

Vacancy Bulletin

(Blue Sheets)

Issue No: 39

01 October 2021

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

dasjobs.co.uk



SOMERSET
County Council

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

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

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

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

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

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

Thank you for your cooperation

AN EQUAL OPPORTUNITIES EMPLOYER

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



JOB SHARING

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

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

You can cancel the email alerts anytime you like.

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

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

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

Please note for SCC roles:

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

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

ADOPTION AGENCY ADVISOR

Closing Date - 10 October 2021

Salary - £34,728 to £38,890 per annum, pro-rata

Working pattern - Part Time

Contract type - Permanent

Location - Taunton

A bit about us

An exciting opportunity has arisen for an Adoption Agency Advisor for Somerset County Council for 22.5 hours per week.

We are proud to offer an environment that is supportive and rewarding, within a friendly team who are passionate about the work that they do to improve the lives of people in Somerset.

We are continuing to develop our use of motivational interviewing and mindfulness to support families with identifying opportunities for change and working to achieve and sustain this alongside them, with the support of our multi-agency partners.

Where we are based...

There are children's teams based across four areas of Somerset in Taunton, Bridgwater, Yeovil and Shepton Mallet and we are open to flexible working options.

Here's what you can expect to be doing

As an Adoption Agency Advisor you should be able to work with a high level of autonomy; with one other Adoption Agency Advisor you will be responsible for providing support and guidance to the Deputy Director of Children's Services in relation to adoption decisions for children and provide advice and guidance on adoption matters to Social Workers and Team Managers across Children's Services. You will work closely with our regional adoption and health professionals to ensure excellent adoption practice for children in Somerset.

A few things about you

You will be passionate about relationship-based social work, proud of your profession, and able to reflect and think creatively about how you can build relationships to make a difference to children and families.

You must be a qualified social worker, registered with Social Work England and have significant post-qualification experience.

The ability to travel is necessary to carry out the role therefore access to / use of a vehicle is an essential requirement.

Additional information

The salary range for this role is £34,728 to £38,890 per annum - £21,118 to £23,649 per annum for 22.5 hours

We're supporting flexible working arrangements to suit the needs of our employees, service, and families whilst up-to-date technology is being utilised to help our colleagues to stay connected with their peers and management team.

We'd love to hear from you if you think this could be the role for you; if you want to find out more please contact Lisa Walker, Operations Manager – Permanence on 07879 890354.

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

All interviews will be taking place virtually, for example via Microsoft Teams and will be held on 08/10/2021.

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

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

PROCUREMENT MANAGER

Closing Date - 5 October 2021

Salary - £41,881 per annum

Working pattern - Full Time

Contract type - Permanent

Location - Taunton

A bit about us

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

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

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

Here's what you can expect to be doing

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

You'll be responsible for

Managing the organisation and delivery of a range of procurement services ensuring compliance and consistent application of the SCC constitution, statutory obligations and corporate policy and operating policies.

Engaging with Lead Commissioning and Operational Managers to review, advise and make recommendations on the design and development of procurement best practice, responsible for agreeing procurement options, approaches and tactics to ensure compliance with internal governance and external regulatory frameworks - e.g. Contract Standing Orders, Public Contract Regulations, etc.

Working with Strategic Commissioners to carry out whole service gap analyses between service needs and market/supplier capabilities, assessing opportunities, risks and constraints to effective service delivery. Providing Technical expertise for service areas.

Engaging and negotiate with suppliers to help set business expectations, challenging the norm and create innovative approaches for procuring services.

Leading and overseeing the procurement process for a range of significant and more complex contracts which includes: · Agreeing the Procurement Strategy/Route to Market · Advertising for expressions of interest · Agreeing and setting the evaluation strategies for tenders · Awarding contracts.

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

A few things about you

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

You'll have:

A Relevant Degree or Professional Qualification with relevant procurement experience.

Evidence of work related continuing professional development in your specialist field

Significant experience of working successfully with Senior Stakeholders on complex issues and the development of strategic direction.

A track record of operating corporate projects and providing clear advice on policy options and policy development.

Demonstrable knowledge and understanding of the statutory, policy and strategic commissioning framework within which specialist services operate and their context within local government as a whole.

Experience of developing and delivering representational and communication activities that successfully deliver key messages to the public and internally.

Additional information

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

Interviews will take place virtually via MS Teams w/c 21 October 2021

We recommend applying as soon as possible. Depending on the level of response we anticipate conducting some interviews ahead of the closing date

The salary for this role is £41,881 per annum

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

PERSONAL FINANCES ASSISTANT

Closing Date - 7 October 2021

Salary - £19,698 - £21,748 per annum

Working pattern - Full Time

Contract type - Permanent

Location - Taunton

A bit about us

We're looking for a Personal Finance Assistance to join our Client Finances Team in Adult Social Care. 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.

Here's what you can expect to be doing

The Client Finances Team helps social care colleagues in Adult and Health, Learning Disabilities and Mental Health support approximately 500 adult service users who need help to manage their financial and property affairs. The role will be to collect information relating to service user's finances and their mental capacity, submit applications to the Court of Protection and to administer the finances of service users whose finances are managed by the Personal Finances Advisor. The purpose is to assure Senior Managers, service users and relatives that Departmental regulations and guidance are being adhered to but, also, that our procedures comply with current legislation and the requirements of agencies such as the Court of Protection, the Department for Work and Pensions, the banks and other financial institutions with whom service users have arrangements.

A few things about you

We are looking for a Personal Finance Assistant with a financial background and a keen eye for detail. You will need to be organised, assertive and flexible with the ability to communicate clearly and effectively with service users, their families, social care colleagues and staff of varying levels from a wide range of other organisations. This will include the communication of complex information, advice and requests and can involve dealing with difficult or challenging situations. Enthusiastic individuals are sought with proven administrative and problem solving skills and the ability to prioritise the team's widely varying clients.

Additional information

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

For more information or an informal discussion about this post please contact Adam Masters on amasters@somerset.gov.uk or telephone 01823 356054.

The salary for this post is £19698 - £21748 per annum.

All interviews will take place virtually via MS Teams.

This job requires a criminal background check (DBS) via the Disclosure procedure.

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

SUPPORT WORKER - CHILDREN WITH DISABILITIES

Closing Date - 6 October 2021

Salary - £8,518 to £9,404 per annum

Working pattern - Part Time

Contract type - Permanent

Location - Taunton

A bit about us

Somerset County Council have an exciting 16 hours per week opportunity for a Support Worker to work with children with disabilities based at The Lodge Childrens home in Taunton. Our residential short break service which is an important part of Children's Social Care in Somerset focuses on promoting independence, social inclusion, choice and individual support to children and young people with learning disabilities and complex needs.

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

Here's what you can expect to be doing

Key purpose of the role...

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

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

A few things about you

A bit about you...

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

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

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

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

Additional information

The salary range for this role is £8,518 to £9,404 per annum for 16 hours

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

If you think this may be the right role for you, we'd love to hear from you. If you'd like more information or an informal chat about the opportunity, please contact:

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

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

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

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

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

FACILITIES ASSISTANT

Closing Date 10 October 2021

Salary - £18,562 - £18,933 per annum

Working pattern - Full Time

Contract type - Permanent

Location - Taunton

A bit about us

We have a fantastic opportunity for a hands-on Facilities Assistant to join our expert team of facilities staff at Somerset County Council.

Our facilities team look after our buildings to the highest standards, making sure they're fit for purpose and fit for the people.

Here's what you can expect to be doing

You'll be joining a small friendly team of staff providing a caretaking and basic maintenance and repairs service, as well as admin support across our Facilities Management sites. As a Facilities Assistant your varied duties will include:

- Caretaking duties - including opening County Hall and securing it in the evening, regular health and safety checks and assisting with Incident control.
- Carrying out portering duties, such as moving furniture.
- Carrying out minor repairs to furniture, office fittings and occasionally office fabric, straightforward carpentry and construction in relation to our offices.
- Assisting in the post room – sorting, scanning, franking & delivering mail
- Weekly Health and Safety Tours, Legionella checks, emergency lighting checks, panic alarm testing, fire alarm testing and evac chair checks.
- Providing front office cover support for Facilities Management – answering phones, emails and walk-in enquiries from internal customers.

What we can offer you...

- A full training and induction programme.
- Ongoing training and development.
- Regular supervision to help you grow in the role.

A few things about you

- You'll have experience in a similar role, with basic building maintenance knowledge.
- You'll be available to respond to out of hours call outs and to work across sites in Taunton, Bridgwater and Yeovil when required.
- You'll take pride in your work, have great work ethic and want to play your part in creating a welcoming and safe environment.
- You'll have experience of using Word, Excel and Outlook.

