

11 May 2009

Jobsupdate

First choice for Manchester City Council vacancies





Supporting Carers

Over 3 million people in the UK juggle working with caring for someone who is ill, frail, has a disability or misuses substances.

Manchester City Council is committed to equality of opportunity in employment for carers and has a number of policies in place to support employees with caring responsibilities. These include our equal opportunities in employment policy, guidelines for flexible working arrangements, job share policy,

special leave for domestic, personal and family reasons, and confidential staff counselling service. In addition, Manchester City Council runs a carer support group specially for council employees. Manchester City Council will continue to review and work towards improving provision for our employees who care.

Working for Manchester City Council

Jobs Update caught up with Indra Power, who appears on this month's front cover. Here she answers a few questions about her role and why she likes working for the Council...

When did you start working for the Council and what was your first job?

I started working for the Council in April 2007 in a temporary role as a receptionist for Manchester Leisure. One month later I was successful in my application for a permanent position.

Which service do you work for now?

My current role is Recruitment Support Administrator for Manchester Temps, Corporate Services.

What does your current role involve?

I am the first point of contact for Manchester Temps. My role involves meeting and greeting, answering calls, responding to emails, registering new candidates for temporary work, administering tests and requesting references. I also manage the office diary.

What training and development opportunities have you received?

So far, I have attended two training courses: Diversity and Inclusion, and Making the Most of Appraisals. I am currently looking into other training and development opportunities to support my career.

What do you like about working for the Council?

I enjoy meeting new people. My role is extremely varied and I thrive on facing new challenges on a daily basis. I particularly enjoy working as part of a team.

About Manchester

The north west of England is the UK's largest economic region outside of London. Manchester stands at its heart and is the largest of the ten Greater Manchester districts with a population of approximately 440,000.

Manchester is known throughout the world for its popular culture – football, television and music.

Manchester's community includes people from over seventy different countries and the city has developed as a business centre with strong links to Asia, the USA and to several Commonwealth countries.

There is a large student population of 50,000, including 5,000 from overseas, creating the largest student campus in Europe.

The city continues to develop with the recent extensions of Manchester airport and the Metrolink light railway system, together with the legacies of the Commonwealth Games.

Manchester City Council aims to meet the needs of the local communities and our approach is 'what matters is what works'. Manchester still has neighbourhoods that have serious levels of poverty and deprivation, low skills, poor educational attainment, high levels of crime and ill health and a poor physical environment. The challenges facing us are great, but we aim to meet them.

Our central purpose is to reverse the cycle of decline and build a strong sustainable city for the future for the benefit of all its people.

We employ over 24,000 people with an annual budget of over £500million.

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Call Centre

Contact Centre Agent x 2 posts

Grade 4 £16,663 to £18,937 (bar at £18,270)
Ref: NB50628212/02

Location: Belle Vue Centre, Pink Bank Lane, Longsight, Manchester M12 5GL
Hours: 35 per week
Permanent

Does Great Customer Service Make You Smile?

Environment On Call is one of Manchester City Council's contact centres, set up to help sustain a healthy, safe and attractive local environment for Manchester's residents, businesses and visitors.

Environment On Call is committed to delivering unrivalled customer service - and that's why we need someone like you.

You're passionate about providing a first class service and set yourself high standards of performance. You know that the way to gain a great reputation is by not only meeting but by exceeding customer expectations. You're eager to challenge the way things are done and feel comfortable sharing your ideas with the rest of the team. With previous contact centre experience, you remain calm under pressure and have an ability to provide innovative solutions to the problems that may come your way.

Does this describe you? If so, we want you in our team.

In return, we'll provide you with a competitive package reflecting the skills you bring to the contact centre. You'll join a fast growing dynamic team, which will continue to expand significantly over the next 12 months. We'll provide you with a modern and motivational working environment and if you prove you have what it takes, there'll be opportunities for you to progress up the ladder.

We welcome applications from people wishing to job share.

Apply online www.manchester.gov.uk/jobs

Application forms: 0161 953 2775 or 0161 953 2784.

Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 22.

Child Care/Play/ Youth Workers

Lead Practitioner

Grade 5 £19,427 to £22,001 (bar at £21,306)
Ref: NB50623208/16

Location: Sale Road Sure Start Children's Centre, Sale Road, Northern Moor, Manchester M23 0JX
Hours: 35 per week Fixed-term until 30 October 2009

This is an excellent opportunity for someone wanting experience of a Lead Practitioner role at a lively and vibrant children's centre.

We welcome applications from people wishing to job share.

Apply online www.manchester.gov.uk/jobs

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See Recruitment Services for full details on page 22.

Senior Childcare Practitioner

Grade 5 £19,427 to £22,001 (bar at £21,306)
Ref: NB50629091/16

Location: Clayton Sure Start Children's Centre, 101 North Road, Clayton, Manchester M11 4NW – Mobile throughout East and North of the city, but managed from the above address.
Hours: 35 per week
Fixed-term until 31 March 2010

This is an exciting opportunity funded through Manchester Sure Start and managed through Children's Services. The successful applicant will work as part of a team in a supervisory capacity, to support a consistent approach to good quality child care practice at a variety of venues across North and East Manchester whilst ensuring that service quality standards are maintained.

The successful applicant will work as part of the childcare service management team and will report to the childcare manager.

Apart from the crèche service team the main contacts will be, children and parents/ carers, Head of centre, members of divisional management team, visiting specialists.

Hours of work will be flexible and may include some evenings and weekend work.

You will have at least an NVQ level 3 or equivalent in Play/ Early Years.

A Supervisory/Management qualification or willingness to work towards one is required.

We welcome applications from people wishing to job share.

Apply online www.manchester.gov.uk/jobs

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Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 22.

Play Development Officer

Grade 5 £19,427 to £22,001 (bar at £21,306) pro rata
Ref: NB50628500/16

Location: Wenlock Way, Gorton, Manchester M12 5LF
Hours: 35 per week
Fixed-term for 3 months

Manchester Play Team is looking to appoint a temporary Play Development Officer with district responsibility for 3 months during the summer to join our existing team. You should have experience working in the play field with children aged 5 to 14 years. The main purpose of the job is to support and monitor voluntary sector play providers in their delivery of inclusive open access play services. You will also contribute to the planning and delivery of an induction and training package to the team of summer playworkers and be required to oversee and supervise the teams in your district.

We welcome applications from people wishing to job share.

Apply online www.manchester.gov.uk/jobs

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Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 22.

Centre Worker Level 3

Grade 4 £16,663 to £18,937 (bar at £18,270) pro rata

Post 1: Ref: NB50629132/16

Hours: 22.5 per week. Term-time only

Location: Chorlton Park Sure Start Children's Centre, Manchester

Hours: 20 per week

Permanent

Post 2: Ref: NB50627738/16

Location: Gorton South Sure Start, Gorton, Manchester M18 7BG

Hours: 35 per week

Permanent

We are looking for a play leader who holds a NVQ level 3 in Childcare/ Play work or equivalent, they will be based in our Sure Start Children's Centre delivering the EYFS to our Sessional care children every morning term time only .

The post holder must have practical experience of face to face work with children aged 0-14 years and must be enthusiastic in their approach.

You will need to have skills in motivating and supporting staff and work as part of a team.

You will need to be a skillful communicator with a range of people including children, parents and other professionals.

You must have IT and accurate record keeping skills.

We welcome applications from people wishing to job share for the full-time post.

Apply online www.manchester.gov.uk/jobs

Application forms: 0161 953 2775 or 0161 953 2784.

Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page22.

Centre Worker Level 3

Grade 4 £16,663 to £18,937 (bar at £18,270) pro rata

Ref: NB50628977/16

Location: Clayton Sure Start Children's Centre, 101 North Road, Clayton, Manchester M11 4NE – Mobile throughout the East and the North of the City but managed from the above address.

Hours: 20 per week.

Term-time only

Fixed-term until 31 March 2010

This is an exciting opportunity funded through Manchester Sure Start and managed through Children's Services. The successful applicant will lead and support crèche staff to provide a quality, flexible, mobile crèche/play service. Crèche aims to meet a broad range of childcare needs at a variety of venues across North and East Manchester.

Hours of work will be flexible and may include some evenings and weekend work.

The successful applicant must have 2 years' practical experience of working with Children and their families.

You will have at least an NVQ level 3 or equivalent in Play/ Early Years.

