



For more information or to apply online:

cumbria.gov.uk/jobs

Jobs Bulletin

31 October 2014

INTERNAL APPLICANTS ONLY

Group Solicitor & Manager for the Litigation Team

Job Ref: RE681i

Salary: £51,167 - £53,496 / 37 hours weekly

Location: CARLISLE, The Lonsdale Building, The Courts

Legal Services require a Group Solicitor & Manager to manage the Litigation Team with significant experience of at least one of the Teams specialist areas.

Closing date: 10 November 2014. Interview date: 19 November 2014.

Senior Solicitor

Job Ref: RE680i

Salary: £43,952 - £45,812 / 37 hours weekly

Location: CARLISLE, usually based The Lonsdale Building, The Courts

Legal Services require a Senior Solicitor within the Environment & Community Team with significant experience of at least one of the Teams specialist areas.

Closing date: 10 November 2014. Interview date: 21 November 2014.

Senior Solicitor - Litigation Team

Job Ref: RE678i

Salary: £43,952 - £45,812 / 37 hours weekly

Location: CARLISLE, usually based The Lonsdale Building, The Courts

Legal Services require a Senior Solicitor within the Litigation Team with significant experience of at least one of the Teams specialist areas.

Closing date: 10 November 2014. Interview date: 21 November 2014.

Practitioner

Job Ref: HC1096i

Salary: £26,539 - £28,922 / 37 hours weekly

Starting salary £28,127 inc temp additional allowance

Location: KENDAL usually based Bridge Mills

South Lakes District requires a Social Worker Practitioner in their Rural Team assessing needs of individuals in hospital or the community ensuring delivery of person centered support across all groups.

Appointment to this post is subject to Enhanced Vetting Check

Closing date: 10 November 2014. Interview date: 26 November 2014

Senior Support Officer

Job Ref: CC2294i

Salary: £19,817 - £23,188 pro rata / 21 hours weekly

Location: WHITEHAVEN, usually based at Hensingham Day Services

Can you motivate people, lead in developing activities, deliver effective PCCP work and be part of an enthusiastic team, delivering high standards of person centred support to adults with learning disabilities.

Appointment is subject to Enhanced Vetting Checks.

Closing date: 5 November 2014. Interview date: 19 November 2014.

For more information and to apply on-line for the all posts please visit www.cumbria.gov.uk/jobsandcareers or contact (01228) 223333 Please quote relevant reference number.

Finance Assistant – Pensions Admin

Job Ref: RE674i

Salary: £19,817 - £20,400 / 37 hours weekly

Location: CARLISLE, usually based at Parkhouse Building

Seeking an outgoing and enthusiastic Finance Assistant to support the Pensions team, through monitoring; compilation and data cleansing work. No prior experience of pensions required.

Closing date: 13 November 2014. Interview date: 28 November 2014.

Administrative Assistant

Job Ref: CH1657i

Salary: £15,882. - £16,215 pro rata / 18.5 hours weekly

Location: CARLISLE, usually based at 5 Portland Square (the department is due to move to the Lower Gaol Yard, date not yet confirmed)

This is an exciting opportunity to provide business support to the Information and Performance Team, in particular the Access and Engagement Team. You will provide efficient and effective business support to the team to ensure they are able to meet the requirements of the service effectively.

Closing date: 14 November 2014. Interview date: 2 December 2014.

If you have a CCC 'MyHR' login and password use these details to sign on through the 'Existing user login' tab on the 'Job Search' page.

If you have not used the CCC on-line application process before and do not have a CCC 'MyHR' login, the system will prompt you to use the 'New User Registration' option. If this is case and you are a CCC employee, contact (01228) 223333 once you have registered so we can link your 'Web Recruitment' record to your CCC employee record.

IMPORTANT NOTICE

JOBS BULLETIN ADVERTISING CHARGES

All recruitment adverts that appear within the Jobs Bulletin that have not been placed by the client within other publications, ie local or national newspapers, magazines etc will be charged out at £50.00 ex VAT.

INTERNAL TO CUMBRIA PARTNERSHIP TRUST & CUMBRIA COUNTY COUNCIL HEALTH & SOCIAL CARE SERVICE EMPLOYEES ONLY

Associate Director of Social Care

Vacancy Ref: 262-A-14-7191

https://www.jobs.nhs.uk/xi/search_vacancy/394196ddcb392a7183490e00222fef10/

We are looking for a highly organised and motivated individual to take corporate responsibility for the delivery of safe and effective social care services within Cumbria Partnership NHS Foundation Trust.

