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cumbria.gov.uk/jobs

Jobs Bulletin

25 July 2014

INTERNAL APPLICANTS ONLY

Supervisor

Job Ref: CC2145i

Salary: £26,539 - £28,922 pro rata / 16 hours weekly
Starting salary £28,127 pro rata inc temp additional allowance

Location: CARLISLE usually based Petteril House, Harraby

You will be accountable for continuously improving the quality of the services and high standards of care by creating an environment in which excellence in care can flourish.

Appointment to this post is subject to Vetting Checks.

Closing date: 1 August 2014. Interview date: 8 August 2014.

Bank Supervisor

Job Ref: CC2144i

Salary: £26,539 - £28,922 pro rata / 32 hours weekly
Starting salary £28,127 pro rata inc temp additional allowance

Location: CARLISLE usually based Petteril House, Harraby

You will be accountable for continuously improving the quality of the services and high standards of care by creating an environment in which excellence in care can flourish.

Appointment to this post is subject to Vetting Checks.

Closing date: 1 August 2014. Interview date: 8 August 2014.

Business Support

Job Ref: CH1597i

Salary: £16,604 - £16,998 pro rata / 15 hours weekly

Location: CARLISLE usually based at 3 Alfred street North,
but shortly moving to the Civic Centre

We are looking for a self-motivated and flexible person to work as part of a friendly team in a busy office. Duties will include financial monitoring and processing of payments for Service users so experience of financial systems would be desirable and also to support the team of Social Workers, Child and Family and Leaving Care Workers.

You will be able to relate sensitively to service users and communicate with a wide range of people. The need to understand and accept confidentiality is essential.

You must be IT literate and have an NVQ level 2 or 3 or equivalent, or equivalent knowledge and experience.

Appointment to subject to Enhanced Vetting Check.

Closing date: 8 August 2014. Interview date: 18 August 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 relevant reference number.

Business Support

Job Ref: CH1598i

Salary: £15,882 - £16,215 pro rata / 22 hours weekly
Starting salary £28,127 pro rata inc temp additional allowance

Location: WIGTON usually based at Wigton Hospital

The post in Wigton Community Hospital is to support joint working with the NHS for meeting targets on Health Assessments and other medical needs for Looked after Children. Ideal candidates will already be experienced in a wide range of general office skills and have the ability to act on their own initiative whilst working as part of a team.

You will be able to relate sensitively to service users and communicate with a wide range of people. The need to understand and accept confidentiality is essential.

You must be IT literate and have an NVQ level 2 or 3 or equivalent, or equivalent knowledge and experience.

Appointment is subject to Enhanced Vetting Check.

Closing date: 8 August 2014. Interview date: 18 August 2014.

Casual Support Worker (2 Posts)

Job Ref: CC2155i

Salary: £14,880 - £16,998 pro rata / Zero hours
Starting salary 16,604 pro rata inc temp additional allowance

Location: CARLISLE usually based at North Cumbria Domiciliary Service

We require a committed and enthusiastic Support Worker who is positive about working with people with learning disabilities within a range of community settings.

Appointment is subject to Vetting Checks.

Closing date: 29 July 2014. Interview date: 4 August 2014.

Support Worker

Job Ref: CC2156i

Salary: £14,880 - £16,998 pro rata / 16 hours weekly
Starting salary £16,604 pro rata incl temp additional allowance

Location: WORKINGTON usually based at North Cumbria Domiciliary Care Services

We require a committed and enthusiastic Support Worker who is positive about working with people with learning disabilities within a range of community settings.

Appointment is subject to Enhanced Vetting Checks.

Closing date: 29 July 2014. Interview date: 4 August 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 relevant reference number.

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.

VACANCIES OPEN TO ALL APPLICANTS

Summary

The County Council's Finance team is recruiting to a number of posts across the team including Technical and Management Accounting, Financial systems and Internal Audit roles.