Apply online www.manchester.gov.uk/jobs

Application forms: 0161 953 2775 or 0161 953 2784.

Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 22.

Centre Worker Level 3

Grade 4 £16,663 to £18,937 (bar at £18,270)

Ref: NB50623809/16

Location: St Peter's Children's Centre, Town Hall, Manchester M60 2LA

Hours: 35 per week

Permanent

We require an NVQ qualified level 3 childcare worker with experience of working with children from six months to five years. You need to have an enthusiastic approach and the ability to provide positive experiences for children and their families.

You must be able to provide a rich stimulating environment which meets all the basic needs of the children in your care. Working as part of a team to monitor, record and plan for children's individual and group needs.

We welcome applications from people wishing to job share.

Apply online www.manchester.gov.uk/jobs

Application forms: 0161 953 2775 or 0161 953 2784.

Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 22.

Centre Worker Level 2

Grade 3 £14,891 to £16,278 (bar at £15,895)

Ref: NB50623908/16

Location: Royle Green Children's Centre, Longley Lane, Royle Green, Manchester M22 4HY

Hours: 35 per week

Permanent

We require two Centre Workers with relevant qualification (NVQ level 2 in childcare or equivalent) and experience of working with children from six months to five years. You must be able to provide a rich stimulating environment meeting all basic needs for the children in your care. Working as part of a team you must be able to plan monitor and record information and enhance the development of the children. You must have the ability to work in a multi agency environment to meet the needs of the children. You must be able to provide positive experiences for children and their families and the local community.

We welcome applications from people wishing to job share.

Apply online www.manchester.gov.uk/jobs

Application forms: 0161 953 2775 or 0161 953 2784.

Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 22.

Centre Worker Level 2

Grade 3 £14,891 to £16,278 (bar at £15,895) pro rata

Ref: NB50688232/16

Location: Clayton Sure Start Children's Centre, 101 North Road, Clayton, Manchester M11 4NE – Mobile throughout the East and the North of the City but managed from the above address.

Hours: 20 per week

Fixed-term until 31 March 2010

This is an exciting opportunity funded through Manchester Sure Start and managed through Children's Services. The successful applicant will work alongside crèche staff to provide a quality, flexible, mobile crèche/play service. Crèche aims to meet a broad range of childcare and play needs at a variety of venues across North and East Manchester.

Hours of work will be flexible and may include some evenings and weekend work. The successful applicant must have 2 years' practical experience of working with Children and their families.

You will have at least an NVQ level 2 or equivalent in Play/ Early Years.

Apply online www.manchester.gov.uk/jobs

Application forms: 0161 953 2775 or 0161 953 2784.

Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 22.

Corporate Policy/Strategy

Strategy and Policy Team Leader

Grade 10 £39,460 to £41,204
Ref: NB50682774/11

**Location: Manchester Salford Pathfinder, Express Networks
Phase 2, Manchester M4 5DL**
Hours: 35 per week
Permanent

The Manchester Salford Housing Market Renewal Pathfinder (MSP) is breathing new life into neighbourhoods at the core of the Greater Manchester conurbation. Building on the significant progress that has been made to date in regenerating Manchester and Salford, our ambition is to create "neighbourhoods of choice" that will support the economic growth potential of the Manchester City Region. MSP is the team established to co-ordinate and manage the strategy and investment programme for Renewal and Growth funded via Housing Market Renewal (HMR) and New Growth Point (NGP) resources made available by government to the Manchester Salford area.

We are seeking to expand MSP's Management Team by recruiting an additional Policy and Strategy Team Leader, who working with a colleague at the same Grade, will provide leadership for staff in the Policy Research, Programme Management and Business Support Teams and the Marketing and Communications function. We are looking for someone with a proven track record in two or more of the following fields:

- Programme and performance management and the co-ordination of complex regeneration funding initiatives;
- The delivery of effective research and evaluation projects; and,
- Policy analysis and development within the areas of housing, planning or regeneration.

If you have an ability to define and articulate a strong sense of purpose; can build robust working relationships and engage successfully with partner organisations; and possess excellent management and communication skills; this could be the post for you.

We welcome applications from people wishing to job share.

Apply online www.manchester.gov.uk/jobs
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Textphone calls only: 0161 953 2785.
See Recruitment Services for full details on page 22.

Senior Programme Officer (Organisational Improvement and Service Inclusion)

Grade 8 £30,546 to £34,207 (bar at £33,328)
Ref: NB50630026/11

Location: Town Hall Extension, St Peter's Square, Manchester M60 2LA
Hours: 35 per week
Permanent

An exciting opportunity has arisen in the Corporate Performance Group to co-ordinate and deliver improvement work which results in customer focused, inclusive and efficient service provision within the Council and its partnerships. Our ideal candidate will have a passion for improving public services, knowledge of business planning and improvement processes, and an understanding of the local government policy framework, including the new 'Comprehensive Area Assessment' (CAA) process.

The post holder will coordinate a series of business improvement activities designed to increase the capacity and performance of the organisation, whether that be related to the council's business planning process, how well it manages its resources, or the extent to which value for money is being provided in the delivery of services. Collaborative working with a wide range of stakeholders inside and outside the Council is essential, so you will have a high level of interpersonal and influencing skills.

For an informal conversation, please contact Nicola Bamford, Strategy Leader, on 0161 234 3160.

We welcome applications from people wishing to job share.

Apply online www.manchester.gov.uk/jobs
Application forms: 0161 953 2775 or 0161 953 2784.
Textphone calls only: 0161 953 2785.
See Recruitment Services for full details on page 22.

Finance

Business Rates Officer

Grade 4 £16,663 to £18,937 (bar at £18,270)
Ref: NB50629365/05

**Location: Alexandra House, Moss Lane East, Hulme,
Manchester M15 5BA.**
Hours: 35 per week
Permanent

The Business Rates service is a key service within Manchester City Council. The Business Rates Officer posts are located in a busy and demanding environment that is constantly striving to maximise the collection of Business Rates.

We are looking for individuals who can achieve strict targets whilst working under pressure and be assertive yet sympathetic and sensitive when dealing with the business community of Manchester.

If you have a 'can do' attitude and can work independently but also be a key player in a team we want to hear from you.

A test will be held week commencing 6th July 2009. The successful candidates will then be invited for an interview week commencing 13 July 2009.

We welcome applications from people wishing to job share.

Apply online www.manchester.gov.uk/jobs
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Textphone calls only: 0161 953 2785.
See Recruitment Services for full details on page 22.

Stonewall



**Manchester City Council is proud
to be recognised as a diversity champion,
promoting equality and supporting employees**

Galleries

Development Manager (Corporate Fundraising)

Grade 7 £26,784 to £29,714 (bar at £28,947)
Ref: NB50630029/12

Location: Manchester Art Gallery, Mosley Street M2 3JL
Hours: 35 per week
Fixed-term for 2 years

Manchester City Galleries enjoys an enviable reputation as one of the country's leading regionally based gallery services. We are looking for two key individuals to join our development team to help us to raise income from companies and individuals.

Join us to raise funds from the corporate sector. In this role you will be responsible for managing our successful Corporate Members scheme as well as securing sponsorship for a range of activities of which our changing temporary exhibitions programme is the priority.

Closing date: 25 May 2009.

We welcome applications from people wishing to job share.

Apply online www.manchester.gov.uk/jobs

Application forms: 0161 953 2775 or 0161 953 2784.

Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 22.

Development Manager (Individual Giving)

Grade 7 £26,784 to £29,714 (bar at £28,947)
Ref: NB50630216/12

Location: Manchester Art Gallery, Mosley Street M2 3JL
Hours: 35 per week
Fixed-term for 2 years

Join us to help us raise funds from individuals for Manchester City Galleries Trust (charity number 1048581), the charity that supports Manchester City Galleries. In this role you will be responsible for securing income through our Friends scheme as well as major gifts, regular giving, donations, events, legacies and share gifts. You will also be instrumental in developing our new Collectors Circle, a membership scheme designed to raise money for the purchase of new contemporary works for the collection.

Closing date: 25 May 2009.

We welcome applications from people wishing to job share.

Apply online www.manchester.gov.uk/jobs

Application forms: 0161 953 2775 or 0161 953 2784.

Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 22.