Additional information

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

Please feel free to get in contact if you have questions about the role. Please contact either Louise Smith on 01823 355930 or Annabel Bradley-Mozhayeva on 07977401875 - Facilities Services Manager's for County Hall.

The salary for this role is £18,562 - £18,933 per annum.
Interviews are currently being held virtually, via MS Teams.

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

DRIVER

Closing Date - 5 October 2021

Salary - £18,933 to £19,698 per annum

Working pattern - Full Time

Contract type - Permanent

Location - Yeovil

A bit about us

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

Here's what you can expect to be doing

Your duties will include:

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

A few things about you

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

Additional information

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

For an informal chat about the role with us please contact Lee Jones on 01935 463678 or email JLZJones@somerset.gov.uk.

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

The salary for this role is £18,933 to £19,698 per annum.

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

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

DRIVER

Closing Date - 5 October 2021

Salary - £16,374 to £17,036 per annum

Working pattern - Part Time

Contract type - Permanent

Location - Yeovil

A bit about us

we have a 32 hour per week opportunity for a Driver with Transporting Somerset based in Yeovil
Our team provides transport for LD (Learning Disabilities), SEN (Special Educational Needs), Public Service, Health & Social trips.

Here's what you can expect to be doing

Your duties will include:

- Safe Operation of SCC Vehicles.

- Completion of Daily vehicle Checks before use.
- The transportation of the service users within a safe and timely manner.
- In most cases, working in conjunction with a passenger assistant to provide a safe and enjoyable environment for all.
- To deliver a friendly and reliable service for our service users.
- A few things about you
- You will need a D1 category on your licence and a willingness to work as part of a flexible and committed team.

Additional information

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

For an informal chat about the role with us please contact Lee Jones on 01935 463678 or email JLZJones@somerset.gov.uk.

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

The salary for this role is £16,374 to £17,036 per annum

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

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

RELIEF DRIVER

Closing Date - 6 October 2021

Salary - £9.81 per hour

Working pattern - Casual

Contract type - Casual

Location - Taunton

A bit about us

We have exciting opportunities to join our enthusiastic transport team as a Driver based in Taunton. Our team provides transport for LD (Learning Disabilities), SEN (Special Educational Needs), Public Service, Health & Social trips.

Here's what you can expect to be doing

Your duties will include:

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

A few things about you

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

Additional information

For an informal chat about a role with us, please contact Vince Carey on 01823 273194

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

The current relief rate of pay is £9.81 per hour.

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

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

PASSENGER ASSISTANT**Closing Date - 6 October 2021****Salary - £7,682 to £8,019 per annum****Working pattern - Term Time****Contract type - Permanent****Location - Taunton****A bit about us**

20 hours per week, term time only (36 working weeks)

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

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

Here's what you can expect to be doing

Your duties will include:

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

A few things about you

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

Additional information

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

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

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

For an informal chat about a role with us please contact Vince Carey on 01823 331266

The salary for this role is £7,682 to £8,019 per annum

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

PASSENGER ASSISTANT**Closing Date - 5 October 2021****Salary - £5,016 to £5,117 per annum****Working pattern - Part Time****Contract type - Permanent****Location - Yeovil****A bit about us**

10 hours per week

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

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

Here's what you can expect to be doing

Your duties will include:

- Safe transportation of service users on SCC Vehicles.
- Completion of daily paperwork.
- The transportation of the service users within a safe and timely manner.

- Working in conjunction with a Driver to provide a safe and enjoyable environment for all.
- To deliver a friendly and reliable service for our service users.

A few things about you

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

Additional information

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

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

Will include weekend working

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

For an informal chat about a role with us please contact Vince Carey on 01823 331266

The salary for this role is £5,016 to £5,117 per annum

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

APPRENTICE LIBRARY INFORMATION AND ARCHIVE ASSISTANT

Closing Date - 7 October 2021

Salary - National Minimum Wage

Working pattern - Part Time

Contract type - Apprenticeship

Location - Yeovil

A bit about us

We have a 30 hours per week opportunity for an Apprentice at Yeovil Library. We're offering this brilliant opportunity for you to join us as we continue to evolve as an innovative service.

If you are inspired to learn, keen to support others and develop your skills while working as part of a team then we would love to meet you.

If you haven't visited a Library in a while you may not fully appreciate what we offer, from Lego groups and Code Clubs, to IT courses, VR sessions and sketching classes, and anything and everything to do with reading for pleasure. You'll be keen on digital technology and a reading enthusiast who is more likely to organise a digital activity and tweet about it than say 'Shhh' as libraries are about books and so much more.

Here's what you can expect to be doing

While the post will be offering training and experience in working in a customer centred environment, a busy community hub that serves a diverse range of people, partners and organisation we will also be offering the opportunity to develop digital skills.

You'll work in a team, dealing with enquiries and requests, planning and delivering interactive activities, and promoting our services. You'll be encouraging the love of reading through a range of promotional activities. You will help maintain quality book and library stock collections using appropriate stock management tools,

This is also an opportunity to help and inspire people to learn and have a go with the exciting new technology that we have on offer.

You will receive comprehensive inhouse training and study for an apprenticeship in Library, Information and Archive Assistant Level 3 with 'Let me play Education' for 18 months.

A few things about you

We are looking for a well-motivated team player to provide a welcoming environment to our customers by treating them as individuals. You will be hard-working and receptive to change, with a wide general knowledge, an interest in books, excellent communication skills and a digital curiosity.

Entry requirements for the position

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

A desire to work with customers. experience of voluntary community work or other part time team work would be helpful.

Please ensure you list your GCSE's on your application form or CV.

Additional information

National Minimum Hourly Wage Pay Rates for an Apprentice:

Under 18: £4.62, 18-20: £6.56, 21-22: £8.36, 23+: £8.91

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

For more information or an informal discussion about this post please contact Paul Hawkings on 07811 308759.

All interviews will take place virtually via MS Teams

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

Beech Grove Primary School, Courtland Rd, Wellington TA21 8NE

OFFICE MANAGER

Permanent post - 35 hours per week, term-time plus INSETS

Monday to Friday, 8.30am until 4.30pm, with one hour unpaid lunch

Grade 12: £22,183 to £25,481 (pro-rata) depending on experience

To commence as soon as available

An exciting opportunity has become available, as Office Manager at Beech Grove Primary School, on a permanent contract. We are looking for someone who is resilient, organised, efficient and flexible, and is able to deal with the fast pace of working in a school office.

Reporting to the School Business Manager, you would be responsible for the day to day running of the school office; this would include ensuring all administrative duties were performed to the highest level. Knowledge of SIMS is essential, in particular the systems relating to school admissions.

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

We are looking for someone who:

- is experienced in working in a school office
- has a GCSE or O-Level grade C in English and/or relevant experience in the role
- is positive, proactive and solution focused
- has high expectations of themselves and a good attention to detail
- is an excellent communicator, both verbally and in the written word
- can build effective working relationships with pupils, staff and parents
- is a strong team player, committed to making a difference
- is reflective and keen to engage in continuing professional development

We can offer you a working environment that is:

- welcoming and friendly, with a strong sense of team work
- has a highly skilled and cohesive team who strive to achieve high standards
- is passionate about school improvement, is forward thinking and open to new ideas
- is governed by a strong and supportive Board of Governors

Further information and an application form can be obtained by applying online

<https://dasjobs.co.uk/job/office-manager-19/> or contacting the school office on: 01823 662438 or by email at beechgrove@educ.somerset.gov.uk

Application closing date: Monday 18th October 2021

Interview date: Wednesday 20th October 2021

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

Long Sutton C of E Primary School

PRE-SCHOOL MANAGER

Full time or 4 days per week would be considered

Salary Scale Grade 12 point 12 – 16 depending on experience

Toy Box pre-school is a place where children 'Learn to love and love to learn', it is part of Long Sutton C of E Primary School. It is an extremely caring, and inclusive, nurturing pre-school with a family feel and ethos. We are seeking to appoint a creative, caring, inspiring and experienced Pre-school Manager to run our wonderful setting.

The post is to start January 2022, yet it may be possible to start prior to this for the right candidate.

We are looking for a leader who:

- is passionate and knowledgeable about the Early Years curriculum
- will put the children at the heart of everything that they do
- is able to motivate, inspire and challenge children to achieve their very best
- will be part of a child centred approach that is inclusive of everyone
- is resilient and prepared to go that extra mile to make a difference to our children
- will commit themselves to success through effort and teamwork
- has an innovative and creative approach to learning and play
- has excellent organisational skills
- has a good sense of humour
- believes in the importance of creative play
- will motivate and lead a team of dedicated practitioners

We can offer you:

- a rich, purposeful learning environment in which to work, with great outdoor spaces
- a friendly, good humoured and collaborative team of staff
- a supportive senior leadership team and work place where Christian values are central to all we do
- children who enjoy learning through play
- a genuine commitment to the emotional wellbeing of staff and children
- a supportive governing body
- a chance to make a real difference to the lives of our youngest children and their families

Toy Box pre-school is a successful pre-school which has gone from strength to strength over the past few years. It is located in the village of Long Sutton behind the main school. We pride ourselves on the way in which we balance the highest expectations for all of our children within an environment that nurtures and supports all members of our community.