This post will be jointly funded by the Trust and the Council and the post holder will be accountable to both organisations. Key responsibilities include providing social care leadership across services with an emphasis on mental health services - ensuring that social care is given equal value and that social care outcomes are incorporated into corporate objectives, establishing and maintaining robust social care governance; lead the development and review of social care partnership arrangements with Cumbria County Council and other stakeholders; lead social care professional development across the trust; ensure effective performance management of social care service delivery, including the Urgent Care Team and Safeguarding issues. The post holder will monitor the Section 75 agreement between both organisations and will take both an operational and strategic overview.

The post holder will be accountable to the Director of Operations of Cumbria Partnership NHS Foundation Trust and to the Assistant Director Disability and Care Services (South) in Cumbria County Council.

Fixed Term Temporary for 12 months from date of appointment.

Working Pattern - Full Time, Office Hours, On call as part of the silver rota.

For Further information please contact Joanna Forster Adams on 01228 603828.

As part of the one of the largest employers in the UK CPFT future employees will have also access to the following benefits.

27 day holiday scheme rising to 33 after 10 years

Flexible working Scheme *

Excellent opportunities for development

Competitive NHS Pension scheme

Childcare Vouchers

Cycle to work scheme

Access to NHS discounts with retailers and leisure companies

* These schemes are subject to individual job roles.

We welcome your feedback via NHS jobs to how we can improve our recruitment service and we hope to see you working for us soon

****In order to improve efficiency, candidates applying via NHS Jobs will be called to interview by e-mail. This will usually be within 2 weeks of the closing date. Would you therefore please monitor your e-mails regularly following the closing date****

Overseas candidates wishing to apply, who would require immigration sponsorship, can self-assess the likelihood of obtaining a Certificate of Sponsorship for the post on the UK Borders and Immigration (UKBA) website.

VACANCIES OPEN TO ALL APPLICANTS

Support Worker

32 hours weekly - Job Ref: CC2286e

20 hours weekly - Job Ref: CC2287e

Salary: £14,880 - £16,998 pro rata

Location: CARLISLE, usually based at Langrigg House

Can you work effectively to deliver personal and social care to enable services users to maximise a high level of personal independence, choice and control.

Appointment to this post is subject to **Enhanced Vetting Checks**.

Closing date: 7 November 2014. Interview date: 24 December 2014.

For more information and to apply on-line for the all posts please visit www.cumbria.gov.uk/jobsandcareers or contact (01228) 223333

Please quote relevant reference number.

VACANCIES OPEN TO ALL APPLICANTS

Service Lead - Architecture (Readvertised)

Job Ref: RE556e

Salary: £35,784 - £36,676 / 37 hours per week

Location: CARLISLE usually based at English Gate Plaza

To provide subject matter expertise, technical guidance and technical leadership within ICT and support the Infrastructure and Systems Manager with technical advice and service planning.

Closing date: 14 November 2014. Interview date: 28 November 2014.

Commissioning Officer

Job Ref: RE676e

Salary: £28,127 - £28,922 / 37 hours weekly

Location: NEGOTIABLE

The post will assist the Commissioning Managers in their role by undertaking a full range of commissioning activities, including: the identification of needs; market analysis and development of capacity to meet local needs; the involvement of stakeholders, as well as supporting and promoting the interface with internal and external partners, to deliver effective and efficient services.

Closing date: 19 November 2014. Interview date: 5 December 2014.

Support Worker (2 Posts)

Location: LONGTOWN usually based Eskdale House

1 - 18 hours weekly

Job Ref: CC2292e

1 - 25 hours weekly

Job Ref: CC2293e

Salary: £14,880 - £16,998 (pro rata) pro rata

Starting salary £16,604 (pro rata) inc temp additional allowance

Can you work effectively to deliver personal and social care to enable services users to maximise a high level of personal independence, choice and control.

Appointment to these posts is subject to **Enhanced Vetting Checks**.

Closing date: 16 November 2014. Interview date: 3 & 4 December 2014.

Residential Education Support Worker

Job Ref: CH1650e

Salary: £19,817 - £25,727 / 37 hours weekly

Starting salary £24,892 incl temp additional allowance

There is an expectation to work shifts and weekends

Location: BARROW usually based 299 Hawthwaite Lane

We are looking to recruit an Education Residential Support Worker to co-ordinate all aspects of education provision for the young people.

Appointment to this post is subject to **Enhanced Vetting Checks**.

Closing date: 31 October 2014. Interview date: 13 November 2014.

Casual Support Worker (2 Posts)

Job Ref: CC2279e

Salary: £14,880 - £16,998 pro rata / Casual

Starting salary £16,604 pro rata inc temp additional allowance

Location: MARYPORT usually based Parkside Residential Home

Can you work effectively to deliver personal and social care to enable services users to maximise a high level of personal independence, choice and control.

Appointment to any of the above posts is subject to **Enhanced Vetting Checks**.

Closing date: 27 October 2014. Interview date: 11 November 2014.