Workforce and Skills Development Officer

Grade 7 £26,784 to £29,714 (bar at £28,947)
Ref: NB50629605/12

Location: Manchester Art Gallery, Mosley Street, Manchester, M2 3JL
or at one of the other Hub museum venues

Hours: 35 per week
Fixed-term until 31 March 2011

This strategic regional post is part of Renaissance North West's development infrastructure for museums. It is responsible for an ambitious training programme that supports the development of a regional museums' workforce equipped to take on the challenges of a changing world. This programme will deliver strengthened skills and capabilities that relate to all aspects of museum practice, including the Accreditation Standard; and that shares the research, learning and expertise developed through the Renaissance North West programme. It will look outside the sector to increase understanding of wider agendas and expand partnership working. It will seek to overcome barriers to diversity and career progression. The post is part of Renaissance North West's programme to deliver world class museums by raising ambition and improving practice by sharing new ideas and models of working.

The Workforce and Skills Development Officer will be an experienced, self-motivated and dynamic individual who will lead this strand of the programme. You will deliver a strong advocacy message about the Renaissance vision for the development of the museum workforce at a local, regional and national level. You will be a team player and effective networker who fosters internal and external partnerships to deliver new agendas in workforce and skills development.

You will need a qualification at degree level or equivalent in a relevant subject related to museums and galleries plus substantial experience of working at a strategic level in the museum, gallery or related sector. You must have a good knowledge of developing skills and training opportunities, current policy issues relating to skills and workforce development, and experience of project and performance management.

For an informal discussion please contact Emma Anderson,
Renaissance North West Manager on 0161 235 8822

Closing date: 25 May 2009.

We welcome applications from people wishing to job share.

Apply online www.manchester.gov.uk/jobs

Application forms: 0161 953 2775 or 0161 953 2784.

Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 22.

We're supporting

Age Positive

AGE POSI+IVE

Manchester City Council is committed to the principles of age diversity and is supporting the Department for Work and Pensions' Age Positive Campaign

Accreditation, Standards and Review Officer

Grade 7 £26,784 to £29,714 (bar at £28,947)
Ref: NB50629758/12

Location: Manchester Art Gallery, Mosley Street, Manchester M2 3JL or at one of the other Hub museum venues
Hours: 35 per week

This strategic regional post is part of Renaissance North West's development infrastructure for museums. It will deliver advice and support for the National Accreditation Standard for museums, and consolidate the North West's nationally significant work in responsible collections review. It will contribute to the development and delivery of Accreditation-linked training with the Renaissance North West team. The post is part of Renaissance North West's programme to deliver world class museums through increased access to, and engagement with collections by strengthening curatorial focus on core collections, rationalisation and developing collections that are fit for purpose.

The Accreditation, Standards and Review Officer will be an experienced, self-motivated and dynamic individual who will lead this strand of the programme. You will deliver a strong advocacy message about the Accreditation Standard and the Renaissance vision for collections development at a local, regional and national level. You will be a team player and effective networker who fosters internal and external partnerships to deliver new agendas in museum development.

You will need a qualification at degree level or equivalent in a relevant subject related to museums and galleries plus substantial experience of working at a strategic level in the museum, gallery or related sector. You must have a good knowledge of the Accreditation standard, current policy issues relating to collections development and museum ethics, and experience of project and performance management.

For an informal discussion please contact Emma Anderson, Renaissance North West Manager on 0161 235 8822.

We welcome applications from people wishing to job share.

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Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 22.

Hospitality/Catering/ Domestic/Cleaning

Unit Catering Manager

Grade 5 £19,427 to £22,001 (bar at £21,306) pro rata
Ref: NB50628502/20

Hours: 32.5 per week. Term-time only

Location: Brookway High School, Wythenshawe, Manchester M23 9BP
Permanent

You will ensure the cost effective and efficient running of the catering service, maintaining the highest standards of food preparation, presentation and service. You will produce a meal in accordance with the specification and complete the appropriate returns and records. You must hold a qualification in food preparation and cooking at NVQ level 2 and hold/be willing to work towards a qualification in hospitality supervision at NVQ level 3 or an equivalent qualification.

We welcome applications from people wishing to job share.

Apply online www.manchester.gov.uk/jobs

Application forms: 0161 953 2775 or 0161 953 2784.

Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 22.

Casual Catering Assistant

Grade 1 £6.76 per hour
Ref: NB50626656/02

Location: Town Hall, Albert Square, Manchester M60 2LA
Hours: Casual/Supply

The ideal candidate will preferably have knowledge of food and beverage service and will be required to have strong customer service skills.

Whilst no formal qualifications are required you should have knowledge of the following:

- Basic hygiene and Health and Safety
- Working as part of a team
- Experience of working in catering.

Applications will only be considered from people permanently resident within the boundaries of the City of Manchester.

Apply online www.manchester.gov.uk/jobs

Application forms: 0161 953 2775 or 0161 953 2784.

Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 22.

Domestic x 2 posts

Grade 1 £12,334 to £12,629 (bar at £12,334) pro rata
Ref: NB50625495/16

Location: Ashbury Meadow Sure Start Centre, Beswick, Manchester M11 3NA

Post 1: 15 hours per week

Post 2: 25 hours per week

Permanent

You will be responsible for carrying out cleaning duties to a high standard, ensuring that the Centre is kept in a hygienic condition. Your role will be to ensure that the building is kept in a clean and tidy condition for service users.

Applications will only be considered from people permanently resident within the boundaries of the City of Manchester.

Apply online www.manchester.gov.uk/jobs

Application forms: 0161 953 2775 or 0161 953 2784.

Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 22.

ICT

One System Report Writer

SO1/2 £24,402 to £28,353

Ref: NB50609725/16

The closing date has been extended to 1 June 2009. This post was previously advertised with a closing date of 20 April 2009 and has been advertised for an extended period. Applicants who applied online for the post need not re-apply, and will be considered.

This post has been evaluated via the NJC Job Evaluation Scheme. The evaluation has not yet been implemented and the grade may be subject to change.

Location: Information Systems Service, Children's Services, Overseas House, Quay Street, Manchester, M3 3BB

Hours: 35 per week

Permanent

This post provides an exciting opportunity to contribute to the further development of ONE within the department.

Children's Services supporting Education, operates the ONE system from CAPITA Education Services and has been transferring pupil data from schools systems into EMS (Education Management System) since 1997.

We have now purchased the CSS and EPM modules from CAPITA and will be implementing various aspects of the modules' functionality over the next 6 months. Following the move of the current post holder to another position, we are now looking to appoint a permanent replacement. The role is to act as the ONE Report Writer with responsibility for helping maintain the ONE database and, primarily, the reporting function out of the database utilising Crystal Reports and the soon to be introduced SSRS (SQL Server Reporting Services) and/or other database interrogation tools.

The person appointed would be expected to have:

- Experience of importing and processing data from various management information systems
- Knowledge of CAPITA's ONE SYSTEM, Microsoft (MS) Access, MS Excel and other data manipulation tools
- Experience of using "third party" database interrogation tools eg.. Crystal Reports, SSRS, Business Objects
- Experience of handling data files and data in different formats.

If you would like the opportunity to join a busy and vibrant team and play an active part in this high profile service, we wish to hear from you. All initial enquiries should be directed to Ann Sutton, AEO Head of Information Systems service on 0161 234 7787

We welcome applications from people wishing to job share.

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Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 22.

Marketing

Principal Communications and Marketing Manager

Grade 8 £30,546 to £34,207 (bar at £33,328)

Ref: NB50626966/16

Location: Wenlock Way Offices, West Gorton, Manchester M12 5LF

Hours: 35 per week

Permanent

We require a highly professional manager to provide leadership and support across all areas of marketing, publicity and communications, ensuring the service is accessible to parents and provides a broad range of information to meet their needs.

The person would direct and support the production of all marketing, promotional and publicity material associated with Early Years and Sure Start and facilitate partnerships with key stakeholders and childcare providers to ensure the effective delivery of the city's Sure Start strategy.

We welcome applications from people wishing to job share.

Apply online www.manchester.gov.uk/jobs

Application forms: 0161 953 2775 or 0161 953 2784.

Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 22.

Planning/Building

Facilities Officer

Grade 5 £19,427 to £22,001 (bar at £21,306)

Ref: NB5069102/01

Location: Hammerstone Road Depot, Gorton, Manchester M18 8EQ

Hours: 35 per week

Permanent

We are seeking an experienced individual to work within the Facilities Management team for Manchester Libraries and Theatres Department.

You will report to the Principal Facilities Officer and provide support in the operation of the City's Libraries and other associated Buildings.