Visits to our pre-school and school are strongly encouraged and warmly welcomed. Please email **enquiries@longsuttonprimary.co.uk** to make an appointment.

Toy Box Pre-school and Long Sutton C of E Primary school are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This appointment is subject to safer recruitment procedures, including satisfactory references, medical and enhanced DBS clearance.

A Job Description and application form are available from the school office, or website

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

Closing date for applications Wednesday 13th October at 12:00 Midday

Oake, Bradford and Nynehead C of E (VC) Primary School

103 NOR

CLERK TO THE GOVERNING BODY

Grade: 13, bands 6-11 Salary: £19,698 to £21,748 pro rata Hours

Approx 2.61 hours per week – Term Time only

Oake, Bradford and Nynehead C of E (VC) Primary School is seeking a Clerk to the Governing Body. Required from 1st September 2021, the new Clerk will work with our friendly team to support our school vision: "Let Your Light Shine" Matthew: Chapter 5 Verse 16.

The role of the Governing Body is vital to the successful well-being of the school. It does this by:

- Ensuring clarity of vision, ethos and strategic direction
- Holding the Head-teacher to account for the educational performance of the school, its pupils and the performance and management of staff
- Overseeing the financial performance of the school and ensuring money is well spent.

The clerk's job is to work with the head, chair and other governors, dealing with administrative matters for the governing body and advising on legal issues of governance. Central to the role is preparing for, taking notes at and producing minutes for meetings. Good keyboard skills and the ability to write agendas and produce accurate concise minutes are essential. Integrity and the ability to maintain confidentiality are also essential.

The post will involve approximately 11- 12 hours work for each meeting and, typically, there will be two meetings each term. In addition you will be required to Clerk Committee meetings throughout the year (approx. 3)

The post involves some evening work and the successful candidate should be available at times during the day.

Access to a computer, the internet and transport are essential. Whilst experience in a similar role is desirable, new clerks will receive support and training from the Somerset Governor Services Team.

For further information or an informal discussion about the role please contact the school on 01823 461533 or SCH.264@educ.somerset.gov.uk.

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

Closing date for applications is Thursday 14th October.

Interviews will be held week commencing 18th October 2021

Apply: [Clerk to the Governing Body – DAS Jobs](#)

St. Aldhelm's VA Church Primary School, Chelynch Park, Doultling, Shepton Mallet BA4 4PL

Telephone: 01749 880376 Email: staldhelmsoffice@educ.somerset.gov.uk

EMOTIONAL LITERACY SUPPORT ASSISTANT (ELSA)/PARENT FAMILY SUPPORT ADVISOR (PFSA)

Contract:

- **ELSA Permanent**

Start date from 1st November 2021 but flexible for the right candidate
(Term-time only); 9 hours per week

Salary: Grade 14 Point 4-6 (depending on experience)

- **PFSA Fixed term**

1st November 2021-July 2022 with possible extension

Start date: 01/11/2021

(Term-time only); 4 hours per week with additional hours where required

Salary: Grade 12 Point 12-19 (depending on experience)

The Governing Body are looking to appoint a combined ELSA and PFSA to work across our school. The post will be split between the following roles:

- PFSA to work with identified families, providing support for a range of need, working under the direction of the headteacher
- ELSA to support identified children across the school during dedicated time, including planning time and release time for ELSA supervision, working under the direction of the SENDCo

We are looking for someone who:

- has a calm, patient and positive approach with children and adults
- is preferably PFSA and ELSA trained or experienced
- has experience of working with children with additional needs
- can work closely within a team of professionals, maintaining high levels of confidentiality
- is consistent with the school's behaviour management
- can follow agreed protocols but also take the initiative

We can offer you:

- full training in strategies to enable you to support children and adults
- friendly, supportive colleagues within our strong staff team
- dedicated time to enable the role to be carried out effectively
- access to on-going professional development
- a chance to work with many children and families across the school

St Aldhelm's is committed to safeguarding and promoting the welfare of our children. This post is subject to a satisfactory DBS check, medical check and references.

To apply for this post, please complete a standard Application Form

<https://dasjobs.co.uk/job/emotional-literacy-support-assistant-elsa-parent-family-support-advisor-pfsa/>

Applications, marked for the attention of the Headteacher, should be returned to the school at the address given above, or by email.

Deadline for receipt of completed applications: **Thursday 14th October 2021**

Interview date: **Week commencing 18th October 2021**

Nether Stowey C. of E. Primary School, Mill Close, Nether Stowey, Somerset, TA5 1NX

Head teacher: Mrs C Holt Age range 4-11, NOR: 170 Tel: 01278 732508

1:1 LEARNING SUPPORT ASSISTANT

5 Days

From 1st November 2021

Temporary Contract until 31st August 2022

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 1:1 Learning Support Assistant is required in upper KS2. 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. 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 communicate effectively in a team and have excellent rapport with children. Previous experience is essential. You would be joining a hard-working, dedicated staff who are 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.

Please visit <http://dasjobs.co.uk/job/11-learning-support-assistant-23/> or 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: Friday 8th October 2021 12pm

Interview date: Thursday 14th October 2021

Little Owls Nursery, Fishers Mead, Dulverton TA22 9EN

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

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

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

EARLY YEARS EDUCATOR

Fixed term contract until 31 Dec 2022, to start as soon as possible

Min 26 hours per week, all year round (49 weeks + 3 weeks closure)

Salary Grade 15 - 14 (depending on experience)

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

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

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

The candidates will:

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

The Educator Role will:

- **Hold an NVQ Level 3 in childcare or equivalent**

In return we can offer:

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

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

Applicant deadline: By noon on Tuesday 12th October 2021

Interviews: week commencing Monday 18th October 2021

Application packs are available from <https://dasjobs.co.uk/job/early-years-educator-7/> or by emailing aansell@educ.somerset.gov.uk

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

Please book an appointment via the school office on 01398 323231

St Margaret's CEVA Primary School, School Close, Tintinhull, Somerset BA22 8PX

TEACHING ASSISTANT

Fixed term in the first instance until 31 august 2022

20 hours per week

8am – 12pm Monday to Friday

SALARY GRADE 15 (£9.62 PER HOUR)

Required as soon as possible.

We are seeking to appoint a Teaching Assistant who is happy to work in both Key Stages including the Nursery under the direction of the Class Teacher and in some instances independently.

Educational Qualities:

- GCSE in Maths and English
- NVQ Level 3 in childcare (preferred but not essential)

Personal Qualities:

- Develop good relationships and work as part of a team.
- Have good communications and organizational skills.
- The ability to show initiative, flexibility, reliability and a good sense of humour
- Experience of working with children in a Primary School setting is essential.

SCC Application Form and Job Description can be found on the school website

<https://www.stmargaretsceva.com/staff-vacancies.html> or by contacting the School Office, email address above. Visits to the school are warmly welcome.

Closing date for applications: 12 Noon on Friday 8th October 2021

Interviews: Week Commencing 15th October 2021 St Margaret's CEVA Primary School has a commitment to safeguarding and all posts require a criminal background check via DBS and suitable references.

Wiveliscombe Primary School

SCHOOL RECEPTIONIST

Grade 15 £18,933 (£15,728 pro-rata)

Full Time 37 hrs per week (term time only)

Wiveliscombe Primary are currently seeking a permanent member of staff to join a highly committed and successful school. The Receptionist is responsible for maintaining the day-to-day running of the school office, providing the first point of contact within and to the school by dealing with incoming calls and queries, welcoming visitors and liaising with teaching staff.

The role will include performing administrative processes with other members of the office staff and ensuring provision of an effective and efficient clerical service to the Headteacher.

Further details including a full job description and an application form are available from

<https://dasjobs.co.uk/job/school-receptionist-6/> or on our school website or contact the School Office on 01984 623325 with any queries.

Closing Date: Thursday 7 October at 9am

Interview Date: Monday 11 October

Priddy & St Lawrence's Federation

Priddy School – 01749 870354 – office@priddy.somerset.sch.uk

St Lawrence's School – 01749 870437 – office@st-lawrences.somerset.sch.uk

www.priddyandstlawrences.co.uk

ADMIN ASSISTANT

Required from October 2021

Hours of work: Part Time (Term time only) Working pattern to be discussed

Rate of pay: £9.81 per hour

Priddy and St Lawrence's Federation are looking to appoint an administrative assistant to join our existing dedicated team. The role will be largely based at Priddy Primary School, however some travel to St Lawrence's School may be required.

