

1 June 2009

# Jobsupdate

First choice for Manchester City Council vacancies



The Policing Pledge sets out the standard of service you can expect to receive from Greater Manchester Police. Visit [www.gmp.police.uk/pledge](http://www.gmp.police.uk/pledge) to see the pledge.

## LOOKING AHEAD

Greater Manchester Police Authority and Greater Manchester Police involve people in shaping policing priorities. Over the next year (2009/10), GMP will be working towards:

- Improving public confidence
- Improving customer service and contact
- Reducing crimes such as burglary, robbery and theft.
- Reducing serious violent crime such as murder, wounding and assaults.

## ABOUT GREATER MANCHESTER POLICE AUTHORITY (GMPA)

GMPA is an independent body which scrutinises the work of the force to ensure the policing service it delivers is right for the people of Greater Manchester. The Authority also stages consultation events, provides volunteering opportunities for local people and sets the police portion of the council tax bill. The majority of GMPA meetings are open to the public so residents can see the driving force behind Authority work in action. To find out more about GMPA or to get involved in consultation visit [www.gmpa.gov.uk](http://www.gmpa.gov.uk) or call 0161 793 3127. Alternatively call in to the GMPA offices at Salford Civic Centre, Chorley Road, Swinton, M27 5DA.

## TACKLING YOUR PRIORITIES

Members of GMPA closely monitor the performance of the Force all year round to ensure best working practices are identified and shared and areas of concern are quickly addressed. Here's a closer look at some of the performance information recorded in 2008-2009 and how it compares to the previous year. To find out more about police performance visit [www.gmp.police.uk](http://www.gmp.police.uk).

### In Greater Manchester

**Total crime down by 16,317 offences or 5.4%**

**Robbery down by 379 offences or 5.1%**

**Serious violent crime and assaults down by 1,455 offences or 6.2%**

**Vehicle crime down by 4,372 offences or 10%**

**House burglary up by 2,150 offences or 9.9%**

### In Manchester (North, South and Metropolitan Manchester police divisions)

**Robbery down by 536 offences or 16.5%**

**Vehicle crime down by 2,193 offences or 17.5%**

## CONTACT US

North Manchester Divisional HQ is based at Bootle Street, Manchester M2 5GU - 0161 856 3129.

South Manchester Divisional HQ is based at Elizabeth Slinger Road, West Didsbury, Manchester M20 2ES - 0161 856 6128.

Metropolitan Divisional HQ is based at Grindlow Street, Longsight, Manchester M13 0LL - 0161 856 4229.

Visit [www.gmp.police.uk](http://www.gmp.police.uk) and click the Neighbourhood Policing link to find out about your local officers.

### Other useful contact numbers:

Greater Manchester Police Authority - 0161 793 3127

Non-emergency police calls - 0161 872 5050

Crimestoppers - 0800 555 111

Terrorism. If you suspect it, report it. Call - 0800 789 321

Confidential anti-terrorist hotline.

If you require any information contained in this document in a different format please contact 0161 793 3127.



### GMPA MEMBER VACANCY

GMPA closely monitors the performance of GMP. There is currently a vacancy for an independent member to help the Authority do this.

- Are you over 18 and live or work in Greater Manchester?
- Can you commit between seven and 10 hours a week?
- Do you have a wide range of life experiences particularly within your local community?

If so, you may be just the person GMPA is looking for. Applications are welcomed from all sections of the community. The closing date is July 31, 2009. Interviews are planned for early September. Exact dates will be posted on the GMPA website upon confirmation.

Contact 0161 793 3127 for an application form or visit the vacancies section of [www.gmpa.gov.uk](http://www.gmpa.gov.uk) to download one.

## Working for Manchester City Council

Jobs update caught up with Luke Dempsey, Football Coach, who appears on this month's front cover. Here he answers a few questions about his role and why he 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 February this year and my first job was at Parklands High School.

### Which service do you work for now?

Manchester Leisure Services.

### What does your current role involve?

My current role involves putting a football session on for kids aged 8-16 and we do practice skills and ball games.