You must have skills and experience of the following areas:

- Ability to lead and motivate a small team of staff
- The Ability to manage resources
- Must be able to manage internal and external contractors
- Commitment and determination to control Anti-Social Behaviour
- Excellent communication skills and a Customer Focus
- Have a strong Health and Safety awareness and understanding
- Be able to carry out staff appraisals and identify individual training needs
- Must be able to manage small fleet of Vehicles and drivers.

We welcome applications from people wishing to job share.

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Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 22.

Project Management

Project Manager x 2 posts Children's Trust Accommodation Project

PO4 £34,207 to £36,838

Post 1 Ref: NB50627640/16 Accommodation Project Manager

Post 2 Ref: NB50627679/16 Commissioning Project Manager

These posts have been evaluated via the NCJ Job Evaluation Scheme. The evaluation has not yet been implemented and the grade may be subject to change.

Location: Overseas House, Quay Street, Manchester M3 3BB

Hours: 35 per week

Fixed-term until 31 March 2011

As a result of the ongoing development of Manchester's Children's Trust two exciting Project Management opportunities have arisen;

- Accommodation Project Manager
- Commissioning Project Manager

To undertake these challenging roles we are looking for individuals with a proven track record of delivering projects. The successful candidates will have responsibility for the successful delivery of all work elements, ensuring compliance with project management methodology and ensuring that the project is delivered on time, to budget and of the right quality. These projects will be part of the Manchester Children's Trust Programme which will deliver a comprehensive portfolio of projects designed to transform Children's Services across the city. The ideal candidates will have knowledge and/or experience within the subject area and understand the complexities of implementing change across a wide range of stakeholders.

We welcome applications from people wishing to job share.

Apply online www.manchester.gov.uk/jobs

Application forms: 0161 953 2775 or 0161 953 2784.

Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 22.

Social/Care/ Community Work/ Educational Support

Team Manager Out of Hours Service

**Grade 9+5% £36,833 to £40,504 (bar at £39,548) pro rata
Ref: NB50623841/16**

**Location: Carisbrooke Resource Centre, West Gorton,
Manchester M12 5LF**

**Hours: 29 per week to be worked out of hours including one
Children's Social Work rota shift**

Permanent

The postholder will manage the out of hours Emergency Duty (social work) Service and will be required to hold appropriate social worker qualification. The service provides an out of hours service on behalf of Children's and Adult Social Care services and also to the Mental Health and Social Care Trust. This exciting new post will contribute to the further development, management and supervision of a range of out of hour's services (including emergency planning activity) and the staffing resources to be located with this service in the future.

The Emergency Duty (social work) Service is part of the Manchester Contact Service, based within the Adult Social Care department. The Contact Service provides a 24/7 first point of contact service, accessed through the service's Contact Officer staff. The Emergency Duty (social work) Service currently consists of a team of five permanent social workers, supported by a rota of qualified sessional staff drawn from daytime services. A range of other preventative 24/7 social care services are also managed by the Contact Service, including the department's community alarm service.

The new post holder will be based at Carisbrooke, West Gorton and will manage and supervise out of hours work and staffing resources, supported by senior managers operating on an on call basis for the three organisations it serves. It is anticipated that the post holder will oversee and manage staff working from home when the electronic links to newly installed I.T. systems are in place. The post is generic so will require the postholder to have the skills and knowledge to both undertake and manage the tasks and duties of child care assessment. A knowledge and understanding of approved mental health practitioner and emergency planning best practice is also required.

Apply online www.manchester.gov.uk/jobs

Application forms: 0161 953 2775 or 0161 953 2784.

Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 22.

"Jobs Update has proven to be a cost-effective and useful method of recruitment for local vacancies.

Particular mention from the Executive team went to the quality of the Director advert."

Source: Creative Support
M-four Advertising Response Analysis survey
August 2007

Social Worker (Emergency Duty Service)

Salary CFSW £24,331 to £31,348 plus 20%

Ref: NB50626066/16

This post has been evaluated via the NCJ Job Evaluation Scheme. The evaluation has not yet been implemented and the grade may be subject to change.

Location: Carisbrooke, Gorton, Manchester M12 5LF

Hours: 35 per week (Shift/ Out of Hours)

Permanent

Due to the retirement of the post holder Manchester Emergency Duty social work service wish to recruit a qualified social worker.

The EDS is a team of 5 permanent social workers and a team manager assisted by a rota of qualified sessional staff drawn from daytime services.

The post is generic but specifically requires approved mental health practitioner status and the skills to undertake the tasks and duties of child care assessment.

The team is part of the Manchester Contact service that is a 24 hour operation and includes the daytime contact service, out of hours and community alarm services.

It is expected that the new post holder will undertake their duty shifts on site at Carisbrooke and will work in tandem with another EDS colleague and linked by telephone to duty principal managers for Adults and Children's services.

It is expected that the post holder may occasionally work from home and in the coming months there are plans to provide electronic links to newly recently installed client database.

We welcome applications from people wishing to job share.

Apply online www.manchester.gov.uk/jobs

Application forms: 0161 953 2775 or 0161 953 2784.

Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 22.

Project Worker District Collaboration

Grade 8 £30,546 to £34,207 (bar at £33,328)

Ref: NB50624039/16

Location: Wythenshawe District Office, Etrop Way, Manchester M22 5RE

Hours: 35 per week

Fixed-term until 31 March 2010

This is an exciting opportunity to contribute to the delivery of Children's Trust Arrangements on a district basis in Manchester. The role involves building up partnerships and networks in the district, as well as collating and analysing performance information from a range of services working with children and families. You will need to be an enthusiastic and determined self-starter who is passionate about improving outcomes for children, young people and families at a local level. You will be managing a variety of different projects relating to the district priorities. The role is varied and involves communicating with a wide range of people, from school children to community groups to Elected Members. Skills you will need include:

- Excellent organisational skills
- Excellent communication skills
- Project management skills
- Ability to interpret and analyse complex data.

The project worker will be based mainly in the Wythenshawe District and will be managed by the District Manager.

We welcome applications from people wishing to job share.

Apply online www.manchester.gov.uk/jobs

Application forms: 0161 953 2775 or 0161 953 2784.

Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 22.

Appeals Officer

Grade 6 £22,730 to £26,016 (bar at £25,220)

Ref: NB50623254/16

Location: Town Hall Extension, Manchester M60 2LA

Hours: 35 per week

Permanent

Manchester Advice are recruiting for an Appeals Officer to represent Manchester residents at welfare benefit and tax credit appeal tribunals. Manchester Advice is a large, forward looking organisation providing general help and specialist advice across a range of subjects, plus projects tailored to meet the needs of specific local communities. We are looking for an experienced and committed adviser to provide specialist welfare benefits advice and representation. You will carry out casework, give advice face to face and over the phone and represent clients at appeal tribunals. You need to have: - Experience of representing at appeal tribunals - Excellent communication and organisational skills - Practical experience of giving advice and dealing with complex problems.

We welcome applications from people wishing to job share.

Apply online www.manchester.gov.uk/jobs

Application forms: 0161 953 2775 or 0161 953 2784.

Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 22.

Teaching Assistant

Grade 3 Level 2, £14,891 to £16,278 (bar at £15,895) pro rata

Ref: NB50614491/17

Location: Peacock Centre, Peacock Close, Gorton, Manchester M18 8AX

Hours: 21 per week

Permanent

We wish to fill a vacancy in our team for a bilingual teaching assistant.

You will be fluent in English, Czech, Slovakian and have experience of providing support for children.

The postholder will work in a variety of schools and settings from Early Years to secondary schools, depending on customer requests. The work is usually with International New Arrivals and you may be asked to work with children who speak little English and may not share your first language.

Applications will only be considered from people permanently resident within the boundaries of the City of Manchester.

Apply online www.manchester.gov.uk/jobs

Application forms: 0161 953 2775 or 0161 953 2784.

Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 22.

Action for Young People



Manchester City Council is committed to enabling young people to reach their full potential by providing development opportunities, such as work placements and mock interviews, in preparation for work.

Homework Support Co-ordinator x 2 posts

Grade 6 £22,730 to £26,016 (bar at £25,220) pro rata
Ref: NB50623378/01

Location: City-wide

Post 1: 35 hours per week. Work pattern includes 2 evenings per week, plus every Saturday during term-time.

Post 2: 17.5 hours per week. Work pattern includes 1 evening per week, plus every other Saturday during term-time only.