The successful candidate will be an enthusiastic, committed and a highly organised administrator. This role will involve providing efficient secretarial, clerical and administrative support to the Head teacher, Business Manager and staff within the federation.

The person appointed will be an ambassador for the school when meeting and speaking with parents and other visitors. Experience of using SIMS would also be an advantage.

The working pattern can be flexible and there is the potential of the role expanding in the future.

For further details and an application pack please contact the school office.

Closing date: 5:30pm on Friday 8th October 2021

The federation is committed to safeguarding and promoting the welfare of children and therefore expects all staff, volunteers, parents and carers to share this commitment

Greenfylde Primary School

PRE-SCHOOL ASSISTANTS

1 x Fixed-Term contract position - Are you passionate about giving children the best start to their education? Do you want to make a real difference to children's learning?

2 x Bank staff as and when required.

If the answer is yes, and you are reliable, flexible and available to work school-time shifts (9am – 3.45pm Monday to Friday) during term time, then read on!

Cygnets and Sunny Ile Pre-schools, part of Greenfylde First C of E School, in the heart of Ilminster are looking for people who are friendly, customer focused and fun.

You will be joining our excellent teams working with individual children and groups of children in our 2 pre-schools (Cygnets and Sunny Ile) which are both based in Ilminster. Sunny Ile is in the grounds of Greenfyde CofE First School and Cygnets is in the grounds of Swanmead Middle School. We are committed to providing an inclusive environment which inspires every child to challenge themselves, be confident and think creatively.

About the role:

Initially, the fixed-term will be for 12 months, with potential to extend beyond. Fixed term in the first instance subject to the amalgamation of schools in Ilminster and subject to budget area review.

The post-holders may be expected to work with individual children having special or particular needs, and groups of children. You will need to have a minimum Level 3 Early Years Workforce qualification and preference will be given to suitably qualified applicants. Knowledge of SEND will also be an advantage.

We will arrange for you to complete DBS clearance checks (please note DBS clearance is not transferable from other settings). We will need 2 references (including one from your current/last employer) will be required. References will be asked for before the interview stage. The pay will be Somerset Pay Range Grade 15.

The period of work could be lunchtimes, mornings or afternoons, or a combination of all 3 and could be one off or longer term depending on what is required at the time. The hours are variable and will be based on a minimum of 3 sessions per week (each session is 3 hours).

Key aspects of the role are:

- To develop an understanding of the specific needs of pupils to be supported.
- To have an awareness of vulnerable groups of children including those pupils eligible for pupil premium funding.
- To aid pupils' to learn as effectively as possible in both group situations and individually.
- To aid children in developing independent learning skills
- To guide and assist the development of children's social behaviour, attitudes, self-esteem and skills.
- To assist the Pre-school lead to develop, lead and evaluate suitable programmes of support to meet the individual needs of pupils.

Other Information:

Please apply using only the attached Somerset County Council application form; sorry but we cannot accept CVs.

Completed applications to be returned to: Greenfylde C of E First School, Silver Street, Ilminster, TA19 0DS or

Email: greenfylde@educ.somerset.gov.uk

For an informal chat, please call: Cheryl Herrick 01460 259732 or Natalie Tucker 01460 57444

Closing date for all applications: Friday October the 8th 2021 at 10am Interviews: Friday 15th October and likely to be via phone or video link as per current County guidelines.

Greenfylde School and its Pre-Schools are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Person specification

Essential criteria

1. Willingness to learn.
2. Level 3 Early Years education and childcare qualification or equivalent.
3. Previous experience of working with young children.
4. Sound knowledge of child development for children from birth to five years.
5. Knowledge of the Early Years Foundation Stage (EYFS).
6. Knowledge of child protection procedures.
7. Good communication skills.
8. An understanding of play based approaches to children's learning and development.
9. Commitment to equal opportunities.
10. Commitment to working effectively with young children and families.
11. Friendly and flexible approach at work which facilitates the development of effective relationships.

Desirable criteria

1. Willingness to undertake further training.
 2. Current First Aid qualification.
 3. Safeguarding qualification.
 4. Food Hygiene qualification.
-

Kilmersdon CofE VA Primary School, School Lane, Kilmersdon, Radstock, Near Bath. BA3 5TE

Tel: 01761 432283 email: sch.204@educ.somerset.gov.uk

LEARNING SUPPORT ASSISTANT

Salary £18,562 - £18,933 pro rata (Grade 15)

28.35 hrs per week Monday – Friday (39 weeks per year)

Temporary contract – To start as soon as possible

A vacancy exists in our excellent team for an enthusiastic, committed Teaching Assistant to provide support in a Key Stage 1 class. This post will involve a mixture of 1-1 and small group work. The successful candidate will be caring, flexible and be able to stay calm in all situations. A good level of literacy, numeracy and IT is essential.

Kilmersdon CE VA 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 DBS disclosure is required for this post.

Application packs are available to download from the school website:

<http://www.kilmersdoncevaprisch.co.uk/current-vacancies/>

Closing Date: Friday 8th October 2021 - 12.00 noon

Interviews to be held: w/c 11th October 2021

St Benedict C of E VA Junior School, Benedict Street, Glastonbury BA6 9EX

Tel: 01458 831811 Email: sch.164@educ.somerset.gov.uk

TEACHING ASSISTANT

13.75 hours per week, term time only fixed term until 31/8/22

Salary: Grade 15 point 3 - 4 Hourly rate £9.62 - £9.81

Start date: As soon as possible

We are seeking to appoint an enthusiastic Teaching Assistant to join our friendly and supportive team.

The teaching assistant position will be working on a one to one basis with a year 6 child with behavioural, social and emotional needs. The successful candidate should have:

- Consistent high expectations of learning and behaviour.
- A flexible approach to working with the class teacher.
- Experience of supporting children of all abilities and enabling them to make good progress.
- The ability to support and develop the whole child both academically and pastorally.
- A good sense of humour.

Informal visits to the school are welcome. Please phone 01458 831811 to make an appointment.

Closing Date: 7/10/2021 Noon Interview Date: 11/10/2021

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

For an application form please visit [Teaching Assistant – DAS Jobs](#)

MIDDAY SUPERVISOR

6.67 hours per week (1 hour 20 mins per day) Monday – Friday term time only

Salary: Grade 16 point 2 Hourly rate £9.43

We are looking for a Midday Supervisor to join our school.

The job needs someone who is patient and caring, a good team player who enjoys the company of children. The role does require the setting up and putting away of tables and chairs each day.

Closing Date: 7/10/2021 Noon Interview Date: 11/10/2021

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

For an application form please visit www.stbenedictsjunior-school-glastonbury.org

TEACHING ASSISTANTS

Fixed Term until August 2022

From Grade 15 Point 3-4 to depending on experience

We currently have two vacancies, within our excellent team for an enthusiastic and committed Teaching Assistant to work with children in Key Stage 2 with an immediate start date. Visits to the school are welcomed please phone the school to arrange this.

For all posts previous experience of such work would be an advantage. However, we will encourage and support individuals who have the potential to undertake this type of work.

The successful candidate will:

Have a good level of English, Maths and IT skills

Be able to work as part of a dedicated, friendly and supportive team

Experience working within a school that is committed to supporting all pupils.

POST 1: 28 hours per week (working school hours).

This role will be a classroom-based role with the successful candidate taking direction from the class teacher and SENCO to provide high quality support to small groups of children and individuals.

POST 2: 28 hours per week (working school hours) including a daily lunch duty

This role will be a classroom based role supporting a child with social, emotional and behavioural difficulties, using their own initiative with the child but also taking direction for the class teacher, SENCO and other external agencies as appropriate.

Closing date: Friday 8th October 2021

Interviews: Thursday 14th October 2021

Start Date: Immediate

St Paul's CofE VC Junior School is responsible for safe recruitment and promotes the welfare of children.

All appointments are subject to enhanced DBS checks.

For further details on this post please contact our team through recruitment@stpaulsjs.co.uk

Apply: [Teaching Assistants – DAS Jobs](#)

Trinity First School, Nunney Road, Frome, Somerset BA11 4LB

01373 463949

CLEANER

Salary: Grade 16, £9.43/hr

Trinity First School caters for pupils aged 4 - 9 years.

We are seeking a committed, flexible and self-motivated individual to join our cleaning team. We are looking for an enthusiastic and reliable cleaner who is punctual and committed to ensuring a high standard of cleanliness.

You will ensure the buildings and toilets are cleaned to the highest standards. You will be conscientious, flexible and work as part of a team and will be required to cover the other cleaning staff in the event of sickness.

Experience in maintaining a safe working environment, operating cleaning equipment and use of cleaning chemicals is preferable but not essential as training will be given.