### What training and development opportunities have you received?

It has given me the opportunity to work well with all age groups.

### What do you like about working for the Council?

I like working for the Council because there are so many different venues around Manchester that I can use for my sessions.

## 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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## Marketing/Media

### Press Officer

**Grade 7 £26,784 to £29,714 (bar at £28,947)**  
**Ref: NB50633618/11**

**Location: Town Hall Complex, Manchester, M60 2LA**  
**Hours: 35 per week**  
**Permanent**

Manchester City Council is constantly in the public eye. The press office plays a key role and offers an exciting, challenging and dynamic working environment. We are looking for a highly skilled media relations professional who has a particular passion for new media and will thrive on the daily demands of being at the sharp end of media relations.

Strong media contacts and experience of working in a busy press office are essential. A background in local government or the public sector would be an advantage.

We welcome applications from people wishing to job share.

Apply online [www.manchester.gov.uk/jobs](http://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.

## Professional

### Team Leader (Building Surveyor)

**Grade 10 £39,460 to £41,204**  
**Ref: NB50636478/05**

**Location: Heron House, Lloyd Street, Manchester, M2 5LE**  
**Hours: 35 per week**  
**Permanent**

Corporate Technical Services provides technical and procurement support to deliver the Capital Programme. They deliver a wide range of services through Smallworks and Housing Investment Frameworks, and provide specialist support in areas such as Asbestos, Legionella and DDA.

This challenging role will be to lead a professional multi-disciplinary construction team, in achieving Manchester Council's Corporate aims and objectives. You will have a proven experience of providing statutory and technical support within a construction related professional service. You will assist in the delivery of strategic plans in line with Departmental and Manchester City Council organisational values.

We welcome applications from people wishing to job share.

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## Principal Business Delivery Planner

**Grade 8 £30,546 to £34,207 (bar at £33,328)**  
**Ref: NB50636197/05**

**Location: Heron House, Lloyd Street, Manchester, M2 5LE**  
**Hours: 35 per week**  
**Permanent**

Are you serious about delivery, if so, the business delivery unit of Corporate Technical Services offers you the opportunity to develop your innovative talent in supporting the delivery of the Manchester City Council's Capital Programme.

We are looking for an experienced construction project planner to provide support to the team leader of the business delivery unit.

You will be responsible for the development and implementation of the programming, budget monitoring and spend profiling of all non-housing related capital expenditure within the Capital Programme.

You will have proven ability to develop and implement innovative solutions primarily through the use of new technologies to deliver Manchester City Council's Capital Programme.

We welcome applications from people wishing to job share.

Apply online [www.manchester.gov.uk/jobs](http://www.manchester.gov.uk/jobs).

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Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 22.

## Free Entitlement Project Coordinator

**Grade 7 £26,784 to £29,714 (bar at £28,947)**  
**Ref: NB50625497/16**

**Hours: 35 per week**  
**Location: Wenlock Way Offices, West Gorton, Manchester**  
**Fixed-term until 31 March 2011**

Working closely with the Business and Finance Manager in Sure Start and Early Years you will be responsible for the implementation, monitoring, and evaluation of the Free Entitlement Projects.

This is a unique and challenging opportunity that offers the right candidate to be instrumental in shaping how Free Entitlement could be offered in Manchester from September 2009. It goes without saying you will have excellent management skills and a real passion for problem solving.

We welcome applications from people wishing to job share.

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## Social/Care/Community Work/Educational Support

An exciting opportunity to shape the future delivery of educational psychology in Manchester.

Manchester is a vibrant, diverse and challenging environment in which to work. It requires passion, determination and resilience. You will find the value we place on our young people's future reflected in the value we place on your skills and experience. Since April 2008, the City Council has radically changed the way educational services are delivered to schools, enabling schools to improve outcomes for children through greater funding and a wider choice over how they meet children and young people's needs.

The Educational Psychology Service (EPS) is located within the Learning, Behaviour and Attendance area of Traded Services where the Business Management team in collaboration with the EPS' professional managers, are committed to ensuring that Educational Psychologists are appropriately resourced and supported with ongoing CPD opportunities; up to date professional materials and ICT equipment necessary for high quality and efficient delivery of psychology. There is a commitment to the initial training of educational psychologists and the service benefits from having two training posts and an assistant psychologist.

