Councils’ licensing functions including the management and maintenance of the licensing databases and the receipt and processing of official applications.
The post holder will be responsible for the day to day operation of the Council’s licensing systems and processes in accordance with legal requirements and the procedures and policies of Somerset West and Taunton Council.
The role includes dealing with all aspects of the Council’s licensing functions including premises licensing, animal licensing, Temporary Event Notices, Hackney Carriage and Private Hire licensing, gambling establishments, street trading and caravan site licensing.
Strong interpersonal skills are essential in this role. You will need to be organised, self-motivated, with a strong customer focus, but also a good team player. We are looking for applicants who can demonstrate an adaptable and flexible approach, a can do attitude and an ability to work on your own initiative. Experience with interpreting and enforcing legislation would also be beneficial.
For more information on the post, please contact Fern Avis on 01823 219479 or email f.avis@somersetwestandtaunton.gov.uk

How to apply:
To apply for these roles, please visit https://www.somersetwestandtaunton.gov.uk/jobs/ and 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.
Take the next step in your career
We have an exciting opportunity for Case Officers Bereavement to join us. Apply now and become a valued member of the Bereavement Services team, helping South Somerset to be a place where businesses flourish, communities are safe, vibrant and healthy and residents enjoy good housing and cultural, leisure and sporting activities.

Job Title: CASE OFFICERS BEREAVEMENT x 2
Salary: Grade 3, From £19,554 to £21,589 (pro rata)
Hours: 18.5
Fixed term contract

What you can expect from us
- We will help you develop your career by providing development and support whatever your level of experience
- An opportunity to be part of ‘one team’ coming together to develop even better ways of working
- A flexible approach to working arrangements to help you achieve a greater work/life balance
- A generous annual leave entitlement and the ability to purchase further leave
- A significant employer contribution towards your LPGS defined benefit scheme pension pot
- 10% gym membership discount across LED sites

What we’re looking for
- The crematorium is looking to appoint two part time members of staff for the above mentioned position. The post offers interesting, varied work and rewarding duties.
- The successful applicant will work in the crematory, chapel and grounds; Monday to Friday with occasional evening and Saturday working.
- A good standard of education is required.
- Cremator technician qualification is desirable but not essential as training will be provided.
- Main duties will include; operating the cremators (this will involve obtaining a certificate once trained), assisting funeral directors, officiants and those attending funerals, operating the Obitus music system and bearing duties. Other duties will include routine grounds maintenance work.

Please contact Paul Rayson, Specialist Bereavement Services on 01935 476718 should you wish to discuss the role in more detail.

Closing Date: 23rd September 2019, 10am  Interview Date: TBC
Job Reference: 1792

To apply for this role, please submit your CV and supporting statement to recruitment@southsomerset.gov.uk.