Principal Finance Officer

Job Ref: RE638i

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

5 permanent positions available and

1 Fixed Term 12 month contract

Location: **CARLISLE** usually based at Parkhouse Building

This business partnering role within the finance team will provide flexible and professional financial support, developing effective working relationships with budget managers to support them in managing their budgets across the Council.

Closing date: 5 August 2014. Interview date: 14 / 15 August 2014.

Cook

Job Ref: CC2149e

Salary: £14,880 - £16,215 pro rata / 17 hours weekly

Starting salary £15,882 pro rata inc temp additional allowance

Location: **KENDAL** usually based at Maudes Meadow Residential Home

Can you produce a varied and balanced meal which will meet the nutritional needs of the service users and maintain overall responsibility for a kitchen? Appointment to this post is subject to vetting checks.

Closing date: 7 August 2014. Interview date: 15 August 2014.

FM Supervisor - Barrow

Job Ref: RE640e

Starting salary £19,817 - £20,400 / 37 hours weekly

Fixed Term for 12 months

Location: **BARROW IN FURNESS** usually based at Craven House

We are changing the way we deliver our services in order to enhance our customer experience and we require a Facilities Management Supervisor at our offices in Barrow to assist with service delivery.

Closing date: 4 August 2014. Interview date: 13 August 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 relevant reference number.



William Howard School

William Howard School is a dynamic 11-19 school of 1600 students and 250 staff, situated on the edge of the North Pennines within easy reach of the Lake District. The school became an Academy in August 2011. We are committed to achieving the maximum success for all our students and staff through creativity, innovation and personalisation.

FINANCE DIRECTOR

Salary Range £42,998 - £44,867

The Governors seek to appoint a Finance Director to the schools Senior Leadership Team to lead and manage the Finance function within the school. We expect applicants to have a proven track record in a similar role, with knowledge of the education sector an advantage. This is a challenging role and requires an applicant with drive and ambition.

As a senior manager in school the Finance Director will lead a team to make a significant contribution to the growth and development of the School. As the person with responsibility and accountability for both the day to day management and strategic development of the School's finances the Finance Director's role will underpin work done both across the whole school and within the wider community.

William Howard School is fully committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post.

The closing date for applications for this post is 9.00am on Thursday, 07 August.

PERSONAL/EXECUTIVE ASSISTANT

September 2014

Full time, full year

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

The post holder will be accountable for providing professional and administrative support to the Executive Headteacher. A proven achiever and polished professional, you will be a strong organiser, communicator and proactive individual, with the ability to work well with a wide variety of people at all levels of management.

With an energetic demeanour you will be a resourceful self-starter and thrive in a fast-paced, dynamic setting. The post will involve working across various different educational establishments lead by the Executive Headteacher as well as other travel as appropriate and will include some attendance out with the school day.

The closing date for applications for this post is 12.00pm on Monday, 04 August.

SITE ASSISTANT

September 2014

Full time, full year

NJC fixed point 11 (£14,880)

The School is looking to appoint a full time Site Assistant to join our Estates Team. The main responsibilities of the post are to provide support with minor maintenance and repairs, general caretaking duties (including litter collection, moving furniture etc), and securing the site, including keyholder responsibilities.

The team work on a rotating shift basis Monday to Friday, but there is a requirement for a flexible approach to start and finish times to meet the operational demands of the school and also occasional weekend work

The closing date for applications for this post is 9.00am on Thursday, 07 August.

Please go to www.williamhoward.cumbria.sch.uk for further details and application form or telephone 016977 45766 or contact the schools HR Manager on wsmith@williamhoward.cumbria.sch.uk.

Longtown Road, Brampton, Cumbria CA8 1AR



Impact - Improvement Through Action

SUPPORT AND FACILITIES ASSISTANT, LIVING WELL TEAM

Salary: £8,086 p.a. - £8,757 p.a. - 19 hours per week

Days of work - Wednesday - Saturday inclusive, exact hours to be agreed.