## Senior Educational Psychologist

**Soulbury B Points 6–9 £47,578 to £50,677**

**Existing SPA points will be honoured. Essential car user**  
**Ref: NB50638553/16**

**Location: Universal Square, Ardwick, Manchester M12**  
**Hours: 35 per week**  
**Permanent**

As one of two professional management posts, not only will you be a vital part of a well-regarded service, you will be a member of Education's Strategic Management Group. Working closely with senior managers across Children's Services, including strategic leads, school effectiveness officers and a range of local authority, school and community commissioners you will contribute to the shaping of Children's Services' priorities, directions and development as well as directly contributing to capacity building in schools at all levels.

You will co-manage a team of EPs ensuring that through supervision, appraisal and CPD, they meet and exceed professional standards as well as taking responsibility for their cost effectiveness.

Evidence of leadership and change management skills are essential as are prodigious experience working with children, their families and the professionals who serve them. You must see beyond your immediate area of expertise to unite a wide range of stakeholders in the common cause of better outcomes.

For informal discussion about these posts, please contact Jane Sowerby (Service Manager of Behaviour, Learning and Attendance) or Anne Rushton (Senior Educational Psychologist) on 0161 219 6841.

**We welcome applications from people wishing to job share.**

**Apply online [www.manchester.gov.uk/jobs](http://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.**

## Educational Psychologist

**Soulbury A Points 1–10 £32,163 to £42,129**

**Existing SPA points will be honoured. Essential car user**  
**Ref: NB50638488/16**

**Location: Universal Square, Ardwick, Manchester M12**  
**Hours: 35 per week**  
**Permanent**

You will be involved in a range of delivery through consultation; direct casework; training; development and research. You will offer core generic skills alongside contributing to more specialist work in one of four broad areas (Early Years; Atypical Development; Safeguarding/Trauma; SEBD) where you will have the opportunity of working with colleagues to further develop the Service's knowledge and evidence based practice as well as policy, protocols and delivery.

There will be opportunities to work with a wide range of professionals. In particular, you will be encouraged to engage in collaborative projects with the Behaviour, Learning and Attendance teams in Traded Services. Educational Psychologists also work in a range of multi-disciplinary teams for example the hospital based Social Communication Assessment and Intervention Teams; the Adoptions Psychology Service and the Manchester Children's Acquired Brain Injury Group.

With excellent motivational and communication skills, you must embrace working with schools as commissioners, embedding capacity for inclusion across all stages, relish working with children and their parents/carers and demonstrate resilience in the face of change and above all, be committed to the ongoing professional application of psychology to complex issues.

For informal discussion about these posts, please contact Jane Sowerby (Service Manager of Behaviour, Learning and Attendance) or Anne Rushton (Senior Educational Psychologist) on 0161 219 6841.

**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.**

## Assistant Team Manager

**Grade 7 £26,784 to £29,714 (bar at £28,947)**  
**Ref: NB50636529/16**

**Location: Moss Side District Office, 27 Bold Street, Manchester, M16 7AD**  
**Hours: 35 per week**  
**Permanent**

The No Recourse to Public Funds service assesses entitlement to local authority support to people subject to immigration controls who have no access to welfare benefits. The service has a small team of caseworkers who undertake an initial assessment and also a more detailed Human Rights assessment where appropriate. This is a citywide service and assesses people seeking support under both adult social care legislation and the Children's Act.

The team is required to work within both the immigration rules and care regulations. The service does not undertake specialist core assessments but requests are made to the appropriate social care service. The outcome of any assessment is then considered when determining eligibility for support. Due to complexity of some cases the Team Manager is often required to obtain an opinion from City Solicitors.

The Assistant Manager will support the staff team in making day-to-day decisions. It can be a complex area of work and some insight is needed into immigration rules, care legislation and benefit entitlements. The post holder will also manage a small caseload. Applicants will also be expected to detail their past experience of staff management and demonstrate an insight into problem solving.