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

Please visit <https://dasjobs.co.uk/job/cleaner-227/> or contact the school office on 01373 461949 or e mail office@trinityfirst.somerset.sch.uk for an application form

Closing Date: Friday 8th October 2021, at 12.00pm

Interview date: Tuesday 12th October 2021.

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

Tel. 01278 422012

Part time TEACHING ASSISTANT and Full time NURSERY ASSISTANT OPPORTUNITIES

We wish to appoint two people to join our successful and friendly team at Nursery and Infants School. The Teaching Assistant vacancy is on a job share basis, 2 days a week based in school to start in December 2021. Hours of work are 8.30 to 3.15 per day, 12.5 hours per week - term time only plus INSET training hours Grade 15 (Point 3 – 4: £18,562 - £18,933) actual pro-rata salary £6271 - £6396 pa. The Nursery Practitioner post is full time, term time only plus INSETS based in our nursery which takes 2 and 3 year olds. Grade 15 (Point 3 – 4: £18,562 - £18,933) pro rata salary £15,826 - £16,142 ideally to start in January 2022.

Hamp Nursery and Infant School is rated good by Ofsted and is a warm and friendly, well resourced setting where our pupils are at the heart of everything we do. We are looking for a committed, enthusiastic and well-presented practitioners with a commitment to improving outcomes for our pupils to join our team. Ideally, candidates should have a sound understanding of the EYFS and Key Stage 1 curriculum, holding an appropriate level 3 qualification as well as GCSE Maths and English – Grade A - C. However, a willingness to learn, motivation and flexibility with high expectations of yourself and the pupils are also important. We can offer you friendly, supportive colleagues and a positive working environment.

The school is committed to safeguarding; appointment is subject to satisfactory DBS and medical clearance.

Application forms available from the school website: www.hampnurseryandinfantschool.co.uk .

Please indicate which post you are interested in.

For further information please contact the School Business Manager Rebecca Horne: email RHorne@educ.somerset.gov.uk or phone 01278 422012.

Closing Date: Noon Friday 22nd October 2021 Interviews: week commencing 8th November 2021

Trull Church of England Voluntary Aided Primary School, Church Road, Trull, Taunton, TA3 7JZ

01823 333239 sch.369@educ.somerset.gov.uk www.trullprimary.com

LUNCHTIME SUPERVISOR

Salary: Grade 16

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

(Job share considered)

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

We are looking for someone who has:

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

In return, we can offer:

- Highly supportive staff, governors, parents and fantastic pupils;

- Outstanding levels of behaviour and safety;
- A warm Christian ethos;

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

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

Closing date: Monday 4th October 2021 at 12.00 noon

Wincanton Primary School (NOR 390) Station Road, Wincanton BA9 9EL

Headteacher Mr G Wilson Telephone: 01963 32132

Email: wincantonprimary@educ.somerset.gov.uk Website: www.wincantonprimaryschool.co.uk

CLEANER

**2 hours per day plus some cleaning in the holidays
(3.15-5.15pm)**

Grade 17: £9.24 per hour

Due to retirement we are looking for a hardworking cleaner to join our premises team at our friendly and popular school. The successful candidate will be required to clean classrooms, toilets and general areas around the school. Ideally, the hours are 2 per day Monday to Friday from 3.15 to 5.15pm, however these are negotiable should an applicant want less days. There will be sixty hours (6 weeks) cleaning spread across the school holidays which can be bulked together and worked as whole days. The school adheres to equal opportunities and safer recruitment practice. Pre-employment checks will be undertaken before any post is confirmed and this post is subject to enhanced Disclosure and Barring Service checks. The school is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.

Interested candidates are warmly invited to look around our school. Please contact the school office to make an appointment. Application packs and further information are available on our school website www.wincantonprimaryschool.co.uk. Application forms, together with a handwritten supporting letter detailing your experience, should be returned to the Headteacher Mr Graeme Wilson by 9am on Monday 4th October 2021.



SCHOOL BUSINESS MANAGER

Location: **School Based**

Reports To: **Head Teacher**

**Contract: Fixed Term to 31st August 2022/Option for Term Time Only Contract
0.6 (equivalent to three days a week) worked flexibly over five days**

Salary Range: £26,000 - £30,000 pro-rata

A new and exciting opportunity has arisen at Tatworth Primary School, which will support the school to make the best use of their resources and focus on efficient school business management. Tatworth Primary School is a single academy trust with a dynamic and committed staff, set in a rural, supportive community.

The newly appointed School Business Manager will assist the Headteacher with the management of support staff, having responsibility for premises management, administration aspects of financial management, Health Safety, supporting with budget planning and all matters within the management of the School, which are supportive to, but do not directly involve teaching and learning.

The Business Manager will be responsible for strategic planning in relation to the business and support services of the School, including financial implications, and ensuring that the School uses its resources effectively and efficiently at all times.

They will be responsible for: creating and delivering a shared corporate strategic vision; building capacity across the workforce; improving organisation structures and functions; building and sustaining effective relationships and communications strategies; working with the community and other services to improve the outcomes and wellbeing of students and staff.

Tatworth 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. All post holders are subject to a satisfactory enhanced Disclosure and Barring Disclosure (DBS). The school has a commitment to safeguarding children, and has a culture of vigilance to support this.

Further details along with an application pack can be downloaded from the school website or by contacting the School Office 01460 220565 or at tatworth@educ.somerset.gov.uk Please note CVs will not be accepted without an application form. Visits to the school are very much welcomed.

Closing date: 13th October 2021. Interview date: 8th November 2021

Start date: 6th December 2021

North Town Primary



NORTH TOWN
PRIMARY SCHOOL & NURSERY

LEARNER SUPPORT ASSISTANT (SEND) AND LUNCH TIME SUPERVISOR

Fixed Term, covering maternity leave

Dates: Apply by: 12 noon, Monday 18th October 2021

Interviews: Monday 1st November 2021

Start date: Monday 6th December 2021

Grade / Salary: Grade 13 Point 8

£20,493 pro-rata, this equates to an approximate salary of £13,610 before deductions.

Location: Taunton

Contract type: Full Time (29 hours and 35 minutes per week) – Term Time Only (38 Weeks)

Contract terms: 1 x Fixed Term, covering maternity leave position available for 1 (one) year

North Town Primary School (part of the Richard Huish Trust) are seeking to appoint an experienced, enthusiastic, flexible and adaptable Learner Support Assistant (SEND) and Lunch Time Supervisor to ensure that the needs of pupils are met.

The successful candidates will support the class teacher by:

- Under the direction of the class teacher and local line managers, ensure that the needs of a pupil / pupils with SEND, including social communication needs and social and emotional needs are met.
- Delivering learning support to pupils through a range of approaches.
- Supporting a pupil / pupils at lunchtimes in a range of ways.

Our school can offer:

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

The successful candidates will:

- Have recent and relevant Learner Support (Teaching Assistant) SEND experience in at least two primary schools.
- Have the knowledge and understanding to work with children with special educational needs.

- Be able to relate effectively with learners and adults.
- Be able to follow Individual Learning Plans (ILP) systematically.

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

Completed applications should be sent to NTRecruitment@nt.huish.education. Applications received that do not contain a fully completed application form and covering letter will not be considered.

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

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

ADMINISTRATION ASSISTANT

Dates: Apply by: 12 noon, Monday 11th October 2021

Interviews: Week commencing 18th October 2021

Start date: ASAP

Grade / Salary: Grade 15 - 14, Spine Points 3 – 6, depending on experience.

This equates to an approximate salary of £12,500 to £13,250 before deductions.

Location: Taunton

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

Contract term: Permanent

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

Our school can offer:

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

The successful candidate will:

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

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

Completed applications and a covering letter should be sent to

NTRecruitment@nt.huish.education. Applications received that do not contain a fully completed application form will not be considered. Previous applicants need not apply.

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

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

Three Saints Federation
Shepton Beauchamp Church School
Church Street, Shepton Beauchamp, Ilminster TA19 0LQ

T: 01460 240793

St Mary & St Peter's Church School, Copse Lane, Ilton, Ilminster TA19 9EX

T: 01460 52574

office@threesaints.bwmat.org



BATH & WELLS
Multi Academy Trust

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



CARETAKER required

Permanent Contract – Part-time 5 hours a week SCP Grade 4 (£18,933 FTE) Commencing 1/11/21

The Three Saints Federation comprises of two small schools, St Mary and St Peter's in Ilton and Shepton Beauchamp Church School. We are seeking a new caretaker due to retirement, for our school site in Ilton.

The school building was completed in the mid-1990s and we have impressive school grounds. We are seeking a self-motivated school caretaker who can take the initiative in keeping our site well maintained and has pride in keeping the site looking it's best for our children and families.

Who are you?