Base of work - Kendal

Impact's Living Well housing schemes provide 'extra care' housing and support to people over the age of 55. This newly created role will involve daily visits to tenants, sustaining their independence and making sure there are opportunities to 'live well', with a programme of activities that aim to reduce isolation and loneliness.

Previous experience is not essential but the right approach is! You will need to be a people person, flexible in your approach to work with a positive outlook. Applicants should also have flexibility to work additional hours to cover the service if required.

Closing Date: Thursday 7th August 2014

Interviews: Thursday 21st August 2014

For further details about this post and to apply, please visit our website at www.impacthousing.org.uk and follow the link to our online recruitment system. If you experience any problems with this please telephone (01900 842145). Please note CVs will not be considered/acknowledged.

Follow us on Twitter
@impacthjobs



Impact Housing Association Ltd -
Committed to equal opportunities



Our College is situated in Kendal, Cumbria on the edge of the stunning Lake District, a beautiful area to work in.

Assessor - Engineering

(Full-time 37 hrs per week, 52 weeks per year) (Band F £24,351 – £26,612 p.a.)

With a new £2.1 million Engineering Centre and with significant growth in apprenticeship delivery the College is seeking to expand the team of Assessors in the area of Mechanical Engineering. The successful applicant will also be able to recruit apprentices across the sector and work with employers and will be expected to deliver training to full time learners. You must have excellent communication skills and hold relevant qualifications up to level 3 minimum with an outstanding industry track record as a mechanical engineer.

Closing date Thursday 7 August 2014
commencement in post as soon as possible.

For further details on this post please refer to the
College website www.kendal.ac.uk

Kendal College is committed to equal opportunities



VACANCIES OPEN TO ALL APPLICANTS



Cumbria Waste Group operates waste management and recycling facilities across Cumbria which receive a mixture of domestic, industrial and commercial waste.

We are currently recruiting for the following roles:

Systems Administrator

This key individual will be responsible for the set-up and maintenance of all customer prices and collection services within our large and complex database. Other duties will include credit control, handling invoice queries and processing payments. Administrative support and production of reports will be key parts of the role. Good problem solving skills are required and experience of working in a finance role is preferred

Sales Administrator

Duties will include customer contact re: service delivery & handling customer queries, monitoring service, and liaison with our transport and accounts teams to ensure sale completion and delivery. Administrative support to the sales team, production of reports and use of a database will be key parts of the role.

Both positions are based within a busy office environment at our Kingmoor (Carlisle) site. There will be regular contact with customers by telephone, e-mail, fax and post therefore good written and verbal communication skills are essential along with a professional telephone manner. Good organisational & numerical skills, accuracy, a high level of motivation and the ability to work on your own initiative are essential. A good understanding of Microsoft Office applications and previous administration experience are required. Experience of the waste and/or transport industries is desirable but not essential.

Salary is dependent upon skills and knowledge. Hours of work are Monday to Thursday 8.30am-5.00pm and Friday 8.30am-4.30pm.

The roles benefit from 25 days leave per annum, public holidays and an 11.9% employer pension contribution.

Application forms can be downloaded from our website at www.cumbriawaste.co.uk. Alternatively contact Amy Scott, Administrator on 01228 822108 or write to Cumbria Waste Recycling Ltd, Unit 5a Wavell Drive, Rosehill, Carlisle CA1 2ST.

Please specify which role you wish to apply for. Closing date for returned application forms is Monday 4 August 2014.

Cumbria Waste Group is owned by Cumbria County Council and is an Equal Opportunities Employer.



INVESTOR IN PEOPLE

PROCUREMENT OFFICER (ICT)

Police Headquarters, Penrith 37 hours per week / 5 days per week

Salary - £18,909 – £20,940 per annum

We are looking for a Procurement Officer to join our central procurement team supporting the function in the effective delivery of procurement services within the ICT category.

As a Procurement Officer you will have experience of working in a purchasing environment and communicating effectively orally and in writing both with internal and external customers.