**We welcome applications from people wishing to job share.**

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**Textphone calls only: 0161 953 2785.**

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## Business Development Manager

**Grade 8 £30,546 to £34,207 (bar at £33,328) pro rata**  
**Ref: NB50637546/16**

**Location: Head Office, Varley Street, Miles Platting, Manchester, M40 8EE.**  
**Hours: 21 per week. Tuesday, Wednesday and Thursday**  
**Permanent**

Are you interested in joining a highly professional team delivering on projects to shape and focus our strategic aims and objectives at a senior management level? Manchester Equipment and Adaptations Partnership (MEAP) is seeking to recruit a Business Development Manager to work at our Head Office in Miles Platting. Manchester Equipment and Adaptations Partnership is a joint service, managed and funded by Adult Social Care, Manchester Housing and NHS Manchester. The provision of appropriate equipment and adaptations to disabled and older people can enhance independence, prevent falls and hospital admissions and reduce reliance on care services. The aim is to offer a comprehensive, co-ordinated and streamlined service to our customers.

This post offers an exciting opportunity to work on a wide range of projects and contribute to an ambitious work programme. For this post, we are seeking an individual who has:

- Substantial knowledge and understanding of the legislation, policy and practice relating to the assessment for and provision of equipment and adaptations
- Significant experience of project management at a senior level
- Excellent analytical skills to understand, interpret and utilise statistical and financial data and management information.
- A creative and innovative approach to problem solving
- The ability to work with a very varied, changing and demanding workload under pressure
- Demonstrable evidence of effective staff management, motivation and development
- Ability to communicate with a wide range of individuals and possess good report and letter writing skills
- Knowledge of the wider disability issues within health and social care.

We welcome applications from people wishing to job share.

Apply online [www.manchester.gov.uk/jobs](http://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.

## Assistant Home Manager

**Grade 7 £26,784 to £29,714 (bar at £28,947)**  
**Ref: NB50638202/16**

**Location: South Manchester**  
**Hours: 35 per week**  
**Permanent**

An opportunity has arisen for a Assistant Home Manager at Broome House Children's Home. It is situated in the South of Manchester and cares for nine young people whose ages range from eleven to seventeen years.

As the Assistant Home Manager you will be one of a team of four managers.

Part of your duties will be to assist the Home Manager in providing a secure safe environment for the young people living at the home.

In conjunction with the staff team you will be expected to ensure the young people's identified needs are prioritised and they are offered the best possible care by working consistently and exceeding the National Minimum Care standards.

You will be expected to work as part of the staff team and have responsibility for the supervision of members of the team.

Significant skills are required to deal with vulnerable individuals and to be able to provide support to these young people.

An important part of the role requires the ability to ensure the staff team work in partnership with other agencies, such as Education and Health. Also to work with the staff team to plan activities and tasks which will assist in the young people's development.

To be considered for an interview for the post, you will require the relevant NVQ 3 qualification and one years' supervisory experience.

We welcome applications from people wishing to job share.

Apply online [www.manchester.gov.uk/jobs](http://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 Worker AMHP/16

**£24,402 to £31,439**  
**Ref: NB50638431/16**

**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: City-wide**  
**Hours: 35 per week**  
**Permanent**

Are you ready for a challenge?

Then we want YOU.

Manchester is a vibrant, cosmopolitan city and world-class venue in sport, entertainment and culture. We are committed to placing children at the centre of all we do.

Manchester offers Social Workers a unique mix of challenge and support. You will be part of a highly skilled workforce in some of the most deprived inner city areas in the country.

To help you meet the often complex needs of our children and families, Manchester will invest in you. You can expect a professional development package and an infrastructure that enables you to do your job.

We are excited about the district-focus of the multi-agency work in our city. Social Workers have a key role in this and you will influence how we shape our services for the future to keep our children safe.

If you're passionate about improving outcomes for children and families we look forward to hearing from you.

We welcome applications from people wishing to job share.