- You will have experience and skills in general site services, such as minor repairs and maintenance
- You will be confident about identifying potential hazards and developing your processes for solving them
- You may have experience of security issues for buildings
- You enjoy being part of a team that supports each other to help each other be the best versions of themselves in school

Who are we?

- Our ethos is that we are two schools but one staff. We believe we offer a uniquely caring, close-knit team that supports each other all day, every day and this is reflected by how our children interact with each other.
- Benefits of working for the Bath & Wells MAT include a generous pension scheme, enhanced sickness and parental benefits and a supportive working environment. This includes lots of training opportunities for all staff.

Applications for posts working with children, can only be made via our standard application form.

Closing date is 12 noon Monday 18th October and interviews will take place on Tuesday 19th October.

Completed application forms are to be returned to Connel.Boyle@threesaints.bwmat.org or by post to Connel Boyle, Executive Headteacher, St Mary & St Peter's Church School, Copse Lane, Ilton TA19 9EX. If you would like to visit the school or would like to find out more, please call us on 01460 52574. We would love to meet you!

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

Otterhampton Primary School
School Lane, Combwich, Bridgwater, Somerset TA5 2QS

Tel: 01278 652487 www.otterhamptonprisch.co.uk

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



PRE-SCHOOL ASSISTANT Ref: 317

27.5 Hours per Week, 38 weeks per year (term-time only)

Monday to Friday

Working Hours: 8:45 – 3.15pm

BTCT Scale Points 3 to 4, starting on Point 3. Actual starting salary: £11,776 per annum

Permanent

At Otterhampton Primary School we aim to provide a rich and varied education for all of our students. We believe that ensuring students realise their full potential depends upon the continuous drive and passion for excellence displayed by our committed staff.

This is an exciting opportunity to work with in our Pre-School, providing a safe, secure and happy environment for our Pre-School children.

Your role will involve maintaining the supportive and caring ethos of the Pre-School, ensuring our child-centred approach meets each child's individual needs, enabling them to fulfil their potential.

The ideal candidate will have:

- Experience working with children.
- Be able to read situations and respond accordingly.
- Understand the importance of a personalised and nurturing approach to learning.
- Experience of working in a Pre-School environment.
- Knowledge in first aid and food safety.

For further details and an application form please go to:

<https://www.otterhamptonprisch.co.uk/vacancies/>

Closing date: Noon 6th October 2021. Anticipated interview date: W/C 11th October 2021

Stogursey C of E Primary School, Tower Hill, Stogursey, Somerset TA5 1PR

1:1 TEACHING ASSISTANT

Fixed Term Contract – Part-Time

Hours: 10.75 hours per week

08:45-3.30pm Thursday

08:45-3.15pm Fridays

Actual salary of £4,480pa based on full-time equivalent £18,562 (Grade 15)

Stogursey Church of England School is situated in a beautiful location in rural Somerset, and is characterised by its child-centred culture and high standards of achievement. The school embraces all opportunities to develop outdoor learning.

We are seeking an enthusiastic TA who has experience at working with children with additional needs. The role is within our Key Stage 1 and Reception class. The postholder will assist the class teacher and SENCO to deliver learning programmes to groups of children but mainly, they will work with a child with a high level of special educational needs with the EFYS curriculum. This post is challenging, extremely interesting and rewarding. This will involve providing supervision, support and care to a child in Year 1 with special educational needs including learning difficulties and some personal care needs. The postholder will work with this child and small groups of children with him included inside or outside the classroom to enable them to overcome a range of barriers to learning.



Relevant training will be provided both within the school and by outside agencies to ensure all aspects of the child's needs are met. The postholder will be expected to work alongside a number of agencies to deliver effective support in line with an Education and Health Care Plan.

If you would like to work with a committed and supportive team at a vibrant and picturesque setting, and if you think you possess the qualities and dedication we are looking for, we would very much like to hear from you.

Closing Date for Applications: 13 October 2021. Interview Date: w/c 18 October 2021

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 pre-employment checks including a satisfactory Disclosure & Barring Service (DBS) Enhanced Disclosure Certificate, References and proof of Right to Work in the UK.

The Quantock Education Trust is an equal opportunities employer.

For further details or to apply, please visit <https://www.quantockedtrust.co.uk/vacancies>

Further details on the school please visit: <https://www.stogurseyprimaryschool.co.uk/web>

Huish Primary School, Carisbrooke Gardens, Yeovil, BA20 1AY

Tel: 01935 474984 www.huish.somerset.sch.uk



1:1 SEN LEARNING SUPPORT ASSISTANT (SEMH)

31 hours 15 mins per week – 8.30-3.15pm

Term Time only (38 weeks pa)

Grade 15 – Points 3-4 (£9.62-9.81 per hour)

Post to commence as soon as possible

We require an enthusiastic, flexible and experienced LSA to work with a pupil with significant SEMH needs.

Post is subject to funding and the pupil remaining in school.

The post is subject to a probationary period.

Closing date: Monday 4th October at 12 noon

Interview date: Friday 8th October 2021

For further details and an application pack please visit our website www.huish.somerset.sch.uk

For an informal discussion about the post, please call the school office or email

SEN.team@HPS.HuishMAT.org and the SENCO will arrange this with you.

Our School and all its personnel are committed to safeguarding and promoting the welfare of the children. This post is subject to an Enhanced Disclosure Application to the Disclosure and Barring Service.

Huish Primary School is part of the Huish Academy Trust

Milford Junior School, Glenthorne Avenue, Yeovil, Somerset BA21 4PG

Tel. Number: 01935 474477 Email: office@mjs.huishmat.org



LEARNING SUPPORT ASSISTANT

Hours: 22.5 hours per week - term time only made up of 17.5 hours (8.30am – 12pm) as a Learning Support Assistant and 5 hours (12pm – 1pm) as a Playworker (Lunch time supervisor)

Salary: Learning Support Assistant: Grade 15 3 – 15 4 (£9.62 - £9.81 per hour)

Playworker: Grade 16 2 (£9.43 per hour)

Contract: Fixed term contract until 31st August 2022 due to funding

Closing Date: Monday, 4th October 2021 at 12 noon. Interview Date: Friday, 8th October 2021

Start Date: As soon as possible

Contact name: Claire Laverty Head of School

We are looking for an enthusiastic, versatile and committed individual to join our Learning Support team as an exciting new position has arisen. We can offer a friendly and supportive environment and a commitment to professional development.

The successful applicant will need to:

- have the proven ability to provide for pupils with SEN
- have excellent communication skills
- be involved in planning, organising and implementing Learning Plans, including attendance at, and contribution to, reviews
- be able to implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupil's responses as appropriate
- be committed to helping all children to achieve their very best
- have good IT skills
- have English and Maths to GCSE level or equivalent
- have a good sense of humour and enjoy working as part of a team

For further details and an application pack, please visit our website, www.milfordjuniors.com.

For an informal discussion about the post, please call the school office or email sendmilfordjuniors@educ.somerset.gov.uk and the SENCo will arrange this with you.

Our school and all its personnel are committed to safeguarding and promoting the welfare of the children. This post is subject to an Enhanced Disclosure Application to the Disclosure and Barring Service.

St James Church School

Cranmer Road, Taunton, Somerset, TA1 1XU

01823 272553

enquiries@stjames.bwmat.org



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LUNCHTIME SUPERVISOR

Pay Grade: Band 17 (full time equivalent £17,842)

Permanent contract, 6.25 hours per week during term times

Actual pay £2,747

Location: St James Church School, Taunton

An exciting opportunity has opened up for a Lunchtime Supervisor on a permanent contract. We are looking for a friendly candidate with a love for children, who is a team player, and who will be able to make a valuable contribution to our wonderful school.

In return we are able to offer the successful candidate:

- Brilliant children, full of character, who are keen to succeed
- A Church school with a strong a purposeful Christian ethos centred around our vision: **Love God, love others and love ourselves**
- Engaged parents who want the best for their child
- Good links with our community
- A friendly and pleasant working environment where staff are solution focussed and supportive of each other
- A large and supportive Leadership Team
- A supportive Local Governing Board

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

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



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

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

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

Closing date: Thursday 7th October 2021

Interview date: Monday 18th October 2021

This post will commence: Monday 1st November 2021

Frome College

SCIENCE TECHNICIAN

Permanent Contract

31:25 hours per week, Term Time Only

Monday – Friday, 8.30am – 3.15pm

Grade 14 Point 4 – 6, £18,933 - £ 19,698 per annum, pro rata

Actual salary £13,284 - £13,821

Start Date: As Soon As Possible

We are looking for an enthusiastic Science Technician, to support the Science Faculty in the preparation of materials and equipment for Science lessons. You will provide assistance to teachers and students during practical tasks, maintain stock and arrange maintenance of equipment and general administrative tasks relevant to the department. Ideally you will have a science background, working in a school, but this is not essential. 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:

- A practical, methodical approach with good planning and effective organisational skills.
- Good interpersonal skills and excellent communication skills.
- Ability to cope with competing demands and strict deadlines.
- Work effectively and confidently with young people.
- Ability to use own initiative, and work well as part of team to support colleagues.