Fixed-term until 31 March 2010

The successful applicant will be required to take annual leave during Manchester school holidays and work every Saturday in school term time. Do you enjoy working with children and young people in a role where no two days are ever the same? Are you also a good communicator and able to forge links with other agencies and professional working with young people? Then join us as a Homework Support Coordinator in Manchester Libraries. Our Homework Support project is currently expanding to more Libraries across the city. We offer a safe and supportive environment where children and young people can complete their homework and develop their learning skills. The sessions run after school, on Saturdays, and during school holidays. For this exciting and challenging role, we are looking for excellent communicators who are enthusiastic and committed to helping us raise educational attainment in the city. You must also be able to demonstrate good ICT skills, and the ability to develop learning and study skills in children and young people aged 8-16. You will have knowledge of the National Curriculum, and possess the skills to promote the service effectively to teachers, schools and the local community. You will be a motivator and team leader, responsible for leading a small team of Homework Support Assistants, and co-ordinating their work on a district basis.

We welcome applications from people wishing to job share.

Apply online www.manchester.gov.uk/jobs

Application forms: 0161 953 2775 or 0161 953 2784.

Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 22.

Homework Support Assistant x 12 posts

Grade 3 £14,891 to £16,278 (bar at £15,895) pro rata
Ref: NB50623385/01

Location: City-wide

Hours:

6 posts x 21 hours per week

(3 evenings per week, plus every Saturday during term-time)

6 posts x 16 hours per week

(2 evenings per week, plus every Saturday during term-time)

Fixed-term until 31 March 2010

Do you enjoy working with children and young people in a role where no two days are ever the same?

Then join us as a Homework Support Assistant in Manchester Libraries.

Our successful Homework Support project is currently expanding to more Libraries across the city. We offer a safe and supportive place where children can do their homework and other educational projects after school, on Saturdays and during school holidays. For this exciting and challenging role we are looking for an excellent communicator who can get on well with children and young people of all ages and abilities. You must also be able to demonstrate good ICT skills and the ability to develop learning and study skills in children and young people from 8-16 years old. Previous experience of working with children and young people is essential.

The successful applicant will be required to take annual leave during Manchester school holidays and work every Saturday in school term time.

Applications will only be considered from people permanently resident within the boundaries of the City of Manchester.

Apply online www.manchester.gov.uk/jobs

Application forms: 0161 953 2775 or 0161 953 2784.

Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 22.

Book Award Officer

Grade 5 £19,427 to £22,001 (bar at £21,306)
Ref: NB50629097/01

Location: Children and Young People's Team, Hulme Library, Stretford Road, Manchester M15 5PQ

Hours: 35 per week

Fixed-term until 31 March 2010

An exciting opportunity has arisen in the Learning, Children and Young People's team in Manchester Libraries for a highly-motivated person to manage the Manchester Book Award. Do you have the skills and drive to build on our successes with running reading groups in schools, libraries and other community settings?

The Award is targeted at young people aged 11-14 and is now in its fifth year. You will lead on the project and be responsible for supporting reading groups in schools, and for delivering some of the reading groups in libraries. You will develop initiatives to enhance reading activities and to illustrate evidence of impact. You will possess the enthusiasm and skills to organise a high-profile ceremony for 400 young people, authors and guests.

We are looking for someone with experience in working with young people aged 11-14 in a library, education or youth work setting.

You will need:

- Knowledge of current fiction books for young people
- Excellent communication skills
- Be able to prioritise and manage your own workload
- Excellent organisational skills
- To enjoy working with a variety of partner organisations

For more general information on the project, please see www.manchesterbookaward.com

We welcome applications from people wishing to job share.

Apply online www.manchester.gov.uk/jobs

Application forms: 0161 953 2775 or 0161 953 2784.

Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 22.

The closing date for jobs within the Manchester City Council section, in this issue is 1 June 2009 unless otherwise stated. Please see page 22 for application details.

The North West Consortium (East) is a consortium of the Greater Manchester Local Authorities and Blackburn with Darwen. The Consortium has key responsibility for the successful delivery, performance and management of the Target Contract between the Local Authorities and the Home Office to provide support and accommodation to asylum seekers. The Contract will be reviewed in 2011. The Consortium works in partnership with a wide range of organisations, stakeholders and Government departments to promote the successful integration of refugees into the region. If you are looking to work in an exciting and challenging environment, we would like to hear from you.

Placement Officer

Grade 5 £19,427 to £22,001 (bar at £21,306)
Ref: NB50626134/16

Location: Parkside Centre, Sheepfoot Lane, Prestwich, Manchester M25 0BW
Hours: 35 per week
Permanent

We are looking for committed individuals to deliver the target contract. You will accept accommodation requests from the Home office and place asylum seekers in appropriate dispersal accommodation for their needs. You will need excellent personal negotiation and liaison skills as you will be working with a range of organisations and stakeholders in a pressurised environment.

The successful candidate will be self motivated, well-organised and possess excellent IT skills as you will be expected to extract, analyse and manipulate information from databases, spreadsheets and other sources. You will be working closely as part of a team in a dynamic and changing field with plenty of scope to enhance your skills and knowledge base.

We welcome applications from people wishing to job share.

Apply online www.manchester.gov.uk/jobs

Application forms: 0161 953 2775 or 0161 953 2784.

Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 22.;

Consortium Project Co-ordinator

Grade 8 £30,546 to £34,207 (bar at £33,207)
Ref: NB50626141/16

Location: Parkside Centre, Sheepfoot Lane, Prestwich, Manchester M25 0BW
Hours: 35 per week.
Fixed term until 31 December 2011

You will lead the co-ordination and negotiation of the 2011 contract with the Home Office on behalf of the Greater Manchester Local Authorities and Blackburn with Darwen.

You must be able to work effectively at local, regional and national levels with colleagues across a wide range of organisations, including Government departments and to work effectively with senior managers and elected members of Manchester City Council and other partner organisations. An awareness and understanding of contract management, commissioning and monitoring processes is essential, knowledge of asylum and refugee issues can be developed in the post.

The role requires a high level of project management skills and the ability to develop and coordinate a diverse range of project streams, bringing them to a cohesive conclusion.

The successful candidate will be an influential and persuasive communicator and negotiator, and will enjoy working in a challenging and dynamic environment.

We welcome applications from people wishing to job share.

Apply online www.manchester.gov.uk/jobs

Application forms: 0161 953 2775 or 0161 953 2784.

Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 22.

Consortium Contract Manager

Grade 9 £35,079 to £38,575 (bar at £37,665)
Ref: NB50626142/16

Location: Parkside Centre, Sheepfoot Lane, Prestwich, Manchester M25 0BW

Hours: 35 per week.

Permanent

This is an exciting and challenging position with an essential leadership and co-ordination role that involves working in partnership with a range of organisations and stakeholders at a local, regional and national level. You will be an influential and persuasive communicator and negotiator and have a proven track record of successful performance and contract management. Tact, drive, diplomacy and flexibility are essential.

You will need:

- An understanding of effective contract and performance monitoring and management systems
- Political awareness and an understanding of how to work with a wide range of stakeholders, including operational and senior managers and Elected Members
- Ability to develop effective management frameworks and strategies
- Ability to effectively manage financial and other resources to meet agreed objectives
- Ability to monitor the contractual performance of the Consortium project team, local authorities, Home Office and other agencies, to identify variances between required and actual performance and take corrective action as required.
- Experience of leading a multi agency partnership that achieve targets.

We welcome applications from people wishing to job share.

Apply online www.manchester.gov.uk/jobs

Application forms: 0161 953 2775 or 0161 953 2784.

Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 22.

Consortium Deputy Contract Manager

Grade 7 £26,784 to £29,714 (bar at £28,947)
Ref: NB50626140/16

Location: Parkside Centre, Sheepfoot Lane, Prestwich, Manchester M25 0BW

Hours: 35 per week.

Permanent

The successful candidate will possess excellent organisational and communication skills and experience of staff and performance management. The role will be very varied and challenging, with plenty of scope for innovation and initiative and will provide an opportunity to enhance your experience and professional expertise.

You will need:

- Excellent communication and negotiating skills
- Experience of inter-agency and multi disciplinary work at a managerial level
- Ability to manage performance, change and develop innovative solutions to complex problems
- Ability to work under pressure in order to achieve deadlines and meet performance targets
- Ability to develop, implement and maintain a range of management and performance monitoring systems
- Ability to identify and respond to the information needs of stakeholders.