You will also be able to evidence your ability to use IT effectively and will be educated to GCSE level.

With an excellent working environment, including an attractive flexible working scheme, you will be joining the Procurement Team at a time when you can support the Constabulary in its drive to deliver 'Community Policing is our Priority'.

For an application form, job profile and person specification please visit our website at www.cumbria.police.uk/join-us.

Closing date for completed application is 8th August



Waste and Recycling Driver/Loader

Post No: V1636

Grade C - £15,882 - £16,604 per annum

We require a confident and committed individual to assist in providing, both individually and as a member of a team, an efficient waste collection service on behalf of Carlisle City Council. Duties will include driving a refuse recycling vehicle and be responsible for allocated vehicles and to assist in providing either individually, or as a member of a team, an efficient waste collection service for the City of Carlisle. To act as a customer advisor in relation to waste management issues. To assist with the lifting and loading of household waste (recyclable and non-recyclable) from wheellie bins, boxes, bags and refuse sacks in the City of Carlisle. The position is currently 39.5 hours over a 5 day period. Some weekend working and bank holiday cover will be required.

Must be in possession of a current clean HGV licence for rigid vehicles (class 2) and also a Driver CPC qualification (Certificate of Professional Competence)

Cash Collector (3 Posts)

Post No: V1637

Grade B £14,770 to £15,189 FTE

We are looking to recruit flexible, enthusiastic, honest and trustworthy people to join our new cash collection team. The successful candidates will be responsible for cash collection from pay and display ticket machines, counting and the reconciliation of the collected cash.

The working hours are 2 x 7.4 hour shifts per week and ideally you should be available to work these shifts on a Monday, Wednesday or Friday

For this post a good standard of education is required plus experience of using Microsoft Outlook and Excel is desirable. A full driving license is essential.

In return we can offer the right candidate a supportive working environment, full training, uniform, annual leave entitlement and the opportunity to join the Local Government Pension Scheme.

Waste Team Leader- Neighbourhood Services

Grade F currently £22,443 - £23,945 per annum Post No: V1628

Carlisle City Council has one of the best performing refuse and recycling services in the country. With the help of householders, we're now recycling almost half of all the rubbish we collect in Carlisle.

We require a confident and committed individual who will be responsible for the delivery and integration of Waste Services Operations within Neighbourhood Services, to provide team leadership for the Waste Services Team ensuring that employees and agency staff meet the required quality of standard and productivity of services delivery and customer service requests. The team leader role will be expected to provide supervision and monitoring of any contract operations.

As a Waste Team Leader you will have a key role to play in helping us continue to maintain this achievement, collecting refuse and recycling from householders across Carlisle. You must be conscientious, flexible, trust-worthy and show high levels of customer care. Previous experience of waste services would be desirable. Some weekend working and bank holiday cover will be required.

Applicants must be in possession of a current clean HGV licence for rigid vehicles (class 2)

A Driver CPC qualification -Certificate of Professional Competence would be desirable

Please note all applications must be made using Carlisle City Councils standard application form, CVs will not be considered.



For further details and an application pack returnable by 12.00 noon on 8th August 2014, visit: www.carlisle.gov.uk or email vacancies@carlisle.gov.uk or phone us on 01228 817080 (24 hour answerphone) quoting the relevant post number



orian

We are now recruiting for the following vacancies:

Kitchen Team Member X2 Posts

Victoria Infant School, Barrow - Job Ref: FS0154

£6.44 per hour

11.25 Hours per Week variable (Term time only)

This post will involve preparing and serving meals to a high standard.

Kitchen Team Leader

Victoria Infant School, Barrow - Job Ref: FS0153

£8.61 per hour

22.5 hours per week core & 2.5 hours per week Variable (Term time only)

This post will involve preparing and serving meals to a high standard.

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 4th August 2014.

Orian Solutions Ltd is ultimately owned by Cumbria County Council.