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 itself is a thriving market town, with a vibrant artistic community with the renowned Frome Festival, monthly Sunday market and many restaurants and 2 theatres, one of which is on campus.

Benefits of working at Frome College offers the opportunity to be part of a strong community and supportive workforce. Free parking, onsite catering, nursery and discounted access to leisure centre. Employees also have access to various opportunities as part of My Staff Shop with Somerset County Council including Cycle to Work Scheme.

To apply, please visit www.fromecollege.org/join-us/vacancies

Completed Support Staff Application Forms should be emailed to FCCRecruitment@fromecollege.org (CVs are not accepted)

Closing date: Monday 11th October (8am)

We are committed to offering excellent opportunities for CPD.

This post requires a criminal background check via the Disclosure Procedure

Polden Bower School

Telephone: 01278 496386 Email: office@poldenbower.org.uk

CAFÉ MANAGER

We are seeking a Manager for our brand-new Bower Café, opening in the Autumn term. We are looking for someone who is welcoming and inspiring to join the team.

This is a Grade 12 post, (£22,183 - £25,481 per annum pro-rata dependent upon experience) Minimum, 25 hrs per week term time only. With scope for more.

Polden Bower Special School has 160 children on roll and is located on the edge of Bridgwater, within easy access of all arterial roads. It's a fantastic place to work with state-of-the-art facilities for all the children and young people, this includes a warm water pool for physiotherapy; a sports hall; a sensory room; and fully accessible classrooms with the latest teaching technology. Polden Bower School is part of a growing partnership which also includes The Bridge School, Sedgemoor and Avalon School.

Brief outline of duties:

- Manage the day-to-day operations of the cafe and its staff in line with all Polden Bower's policies and procedures.
- Monitor income and expenditure & produce monthly reports.
- Prepare, cook and serve menu items adhering to all food hygiene standards.
- Co-ordinate with vendors and suppliers as required to ensure supplies are maintained.

In return, the school will offer full induction, ongoing professional development and a supportive staff team.

Visits to the school are warmly invited or contact us for an informal discussion

Polden Bower School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. References will be taken up for all shortlisted candidates prior to interview. This post requires a criminal background check via the disclosure procedure. The successful applicant will therefore be subject to an Enhanced DBS.

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

Closing date: Monday 18 October 2021

Interview Date: Thursday 4 November 2021

Apply: [Café Manager – DAS Jobs](#)

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

Specialist in Communication & Interaction

Tel: 01935 476227

SPTS OFFICER

Fixed term until August 2022

with possible contract extension

Grade 12 (spinal points 12-19) (£11.50 - £13.21 per hour)

Term time: 39 Working Weeks

5 days per week (30 hrs) Monday to Friday

Start Date: As soon as possible

We are offering an opportunity to a highly motivated person to join Specialist & Personalised Training Services (SPTS). We are a creative, dynamic organisation that works collaboratively with an alliance of partner schools and other organisations to provide high-quality training and support for school improvement in Somerset and beyond, with a particular focus on SEND, SEMH and Positive behaviour management.

Our school is committed to ensuring a 'Safer Recruitment' process including a Criminal Background Check

Job Description/Person Specification and Application Forms are available from the school

website: www.fivewayschool.co.uk

Closing Date: Wednesday 6 October 2021

Interview Date: Tuesday 12 October 2021

Only successful applicants will be contacted



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)

PARENT & FAMILIES SUPPORT ADVISOR (PFSA)

1-year fixed term initially

Somerset Pay Spine, Point 12 -19 £22,183 - £25,481 pro rata

(actual salary £20,761 - £23,847)

Base: Deployed across schools within the Tone Valley Learning Partnership

Hours: 37 hours per week* - term time plus INSET plus 4 weeks

*part-time/job share applications welcomed

Start Date: 1 November 2021 or sooner if contracts allowed

Currently, we have funding for this post for one year, however if further funding is secured, we would hope to be able to extend the period of employment past this point.

The Tone Valley Partnership (TVP) is a collaborative partnership consisting of the primary schools and secondary school in Wiveliscombe and the surrounding area.

This is an exciting, challenging and rewarding opportunity to work with children, their parents/carers and families, to support children's wellbeing and achievements in TVP 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 licence.

The Tone Valley 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, PFSA Manager, at khollinghurst@tdpc.somerset.sch.uk

Further details and an application pack are available from the Kingsmead School website under "Joining Us – Staff Vacancies"

Please send completed applications to jo.reynolds@kingsmead-school.com

Closing Date for applications: 12 noon, Monday 11 October 2021

Interview Date: Friday 15 October 2021

RECEPTIONIST / ADMIN ASSISTANT

Grade 14, Points 4 – 6, £18,933 to £19,698 pro rata

Actual starting salary of £16,363 including First Aid Allowance

36.25 hours per week over five days

Term time + INSET Days + 5 days during school holidays

Required as soon as possible, we are looking to appoint a professional, patient and friendly individual to be "the face" of Kingsmead, dealing with student, parent/carer and visitor queries in person or on the telephone. Working within the main School Reception, your responsibilities will also include providing administrative support, as directed by the Admin Manager.

The ideal candidate will have strong interpersonal skills and be competent in utilising a polite and professional manner at all time.

Further details and an application pack are available from our website <https://www.kingsmead-school.com/join/jobs>

For further information, or to discuss the role in more detail, please contact Jo Reynolds, Admin Manager & PA to SLT at jo.reynolds@kingsmead-school.com

Closing Date for Applications: 12 noon on Friday 8 October 2021

Interviews: Date to be confirmed



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

ATE CO-ORDINATOR Job Ref: 322

37 hours per week, 39 weeks per year (Term time + INSET days). Permanent role

BTCT Scale Points 5 to 6. Actual starting salary: £16,920 per annum

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

The successful post-holder will have day to day responsibility for co co-ordinating the school's alternative to exclusion room and pastoral administration; as part of the school's student behaviour management strategy.

You will need to have experience of assisting students with their learning, ideally within an educational setting. You will have a proven track record of successfully working with disaffected young people. You will need excellent organisational, interpersonal and communication skills, and will be a team-

player. You will need to have good IT skills, experience of using MS Excel and a SIMS related package would be advantageous.

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

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

Closing date for applications: Midday, Friday 15th October 2021

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



Stanchester Academy, Stoke-Sub-Hamdon, Somerset TA14 6UG

Tel: 01935 823200 www.stanchester-academy.co.uk

Stanchester Academy is a secondary school located in Stoke-Sub-Hamdon. The school is part of the Bridgwater & Taunton College Trust.

SAFEGUARDING OFFICER Job Ref: 321

Full time and Permanent

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

BTCT Scale Points 10-12

Actual starting salary: £19,784 per annum

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

This fast-paced role will involve working with a caseload of high-risk students with safeguarding and mental health concerns. You will also work closely with our Designated Safeguarding Lead, to develop our policies and procedures to ensure that we comply with relevant legislation and uphold best practice. To work in partnership with parents/carers and multi agencies through joint planning, training and monitoring of arrangements for the safeguarding and wellbeing of children. You will promote Keeping Children Safe in Education and our safeguarding policies across the school, helping us to embed a culture that centres on safeguarding and wellbeing

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

Please see the job description for more information.

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

For further details and application form please visit our website:

<https://www.stanchester-academy.co.uk/our-school/vacancies.htm>

Closing date: 12pm on Thursday 7th October 2021

Anticipated Interview Date: Wednesday 13th October 2021

Stanchester 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 completed for any applicant who is offered a position.

COVER SUPERVISOR Job Ref: 318

Permanent

30 hours per week. 39 weeks per year (term-time plus Inset days)

BTCT Scale Point 7 to 9, starting salary: £14,283 per annum

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

This role involves the supervision and guidance of whole classes during the short-term absence of teachers. It will also involve invigilating exams and accompanying staff and pupils on educational visits. The successful applicant will be able to relate positively to young people, managing behaviour to ensure they have a supported, constructive learning environment.

We are seeking individuals with an understanding and a high personal level of emotional intelligence, as well as the ability to use their own initiative and to work collaboratively with others.

The post would be excellent training for anyone considering a career in teaching specifically or working with young people in general.