We welcome applications from people wishing to job share.

Apply online www.manchester.gov.uk/jobs

Application forms: 0161 953 2775 or 0161 953 2784.

Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 22.

Other

Handyperson/Driver

Grade 2 £13,027 to £14,587 (bar at £13,703) pro rata
Ref: NB50626793/16

Location: Manchester Emergency Team, Longsight, Manchester M14 5AZ

Hours: 17.5 per week.

Week 1 Monday 6 hours, Tuesday 6 hours and Wednesday 5 hours

Week 2 Wednesday 6 hours, Thursday 6 hours and Friday 5 hours
Permanent

The Manchester Emergency Team (M.E.T) provides emergency accommodation for up to five young people aged between 8 to 17 years. Our aim is to provide a safe, stable and supportive environment for these young people, whilst promoting their emotional and physical needs. Additionally our role is to prepare young people to move to a permanent placement or to return them home with support (when appropriate).

The successful candidate will work as part of our team to ensure the physical environment at the emergency unit is well maintained and kept in a safe state of repair at all times, which includes:

- Minor internal and external repairs
- Grounds maintenance
- Reporting outstanding repairs to M.E.T Management and other departments eg.. Manchester Working.
- Ordering and checking deliveries
- Ability to plan and organize tasks and 'day to day' duties.

Duties also include the responsibility for carrying out the general DIY and maintenance of the unit (such as painting and decorating) and if required other homes within the residential service.

The successful candidate must:

- Provide a positive role model for young people in maintaining their environment and helping them work towards basic independent skills.
- Hold a clean, current UK driving licence.

Applications will only be considered from people permanently resident within the boundaries of the City of Manchester.

Apply online www.manchester.gov.uk/jobs

Application forms: 0161 953 2775 or 0161 953 2784.

Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 22.

Teachers

Children's Centre Teacher

Soulbury 5-8 £36,346 - £39,678
Ref: NB50627728/16

Location: Various

Hours: Full-Time

Permanent

We are looking for highly motivated and imaginative Early Years Teachers to work in our Children's Centres in Manchester. This is an exciting opportunity to develop your knowledge and skills in working with children from birth to five in partnership with their parents and a multi disciplinary team. You will develop and coordinate high quality provision within the centre and its linked settings.

If you are committed to providing experiential learning opportunities for children, have vision, drive, excellent communication skills and the ability to motivate staff we want to hear from you.

Apply online www.manchester.gov.uk/jobs

Application forms: 0161 953 2775 or 0161 953 2784.

Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 22.

Ashgate Primary Specialist Support School
Crossacres Road, Peel Hall, Wythenshawe,
Manchester M22 5DR

Tel: 0161 219 6642

Required from 1 September 2009

Teacher

An additional teacher is required to join the experienced staff team at this successful primary school for children with a wide range of special educational needs (PMLD; SLD; ASD; SEBD). Experience of teaching in one (or more) of these areas in the primary age range very desirable.

Visits to the school are welcome.

All applicants must have an advanced CRB clearance before taking up the post.

Closing date: 12 noon Wednesday 20 May 2009

Interviews will be held on the morning of Tuesday 26 May 2009

For an application form, job description and further details please contact the administrator at the school, Ms T Hammond.

Schools

Ashgate Primary Specialist Support School
Crossacres Road, Peel Hall, Wythenshawe, Manchester M22 5DR
Tel: 0161 219 6642

Teaching Assistant

Required from September 2009.

TA Special/Additional Needs Level 1 (x2)

Points 12–16 (£14,891–£16,278 pending pay award) pro rata

35 hours. Term-time only.

To assist in providing education for primary aged children with a range of Special Educational Needs (SEN) ranging through Profound Multiple Learning Difficulties, Severe Learning Difficulties, Autistic Spectrum Disorders and Social Emotional and Behavioural Difficulties. Line management, training, support and guidance will be provided by Ashgate Specialist Support Primary School.

All applicants must have an advanced CRB clearance before taking up the post.

Closing date: 12 noon Friday 5 June 2009.

For an application form, job description and further details please contact the administrator at the school.

Birchfields Primary school
Lytham Road, Fallowfield, Manchester M14 6PL
Tel: 0161 224 3892 Fax: 0161 224 3548
Email: admin@birchfields.manchester.sch.uk
Headteacher: Miss S J Offord BA (Hons) PGCE NPQH

Teaching Assistant

Level 1 Grade 2

Points 8–11 (£13,027 - £14,587 pending pay award) pro rata

35 hours per week, term-time only.

Required from September 2009

The governors wish to appoint enthusiastic, talented and hardworking Teaching Assistants to join our fantastic school team.

Birchfields is a very large, multicultural school and we wish to appoint support staff who can work well with class teachers in order to raise standards, especially in English and Mathematics in Key Stage 2.

These posts will be temporary for a full academic year and will be reviewed in 2010.

Application forms and further details are available from the Headteacher at the school address.

Closing date: Friday 5 June 2009.

Cedar Mount High School
Gorton Education Village, 50 Wembley Road, Gorton,
Manchester M18 7DT

Attendance Officer

Scale 6, points 26–28, (£22,001-£23,473 pay award pending) pro rata, pending Job Evaluation.

Permanent, term-time only, 35 hours per week

An Attendance Officer is required from 1 September 2009 at our new £25m state-of-the-art building, to provide a high-quality service to pupils and parents/carers in support of the school's Attendance and Social Inclusion Policies.

The person suited to this role must be computer literate in order to maintain the attendance database, have the ability to deal with persistent absence and raise individual attendance levels where appropriate and, must have good communication skills as they will be expected to liaise with staff, students, parents/carers and the relevant external agencies.

Application form and further details are available from Ms C Hunt, Headteacher's PA, at the school, to whom completed applications should be returned by Tuesday 26 May 2009.

Collyhurst Nursery School and Children's Centre
Teignmouth Avenue, Collyhurst M40 7QD

Teaching Assistant

Level 1

Grade 2 points 8-11 (£13,027 - £14,587 pending pay award)

Hours: 35 hours per week all-year-round.

Temporary

We require a teaching assistant with NVQ Level 2–3 level in Childcare to work with children aged six months to five years.

This post is to cover a maternity leave and will be initially for one term but this may be extended, start date September 2009.

Closing date: 20 May 2009.

Interviews: 2 June 2009.

Appointment is subject to satisfactory enhanced CRB clearance before employment.

Application forms and further details available from the school.
Tel: 0161 205 1744.

Completed applications to be returned to the Mrs Christine Rigby, Principal.

Old Hall Drive Primary School
Old Hall Drive, Gorton, Manchester M18 7FU
Tel 0161 223 2805
Email: admin@oldhalldrive.manchester.sch.uk

Unit Catering Manager

Level 1: Grade 4 SCP 17 to 21 (£16,663–£18,937)
pay award pending

Education – School Based Staff
35 hours per week
Permanent
All-Year-Round (negotiable)

To ensure the effective and efficient running of the catering service maintaining the highest standards of food preparation, presentation and service. You will produce a meal in accordance with the specification and complete the appropriate returns and records.

You will hold/be willing to work towards a qualification in food preparation and cooking at NVQ level 2; and hold/be willing to work towards a qualification in hospitality supervision at NVQ level 3 or an equivalent qualification.

Applications are available and returnable to the Headteacher Mrs Jane Gornell at the school postal or email address.

Closing date: Applications must be received by 12 noon on Monday 1 June.

Shortlisting: Monday 1 June 2009. Interviews: Tuesday 9 June 2009.



The Kingsway School
 Foxland Road, Cheadle, Cheshire SK8 4QX
 Tel: 0161 428 7706 Fax: 0161 491 4335
 E-mail: headteacher@kingsway.stockport.sch.uk



BEHAVIOUR SUPPORT ASSISTANT
 30 hours per week, term time only, NJC Scale 3
 (£10,863–£11,626 actual salary – pay award pending)

Required as soon as possible to join our friendly and dedicated team to work with Secondary School students with a variety of behaviour and educational Needs.
 For an informal chat about the role please contact Mrs. Childs (Student Support Centre Manager) on 0161 428 7706.
Closing date for applications: Thursday 21st May 2009

CLEANER
 15 hours per week, full year, NJC Scale 1
 (£4,849–£5,897 actual salary – pay award pending)

We are looking for a motivated individual to join our friendly and hard working team of after school cleaners as soon as possible.
 For an informal chat about the role please contact Mr Muncaster (Facilities Manager) on 0161 428 7706



Closing date for applications:
Friday 29th May 2009



The next issue of Jobs Update
will be published on 1 June 2009.