Apply online [www.manchester.gov.uk/jobs](http://www.manchester.gov.uk/jobs).

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Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 22.

## Age Positive

*we're supporting*

**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**

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## Social Worker (AMHP)

Scale 6/P02 £22,001 to £31,439

bar at point 30 £25,220 and point 36 £29,714

Ref: NB/\_NB50637055/16

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:** McCartney House, Beech Mount, Harpurhey, M9 5XS, Harpurhey District Office, Rochdale Road, Manchester M9 4DP and Chorlton House, Manchester Road, Chorlton-cum-Hardy, Manchester M20 9UN

**Hours:** 35 per week

**Permanent**

Manchester's mental health services are committed to providing integrated, recovery oriented services that promote social inclusion and help ensure that the users of its services can enjoy ordinary lives as members of the local community.

These posts are formally seconded to the Manchester Mental Health and Social Care Trust that has recently implemented a wide-ranging change programme to improve the range and scope of integrated community mental health services and increase the ability of services to promote recovery and independence.

These posts are part of multi-disciplinary Community Mental Health Teams and will provide a full mental health social work service.

Where qualified the post holder will undertake the role and functions of an Approved Social Worker (AMHP). Where not qualified the post holder must be willing to train and subsequently practice as an AMHP.

You must be a registered Social Worker with the General Social Care Council

We welcome applications from people wishing to job share.

Apply online [www.manchester.gov.uk/jobs](http://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.

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## Community Support Worker x 2 posts

RNSW Grade £16,278 to £21,306 (Assessment bar at £18,937)

**Post 1. Ref:** NB50636937/16

**Location:** Hall Lane Resource Centre, Baguley, Manchester, M23 1WD

**Hours:** 35 per week

**Permanent**

**Post 2. Ref:** NB50636948/16

**Location:** Hall Lane Resource Centre, Baguley, Manchester, M23 1WD

**Hours:** 21 per week

**Permanent**

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

Manchester Mental Health and Social Care Trust provide services on behalf of Manchester City Council. The Community Support Teams and Day centres are part of Community Living Services within the Trust, working to a social inclusion and recovery model of service.

As a Community Support Worker you will provide support to adults with severe and enduring mental health needs.

You must be able to:

- Establish positive relationships with people with mental health needs
- Assist and motivate people with a wide variety of daily living activities
- Work effectively as part of a team
- Communicate verbally and in writing with a range of professionals and agencies
- Investigate community resources and enable service users to use them.

You must have some experience of community/outreach work and of working with people with mental health problems. You will be required to work flexibly including weekends and bank holidays. You may be required to do occasional sleep overs.

We welcome applications from people wishing to job share.

Apply online [www.manchester.gov.uk/jobs](http://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.

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## Community Alarm Service Coordinator

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

Ref: NB50635064/16

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

**Hours:** 17.5 per week. Job Share Week 1: Wednesday, Thursday, Friday. Week 2: Monday and Tuesday.

**Permanent**

The Community Alarm Service enables approximately 6000 service users to live independently in their own homes with the assurance they can summon help quickly if they get into difficulty. People with ill health, frailty, disabilities, living in fear of crime or racist abuse are the major reasons for referrals to the service, which operates 24 hours a day, throughout the year. A team of Contact Officers operate a 24-hour rota of this service and processes all calls.

You will be required to work alongside this busy and committed team managing the operations within the service. The successful applicant must have proven skills in the management of staff. You must be an excellent communicator and have the ability to motivate staff and colleagues to achieve the highest possible standards of service delivery.

This post presents an exciting and challenging opportunity to contribute to the Adult Social Care Change Programme aiming to deliver improved customer services through the use of technology.

Apply online [www.manchester.gov.uk/jobs](http://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.

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## Network Support Worker x 10 posts

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

plus flexibility payments

Ref: NB50637912/16

**Location:** city-wide

**Hours:** 35 per week

**Permanent**

Manchester Learning Disability Partnership supports learning disabled adults to live valued and productive lives within their community.

We are looking for staff to join our teams of Support Workers.

The individuals you will be supporting will have complex needs and present challenging behaviour and may also have a physical disability.