Night Support Worker

Job Ref: CC2281e

Salary: £15,882 - £17,980 pro rata / 21 hours weekly

Starting Salary £17,333 pro rata inc temp additional allowance

Fixed term for 12 months

Location: KENDAL, usually based at Peat Lane

Night Support Workers required to provide personal and social care, enabling Adults with Learning Difficulties to maximise independence and control within Residential and Community Settings.

Appointment to this post is subject to an **Enhanced Vetting Check**.

Closing date: 5 November 2014. Interview date: 20 November 2014.

For more information for the above posts and to apply on-line please visit www.cumbria.gov.uk/jobsandcareers or contact (01228) 223333. Please quote relevant reference number.

VACANCIES OPEN TO ALL APPLICANTS

Homecare Administrator

Job Ref: CC2251e

Salary: £15,882 - £16,215 pro rata pro rata / 22 hours weekly
Our hours of work are 9am - 5pm or 7am - 3pm and there is some flexibility to the days/hours this post will cover which will be discussed at interview

Location: KENDAL, usually based South Lakes Home Care Office

We deliver a Home Care and Reablement service to people in their own homes who live in South Lakes. Our office is busy and vibrant. The administrator role includes answering phones, rostering our support teams work to clients, processing weekly timesheets and travel as well as general administrative tasks. You need to be able to work well within a team, have good administrative, IT plus written and verbal communication skills. Training and support is available to support the successful candidate.

Appointment to this post is subject to an **Enhanced Vetting Check**.

Closing date: 4 November 2014. Interview date: 18 November 2014.

Domestic

Job Ref: CC2277e

Salary: £12,435 pro rata plus living wage supplement of £2,324 pro rata / 33.5 hours weekly

Location: KENDAL, usually based at Riverside House

Can you maintain high standards of cleanliness and adhere to infection control within a residential setting whilst supporting and respecting the Rights of Service users.

Appointment to this post is subject to an **Enhanced Vetting Check**.

Closing date: 29 October 2014. Interview date: 12 November 2014.

For more information and to apply on-line for the above posts please visit www.cumbria.gov.uk/jobsandcareers or contact (01228) 223333. Please quote reference number.



ICT Officer (Maternity Cover)

Temporary for up to 12 months 37 hours per week
Grade E £19,817 - £21,067 per annum

An exciting opportunity has arisen at Carlisle City Council in the Digital & Information Services ICT Helpdesk team to cover the current post holder whilst on maternity leave. The vacancy is full time for a period of up to twelve months, from November 2014.

You will be part of a team of four providing 1st and 2nd line ICT service support to Carlisle City Council and partner organisations. The successful candidate will be experienced in supporting Microsoft technologies and will help the team deliver an exceptional and effective ICT service.

The successful candidate will have experience of some or all of the following:

- > Working in a local government environment
- > Problem resolution
- > Experience of supporting Microsoft technologies including:
 - Windows XP / 7 / 8
 - Active Directory
 - Server 2008
 - Exchange
 - Office 2007 / 2010

The successful applicant must have strong communication and customer service skills and have the ability to communicate technical issues in an understandable way to users. A "can do" ethos is essential. The post is based within the Civic Centre, Carlisle with occasional travel offsite.

For further details and an application pack returnable by **12 noon Friday 14th November 2014**, visit: www.carlisle.gov.uk or email vacancies@carlisle.gov.uk or phone us on **01228 817080** (24 hour answerphone) quoting the post number **V1655**



We are now recruiting for the following vacancies:

Janitor & Cleaning Operative

Heron Hill School

CLEANING OPERATIVE - £6.51 per hour
15 hours per week Monday – Friday, 4pm-7pm (Term time only)
JANITOR - £9.10 per hour

10 hours per week Monday – Friday, 7am-9am (Term time only)

This post is a combined post so we are looking for someone to take up both the Cleaning Operative role and the Janitor role. We are looking to recruit a flexible, enthusiastic person to deliver a high standard of cleaning in line with the onsite cleaning specification. Previous cleaning or Janitorial experience is not essential as full training will be given.

Closing date for returned applications is 10th November 2014.

Please quote Job Reference CL0235

Casual Cleaning Operatives & Casual Kitchen Team Members

Various Locations within Kendal Area

£6.51 per hour / Variable hours

Closing date for returned applications is 14th November 2014.

These posts are subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it will be necessary for a submission for Disclosure to be made to the Disclosure and Barring Service (formerly known as CRB) to check for any previous criminal convictions. If you already have a DBS certificate and if you are registered with the DBS Update service please make this known on your application form.

To request an application form please contact Sophie Patterson by telephone on 01228 404711 or by email sophie.patterson@orian.co.uk.