Non-Manchester City Council Advertisements

AFRICAN CARIBBEAN CARE GROUP
FOR THE ELDERLY(ACCG)

Registered charity no. 1028464



Temporary Community Outreach Worker

(Initially one year fixed-term)

Salary £18,954 - £20,220 p.a. for 35 hours per week,
plus Pension and Essential Car User Allowance

The successful applicants will:

Work as part of a team developing and strengthening community living by providing an outreach and support service to mainly elderly African Caribbean people living in Central and South Manchester and North Trafford.

Applicants must possess a recognised qualification in health or social care, plus a thorough working knowledge of current NHS and Community Care issues and provision.

Car driver and access to a car essential.

Further information can be obtained from the administrator,
African Caribbean Care Group, Claremont Resource Centre,
Rolls Crescent, Hulme, Manchester, M15 5FS or telephone 0161 226 6334.

Closing date for applications: 26 May 2009
Interviews will be held on Monday 8 June 2009

Community Development Director

Grade 11 (SCP 43-53)

The post holder will be an ambassador for the Academy within the local community at a senior level and will take full responsibility for developing awareness of extended services, engaging public, voluntary and business sectors in the establishment of the academy as a centre of excellence for education and lifelong learning.

You will be responsible for creating locally appropriate models of communication, community building and partnership working. A key aspect of this work will be in engaging with parents, students and external partners in primary schools and elsewhere to develop student recruitment and transition strategies.

A clear understanding of local issues and a strong awareness of community needs will be required besides close collaboration and liaison with the Principal and other members of the Leadership Team.

For more information and to apply please visit our website. Alternatively, email susan.moss@oasismediacityuk.org or call 0161 921 1535.

Closing date: Friday 22 May 2009

Principal Mr Dave Terry
 Prestwood Road, Salford, M6 8GG

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment and undergo appropriate checks

www.oasismediacityuk.org

Oasis academy
 :MediaCityUK

SENIOR HOMECARE WORKER

Up to £16,000 pa (Based on experience)

We require a competent and person-centred individual to provide direct care and support to older adults with support needs, to undertake assessments and to devise support plans. This role will involve the deployment and supervision of staff. The role will also involve ensuring that high quality personalised support is provided which meets individual need. NVQ 3 is desirable.

- Ref: 1776JUD
- Partington

HOME CARE WORKERS RELIEF HOME CARE WORKERS

Up to £6.55 per hour (Based on experience)

We are seeking warm, caring and person-centered staff to provide personal care and support with daily living skills to older adults in the Partington area. You will be provided with a comprehensive company induction and training package, including NVQ 2. We can offer you flexible hours to suit your circumstances.

For further information please contact Lorraine Walker on 07866 413 665

All staff are subject to enhanced CRB disclosure checks

For application packs phone 0161 237 1014 quoting the job ref number or email your address details to: recruitment@creativesupport.co.uk

CLOSING DATE: 21 MAY 2009

Creative Support is a progressive not for profit services.

We are an equal opportunities employer and we are committed to the development of all our staff to enable them to reach their full potential.

Can you help a three star ALMO raise the bar even further?

Deputy Rent Recovery Manager

Performance Manager

www.northwardshousing.co.uk

On 3 September 2008, Family Welfare Association changed its name to Family Action. Family Action has been a leading provider of services to disadvantaged and socially isolated families for 140 years. We work with over 45,000 families a year by providing practical, emotional and financial support through over 100 services based in communities across England. A further 60,000 benefit from our educational grants advice.



Children's Centre Outreach Worker **£18,436 - £20,845 p.a. 37 hours per week**

Family Action Manchester leads on Children's Centre development in the Miles Platting and Ancoats neighbourhoods of East Manchester. We are currently looking to recruit an Outreach Worker to complete our core team, based at our new building in Miles Platting.

As a Children's Centre, we aim to offer a one-stop-shop for children under five and their families. We aim to ensure that anyone with a young child can get the help or support they need simply and easily.

You will have a key role in ensuring high levels of parental involvement within the centre. You will have specific responsibility for engaging families considered hard to reach, or at risk of exclusion. We are looking for someone with a recognised qualification or certification in Social Care, Early Years, Childcare or Community Work and the ability to act as a link between parents/carers and Children's Centre services.

The post may involve occasional evening or weekend working.

Appointments are subject to Family Action receiving an enhanced disclosure from the Criminal Records Bureau which we consider acceptable.

For an application pack, please email manchester@family-action.org.uk or send an A4 self-addressed envelope to Family Action Manchester, Miles Platting and Ancoats Children's Centre, Holland Street, Miles Platting, Manchester M40 7DA. Please quote the job title in all correspondence.

Closing date: Tuesday, 26 May 2009.

Interviews will be held on: Friday, 5 June 2009.

Family Action offers good working conditions, a comprehensive training programme and a final salary pension scheme. We welcome applications from all sections of the community.

supporting families since 1869



Nacro Services in Greater Manchester



E2E Trainer (based in Salford)

Salary: £17,658 start (sp 14-19 on the Nacro scale)
40 hours per week

We are seeking to appoint a highly motivated Trainer to work with disaffected young people on our Entry to Employment programme. Interest in DIY, Sport, Joinery, Painting and Decorating, Cooking would be an advantage. The successful candidate should have experience of working with disadvantaged young people between the ages of 16-18.

Project Worker (based in Bolton)

Salary: £17,658 pro rata (sp 14-19 on the Nacro scale)
30 hours per week
This post is temporary until 31st July 2010.

We are seeking to appoint a highly motivated Project Worker to work with disaffected and excluded young people. Practical skills would be an advantage. The successful candidate should have experience of working with disadvantaged young people between the ages of 14-18.

Sessional Support Project Workers (based in Bury)

Salary: £8.49 per hour (as and when required)

We are seeking to appoint highly motivated Sessional Workers to support our full time Key Workers. The work will involve working with challenging and diverse young people. Practical skills would be an advantage.

The successful applicants will be required to commit to the new professional standards and teaching qualification routes.

For an application form and job description, please contact Paula Telford on 01204 381656 or apply in writing to Nacro, Ruth Street, Off St Georges Road, Bolton BL1 2QA. Email: Paula.Telford@nacro.org.uk

Closing date for the above mentioned posts: 14 May 2009 at 12noon

Nacro will apply for a disclosure from the Criminal Records Bureau prior to the confirmation of the appointment.

We are committed to promoting equality and diversity in all Nacro's activities.

Nacro is a registered charity no. 226171

Jobsupdate

Over 14,000 copies of Jobs Update are printed each issue and we have a readership of over 50,000 people.

If you have a vacancy and would like to advertise it in Jobs Update, please contact: Nick Boyle on 0161 234 3076 for availability and rates.

Manchester City Advertising, Town Hall Extension, Manchester M60 2LA.

email: n.boyle@manchester.gov.uk

Classifieds

Manchester Needs Foster Carers

Could you look after a child/children in your home while their birth parents are unable to?

A foster carer's role is to provide a safe, caring, comfortable and loving home environment for children and young people whilst their own parents are unable to care for them; this may be for a couple of days or a few years. As a foster carer you would work closely with Manchester Social Services, as well as with schools and other professionals.

We need carers for all sorts of children and young people but in particular for teenagers, black and ethnic minority children, sibling groups, carers for unaccompanied asylum-seeking children, and short break carers for both mainstream fostering and the Disabled Children's Team.

Do you have a spare bedroom? Could you offer a stable home for a child or young person who can't live with their birth family? Do you have the time, skills and commitment to unlock their potential? Do you have patience and a sense of humour?

It doesn't matter if you are single or married, straight or gay, rent or own your home, have children or are unemployed!

You will receive:

- A Weekly Allowance
- Ongoing Training up to NVQ 3
- 24hr Support

If you would like more information about fostering please call 0800 9888931

email familyduty@manchester.gov.uk
visit www.manchester.gov.uk/fosteringadoption

*Everybody needs somebody – help change someone's future today...
This may be the most important job you ever do!*

TOPS Treatment Foster Care Project

Are you nurturing, resilient and patient? Are you caring and compassionate and able to see challenges through? Can you deal with the demands of developmentally delayed children while rewarding positive behaviours?