For further details and an application form please go to:

<https://stanchester-academy.co.uk/our-school/vacancies.htm>

Closing date: 12pm on Monday 1st November

Anticipated Interview Date: Week commencing Monday 15th November



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

www.bridgwatercollegeacademy.org

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

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

HLTA PASTORAL SUPPORT (SECONDARY) REF: 319

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

12 Months Fixed-Term contract

BTCT Points 10 to 12, commencing on Point 10. Actual Salary £14,705 per annum

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

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

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

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

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

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

www.bridgwatercollegeacademy.org

Closing Date for applications: Noon, Friday 15th October 2021

Huish Episcopi Academy

SITE MAINTENANCE OPERATIVE

Full Time

Permanent

Salary - £18,933.00 - £19,698.00 pro rata

Closing Date - 4th October 2021

Start Date - As soon as possible

OVERVIEW OF THE SCHOOL AND THE ROLE

We seek to appoint a Site Maintenance Operative to provide support to the site management team, and undertake general maintenance and repairs. This is a great opportunity to be a part of a growing and consistently developing school. Huish Episcopi Academy is a large secondary school with approximately 1250 students (11-16 years) and 150 students at Huish Sixth, our sixth form provision which opened in September 2010. Lifestyle Fitness is also part of the school campus. There are approximately 200 staff.

WHY CHOOSE US

At Huish Episcopi Academy we believe that school should be a welcoming, safe and engaging environment. Huish Episcopi Academy is a wonderful place to work. Our staff are extremely dedicated, talented and committed to developing our Academy community into the very best it can be and we are always looking to add new and enthusiastic staff to our team.

WE OFFER:

- The opportunity of working within a supportive, friendly environment in this well run and respected school.
- Competitive Salary
- Pension Scheme
- Employee health care plan through Simply Health.
- Onsite parking.
- Please see our applicant welcome information pack on our career site for further information on the benefits of working at Huish Episcopi Academy.

JOB REQUIREMENTS:

This post requires working on a three week shift basis:

Shift A 06:30 to 14:00

Shift B 08:00 to 16:00

Shift C 10:00 to 18:30

The shifts are rotated between the Resident Caretaker and Site Maintenance Operatives. There is also a requirement to be available on a rota basis for weekend lettings (these are irregular at the moment, but likely to increase over the next two years).

THE RIGHT CANDIDATE:

- Experience of caretaking or premises management, building, cleaning or building management.
 - Experience in building security duties, including alarm setting.
 - Experience in the use of cleaning equipment.
 - Able to undertake minor repairs and maintenance within the building
 - Good planning and organisational skills and a flexible approach to the management of work.
 - Ability to prioritise own workload.
-

Crispin

LIBRARY ADMINISTRATOR

To start as soon as possible, permanent contract.

14 ½ hours per week, (09:30-14:00 Monday and Tuesday, 08:30-14:00 on Wednesday). Term time only plus two additional In-Service Training Days agreed annually.

Salary scale Grade 15 (points 3-4 - £9.62 - £9.81). Actual salary of £6106-£6228.

We require, as soon as possible, an effective and efficient Library Administrator to join our friendly, supportive and committed support staff team. We are looking for someone who has administrative experience, a strong work ethic and is willing to embrace the challenges that working in a busy school can bring.

Working under the direction of the Head of English Faculty and based in our Library, we would like you to:

- Have excellent interpersonal skills with ability to engage positively and effectively with staff, students, parents and visitors to the school either face to face, by phone or by email.
- Have excellent administration and ICT Skills including the use of the Microsoft Office suite of programmes.
- Have used or have knowledge of SIMs or similar management information systems.
- Be highly organised with an ability to proactively manage workload, competing priorities and meeting deadlines.
- Be first aid qualified or willing to undertake training and deliver first aid to students and staff if required.

In return we can offer the opportunity to be part of a friendly, hardworking and dedicated team working in a supportive school community of students, parents, staff and trustees.

Closing date for this post: 10:00 Monday 11 October 2021.

For further details about this post and to download an application pack, please visit our website <https://www.crispinschool.co.uk/about-us/vacancies/> or contact the Head's PAs, on 01458 442714 or headspa@crispinschool.co.uk .

TEACHING ASSISTANT

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

Salary: Grade 15 Salary Range £12844-£13101 pa (hourly rate £9.62 to £9.81) depending on any previous experience. 30 hours per week plus 1 hour bi-weekly team meeting. Monday to Friday, from 08:25 until 13:15, 13:55 until 15:05 each day, term time only plus two training days.

Please visit our website <https://www.crispinschool.co.uk/about-us/vacancies/> and click on the application form in the vacancies section. Your supporting statement / letter (of no more than two sides) should outline your skills and experience and how you meet the person specification. Please submit your application form either via TES.com or by email to headspa@crispinschool.co.uk and enclose an accompanying letter (of no more than two sides) outlining your skills and experience and how you meet the person specification.

Closing date for this post: 10:00 Monday 11 October 2021.

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

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

CATERING ASSISTANT

25 hrs per week, Term Time Only

Required: October 2021

Grade 16 (£10,376 actual salary)

We are looking for a conscientious Catering Assistant to join our in-house friendly School Kitchen team. We are a Business & Enterprise Academy that aspires to embody our strapline of *'Bringing Learning to Life & Life to Learning'* for every student every day. We place a large emphasis on the development of character and personality of our students, alongside a relentless drive for improving progress in all the subjects that they study.

We aim to be **GREAT** in everything that we do. Our student body are wonderful to work with and visitors to the school regularly comment upon the great learning environment within the school, personified by the excellent relationships between students and staff. We firmly believe in the core BASICS that the students are asked to follow, and we recognise that teaching is made easier when students are engaged with their learning - as ours are.

Duties will include:

- ✓ *Washing up*
- ✓ *Cleaning the catering areas*
- ✓ *Preparing hot and cold meals for staff and students of Preston School*
- ✓ *Serving food to staff and students at break and lunch times*
- ✓ *Using an electronic till*
- ✓ *A Food hygiene Level 2 certificate is advantageous though training can be provided*

Information on the school and post can be accessed from www.prestonschool.co.uk/vacancies

This post is subject to two references along with enhanced DBS check from Criminal Record Bureau and medical history check. If you would like to visit us prior to applying then please contact Jaclyn Surrey, PA to the Principal, on Jaclyn.Surrey@prestonschool.co.uk.

Please apply by downloading the application form from the school's website and return completed with a covering letter addressed to Chris Taylor, Catering Manager, to Vacancies@prestonschool.co.uk

Closing date: Monday 4th October 2021

As an independent local charity working in Somerset and North Somerset, we lead teams of staff and volunteers to provide information and services that promote wellbeing and independence, adding value to later life.

Compliance Officer

Contract: Fixed Term -12 months **Salary:** £19,852 p.a. FTE (£7,940 actual)
Hours: 14 hours per week **Location:** Taunton

Are you organised, enjoy a varied role in administration and always have a 'to-do-list' to hand?

Working within the Support Service function, you will play a key role in administering, monitoring and reporting on a range of elements that include Personnel, Governance, Quality and Health & Safety.

Operational support is at the core of our dynamic organisation. The postholder will therefore liaise with managers and staff from across the Charity, promoting awareness of and compliance with our processes.

You will therefore be someone who is an effective communicator with good interpersonal skills and possess proficient organisation skills to realise the full potential of this multi-faceted role. Liaising with colleagues, an ability to schedule and diarise tasks to set, track and follow-up actions is essential.

A strong background in Administration with excellent working knowledge of MS Office will be required. A previous role in any or all of the functions above will be an advantage.

Interviews (via MS Teams): Tuesday 19th October 2021

Ageing Well Co-Ordinator (North Somerset)

Contract: Fixed Term - 6 months (with a positive expectation of an extension, subject to funding)
Salary: £19,852 p.a. FTE (£7,940 actual) **Hours:** 14 hours per week **Location:** Home-based

Do you have an enthusiasm for exercise and enjoy working within the fitness field?

Our Ageing Well service is dedicated to promoting the health and wellbeing of older people in our area. As Co-ordinator, you will help support and develop our Ageing Well activities across North Somerset, working closely with the rest of the team that covers Somerset and North Somerset.

Monitoring and improving class attendance levels, engaging with the community to explore the potential for new classes and developing partnerships will be a fundamental part of the role. The successful candidate will also use their excellent interpersonal and communication skills in overseeing our instructors and volunteers, as well as giving talks that encourage and inspire people to try physical activity, whether they are 55 or 95!

The postholder is responsible for their own administration and will therefore be competent in MS Office with an ability to use our database. A teaching qualification in exercise/physical activity is essential and experience in developing a project/service would be an advantage.

Interviews (via Zoom): Monday 25th October 2021

How to apply

Go to About us/Work with us at www.ageuk.org.uk/somerset for the application pack. Alternatively, email us on recruitment@ageuksomerset.org.uk to request the pack or for further information.

Closing date for all applications: 9am, Thursday 14th October 2021

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

Charity Reg. 1015900