Orian Solutions Ltd is influenced by Cumbria County Council.



We are now recruiting for the following vacancy:

Cleaning Operative

Morland School

£6.51 per hour / Monday - Friday, 3.30pm - 5.30pm

We are looking to recruit a flexible, enthusiastic person to deliver a high standard of cleaning in line with the onsite cleaning specification. Previous cleaning experience is not essential as full training will be given. A brief summary of the cleaning duties is as follows:

- Vacuuming
- Emptying bins
- Dusting
- Mopping
- Cleaning toilet areas
- Wiping skirting boards

Posts are subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it will be necessary for a submission for Disclosure to be made to the Disclosure and Barring Service (formerly known as CRB) to check for any previous criminal convictions. If you already have a DBS certificate and if you are registered with the DBS Update service please make this known on your application form.

To apply please contact Sophie Patterson by email sophie.patterson@orian.co.uk or by Telephone on 01228 404711.

Closing date for above applications is 8th November 2014 Please quote ref no CL0233.

Orian Solutions Ltd is ultimately owned by Cumbria County Council.



We are now recruiting for the following vacancies:

School Crossing Patrol

Millom Infant School - Job Ref: SCP0029

£6.51 per hour (Term time only)
5 hours per week Monday-Friday, 8.30am-9am & 2.50pm-3.20pm

You should have the ability to work in all weathers and be able to judge traffic speeds. Some experience of working with children is desirable but not essential. Full Training and uniform provided.

Officers are required to attend their allocated site twice daily during the morning and afternoon peak school times throughout the school term. Attendance is required each day during term time.

This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it will be necessary for a submission for Disclosure to be made to the Disclosure and Barring Service (formerly known as CRB) to check for any previous criminal convictions.

If you already have a DBS certificate and if you are registered with the DBS Update service please make this known on your application form.

To request an application form please contact Sophie Patterson by e-mail sophie.patterson@orian.co.uk or by telephone on 01228 404711.

Closing date for returned applications is 28th October 2014.

Orian Solutions Ltd is ultimately owned by Cumbria County Council.

VACANCIES OPEN TO ALL APPLICANTS

CAPITA

HR SOLUTIONS

Capita is the UK's leading provider of outsourcing services to both public and private sector organisations. We support, transform & manage our client's business operations in a wide variety of markets.

From our Regional Business Centre in Carlisle we provide support to clients in HR & Payroll services. As our national schools client base is increasing, we have a business requirement to make a current part-time post full time and therefore offer this post as a job share.

Salary up to 27k FTE depending on experience

Job Share 18.75 FTE

Wednesday pm, Thursday & Friday.

Client Transition Manager

Responsible for coordinating the successful transition for new or exiting education clients to/from HR Solutions service by planning, managing and delivering project activities to ensure a professional client experience during the transition process, and continuity of services.

A good standard of education (5 GCSE grades A-C or equivalent including Maths and English) plus experience of Microsoft Word and Excel is essential. Evidence is required of further educational attainment or professional qualification in a related field.

For an application form, job description and person specification please contact (01228) 673688 or e-mail pauline.peddelt@capita.co.uk

Closing date is Friday 15th November 2014.



William Howard School

PERSONAL/EXECUTIVE ASSISTANT

Full time, full year

NJC Points 26 - 28 (£22,443 - £23,945)

Required immediately, William Howard Trust is looking to appoint a Personal & Executive Assistant to work with the Executive Headteacher, providing an efficient and effective secretarial, communicative, administrative and operational assistance. William Howard Trust will be working in North and West Cumbria from September 2015. This is an extremely fast-paced and exciting opportunity which includes a high level of responsibility. Therefore working to deadlines for the delivery and monitoring of key projects and initiatives is an integral part of this role. A proven achiever and polished professional, the successful candidate will demonstrate:

- professional manner and dynamic personalities
- excellent interpersonal skills with ability to build relationships with people at all levels
- excellent attention to detail and logical approach to work
- effective organisational and communication skills
- the ability to work under pressure with a flexible attitude
- a willingness to successfully adapt to changing demands and conditions

The post will involve working across various educational establishments led by the requirements of the Executive Headteacher.

Applicants for all posts must be willing to undergo safeguarding screening appropriate to the post.

The closing date for applications for this post is 12.00pm on Wednesday 12 November. Please go to www.williamhoward.cumbria.sch.uk for further details and application form or telephone 016977 45766.



Longtown Road, Brampton, Cumbria CA8 1AR (016977) 45700



Anything of interest? If the answer is 'yes' then telephone the relevant number at the end of each advert for an application form. Please remember to quote a reference number. If you have not heard from us within 4 weeks of submitting your application please assume that on this occasion your application has been unsuccessful

View jobs and apply on line at
cumbria.gov.uk/jobs