The TOPS team provides a short-term programme that helps younger children in care (3 to 6 years old) establish stability in their lives so that they can move onto a permanent family setting. This is done through a detailed behaviour management programme, of which the foster carer is vital in making the programme work.

You will receive:

- Ongoing training to a high level
- You and the child will receive high levels of support
- Access to respite as determined by the team
- Generous financial recompense in line with your skills as a TOPS carer and Manchester fostering allowances

For more information on becoming a specialist foster carer with TOPS please call 0161 882 1336

email familyduty@manchester.gov.uk
visit www.manchester.gov.uk/fosteringadoption

Manchester Short Breaks Project

Are you good with disabled children of all ages? Do you have the time and skills to help a number of disabled children to reach their full potential? Are you committed to providing positive experiences and opportunities for disabled children?

The Disabled Children's Team is extending its thriving short breaks project, they require foster carers who can provide short breaks at different times for the same 6 or 7 children. You would work with the children's families/carers, social workers, school and therapeutic staff to provide a care package to support each child.

You will:

- Have a child in your home 220 nights per year (allowing for 10 nights training and emergency care)
- Be given training and support appropriate to the needs of the children
- Receive £300 per week (basic retainer) and a fostering allowance for each night a child stays with you

For more information on becoming a Short Breaks Project foster carer with the Disabled Children's Team please call 0161 881 0911

email familyduty@manchester.gov.uk
visit www.manchester.gov.uk/fosteringadoption

Manchester Needs Adult Placement Providers/Carers

Do you have a spare bedroom?

Would you share your home with someone who needs your help to live a fulfilling life?

An Adult Placement Providers role is to provide a safe, caring stable environment for vulnerable adults. This could be anything from a couple of nights respite to permanently living in your home.

As an adult placement provider you will link in closely with Manchester Adult Placement Services (MAPS).

Do you feel that you have the qualities to support someone to live a fulfilling life?

It doesn't matter if you are single, married or in a partnership, rent or own your own home, have children or are unemployed.

You will receive:

- Appropriate payment
- Ongoing training
- Support from the adult placement team.

If you would like more information about Manchester Adult Placement Service please call 0161 437 3953
email donna.england@manchester.gov.uk

Do you care enough to make a difference?

Hints and tips



Application form

Before you start:

- Read all the instructions carefully
- Make sure you understand all the questions
- Take some photocopies to fill out in rough first, so that you can practise.

Filling in the form:

- Use a black pen
- Write neatly
- Check your spelling
- Don't leave any gaps – answer all the questions that are applicable to you and, for any that are not, write N/A – not applicable
- Use simple words and short sentences
- Do not overcrowd your form. If necessary, add extra information on a separate piece of paper with your name, job title applied for and any reference number, and attach it to the application form
- Emphasise positive qualities
- Remember that experience gained outside work can be valuable and important
- Do not exaggerate or understate previous responsibilities
- Tailor your answers to the advert or person specification.

Information in support of your application form:

- Keep referring to the job description and person specification when completing your application
- Always give as much detail as possible to demonstrate to the panel how you meet the requirements of the person specification, and give examples
- Submit a written statement or supporting letter even when using a CV
- Do some background reading on the company so you are aware of what their current issues are.

When you have finished:

- Ensure that your dates are consistent, eg. there are no gaps
- Ask someone to check your draft
- Write out a neat copy of the form
- Use a large envelope so you don't ruin the form by crumpling it
- Keep a copy
- Make sure that the form is sent to the correct address. This will often be different for different jobs/departments
- If you are not successful at the application form stage, you can often ask for feedback.



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Notes

Where to apply for jobs with Manchester City Council

Please check the last paragraph of the job you are interested in to find out which department you should contact.

Please make sure you telephone the correct number/department otherwise this will delay your application pack being sent out.

Recruitment Services

Closing date: 1 June 2010 unless otherwise stated.

Contact details:

Apply online at www.manchester.gov.uk/jobs

Application forms and further details are available from:

Recruitment Services, Corporate Personnel, Level 2, Belle Vue Leisure Centre,
Pink Bank Lane, Manchester M12 5GL.

Telephone: 0161 953 2775 or 0161 953 2784.

If you are deaf or hard of hearing a textphone service is available on: 0161 953 2785.

For all information on current vacancies visit: www.manchester.gov.uk/jobs



When you have finished with
this magazine please recycle it.

**The next issue of Jobs Update
will be published on 1 June 2009.**

For all information on current vacancies visit www.manchester.gov.uk/jobs

We welcome applications from people wishing to job share. All disabled applicants who meet the short-listing criteria are guaranteed to go through the recruitment assessment process. Manchester City Council is an Equal Opportunity Employer and we positively welcome applications from women and men, regardless of race, religious belief, disability, gender, sexual orientation or age.

All disabled applicants who meet the short-listing criteria are guaranteed to go through to the recruitment assessment process.





Interview

An important fact to acknowledge is that you've got to the interview stage. The employer must think it is worth seeing you, and so the interview is your opportunity to demonstrate who you are and what you can do.

Preparation – general:

- Read the application method you used to apply for the job - application form or, where specified, CV and covering letter.
- Research the company – you can find information on the internet, newspapers, the library or from information sent out with the application pack.
- Work out where you are going on the day, how you are going to get there and how long it will take.
- If you have a disability, all employers must make reasonable adjustments for you so it is possible for you to have an interview. If you need the employer to make particular arrangements (eg. to help you get into the building, or a supportive chair), let them know the details before your interview. Sign language interpreters and lip speakers can be provided free of charge. Contact the Disability Employment Adviser (DEA) at your local jobcentre to arrange this, and advise the employer so they can ensure an appropriate room layout for the interview.
- Think about the types of questions you will be asked. They will usually be based on the person specification for the job. Refer to the person specification and think how you would answer a question about each one.
- There will usually be the opportunity to ask questions at some point in the interview – usually at the end – so have a couple prepared.
- What not to ask – how much will I be paid?
- What to ask – will there be training and development opportunities and career progression?

- It is also perfectly fine to take some notes into the interview. Keep these to a minimum, otherwise you could get yourself into a mess with too many pieces of paper.

The Interview:

- Make sure you are dressed smartly and appropriately.
- Give full answers, including examples of what you did and what the result was.
- Speak slowly and clearly – nerves will make you rush. If you have a speech impairment then explain this to the panel and speak at a speed you feel comfortable with.
- Ask the interviewers to repeat/reword any questions you are unclear on.
- Listen to the question and answer it.
- Don't be afraid of having a pause before answering.
- The interviewers will take some notes, so don't be put off if they don't maintain eye contact with you all the time.
- At the end of the interview, thank them for their time.

Feedback:

- If you're not successful at the interview stage, ask for feedback. Not all companies provide it, but it costs nothing to ask. What you get back might be useful for future interviews.





Opportunities for young people

Manchester City Council remains committed to improving the skills, self-esteem and outlook of every child and young person in Manchester, to enable them to achieve their full potential and allow them to have choices to lead a successful adult life. We are committed to the creation of development and employment opportunities within Manchester City Council. In support of this commitment there is a range of initiatives with the aim of establishing clear routes from education through to employment.

- Last year over 100 two-week work experience placements were provided by the Council for Manchester children. They are seen as a way to encourage Manchester children to 'see' the Council as a potential employer of choice with a variety of career opportunities. For more information on this scheme, contact Karen Williams at Education Business Solutions on 0161 772 1007/ Karen.Williams@eb-solutions.org.uk (Please note this scheme is restricted to Manchester residents currently attending a Manchester school.)
- We attend various events to promote the Council to younger potential employees, with a focus on vacancies and apprenticeship schemes. Events include the annual regional Skills North West careers event; attendance at schools careers fairs; delivery of career and employability sessions at Manchester schools; and assistance with practice interviews (working in partnership with Education Business Solutions). Since September 2007, over twenty-five careers events have taken place attended by over 3,000 students.
- There are three apprenticeship schemes in development or currently taking place in the Council. The programmes are designed to equip pupils in full-time education with vocational knowledge in order to provide them with a progression route once they leave school. The programme is a two-year work experience scheme for 14 to 16-year-olds who gain NVQ levels in their chosen subjects and also key skills. Seven students have successfully completed the first year of the apprenticeship scheme, and 14 young people are due to begin placements this year.



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