You will have the ability to:

- Communicate effectively and work as part of a team, including staff members, family, advocates and other professionals
- Assess the needs of people who use the service.
- Implement individual programmes, guidelines and risk management plans.
- Assist people who use the service in maintaining high standards of cleanliness and maintenance of their home.

You will be required to work shifts, unsocial hours, weekends, bank holidays and sleep-in as required and to work in any part of the City as directed by Managers.

We have excellent training opportunities available and you will be expected to work towards the Learning Disability Qualification and NVQ Level 2 in Care qualification.

Experience is not a requirement but you must demonstrate through application and interview an understanding of complex needs and challenging behaviour.

Experience of supporting people in a social care setting is desirable.

We welcome applications from people wishing to job share.

Apply online [www.manchester.gov.uk/jobs](http://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.

## Assistant Network Support Workers

**Grade 2 £13,027 to £14,587 (bar at £13,703) plus flexibility payment**  
**Ref: NB50637912/16**

**Location: city-wide**  
**Permanent**

Manchester Learning Disability Partnership supports learning disabled adults to live valued and productive lives within their community.

We are looking for staff to join our teams of Support Workers.

The individuals you will be supporting will have complex needs and present challenging behaviour and may also have a physical disability.

You will work alongside the network support worker and assist in providing appropriate support.

You will have the ability to:

- Communicate effectively and work as part of a team, including staff members, family, advocates and other professionals
- Assess the needs of people who use the service
- Implement individual programmes, guidelines and risk management plans.
- Assist people who use the service in maintaining high standards of cleanliness and maintenance of their home.

You will be required to work shifts, unsocial hours, weekends, bank holidays and sleep-in as required and to work in any part of the City as directed by Managers.

We have excellent training opportunities available and you will be expected to work towards the Learning Disability Qualification and NVQ Level 2 in Care qualification.

Experience is not a requirement but you must demonstrate through application and interview an understanding of complex needs and challenging behaviour.

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

Apply online [www.manchester.gov.uk/jobs](http://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.

## Governing Body Clerk

**Grade 5 £19,427 to £22,001 (bar at £21,306) pro rata**  
**Ref: NB50629140/16**

**Location: Overseas House, Quay Street, Manchester M3 3BB**  
**Hours: 35 per week. Term-time only**  
**Permanent**

An exciting opportunity has arisen in the Governor Support Service in Children's Services for a Governing Body Clerk, during term time only, to join our new clerking service, based in the Governor Support Service.

Governing Body clerking is a major contributing factor to effective school governance and school improvement. The clerking service provides a high quality professional, administrative and advisory service to governing bodies and ensures that governing bodies are fulfilling their legal, procedural and administrative duties.

The Governing Body Clerk is responsible for supporting a group of governing bodies to be more effective, through the provision of professional advice and effective meeting administration, before, during and after governing body meetings - a number of which are in the evening - across the city.

So you will:

- Have excellent communication, interpersonal and influencing skills
- Be very well organised with experience of working on your own initiative and providing high quality administrative support, systems and record keeping
- Be a positive self-starter with a strong commitment to customer care and excellence in service delivery
- Be able to communicate complex legal advice into simple guidance.

**We welcome applications from people wishing to job share.**

**Closing date: 15 June 2009.**

**Apply online [www.manchester.gov.uk/jobs](http://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.**

## Recovery and Development Worker x 3 posts

**Scale 5 £19,998 to £21,306 pro rata**

**Post 1 and 2: Ref: NB50638190/16**

**Location: Hall Lane Resource Centre, Hall Lane, Baguley, Wythenshawe, Manchester**

**Hours: 21 per week.**

**Post 3: Ref: NB50636869/16**

**Location: Harpurhey Day Centre, 93 Church Lane, Harpurhey, Manchester M9 5GB**

**Hours: 21 per week.**

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

We are looking for capable and resourceful people to join our teams in North Manchester and Wythenshawe. The successful candidates will work with adults with mental health problems.

As a Recovery and Development Worker you will have a belief in the uniqueness, strengths and potential of each person:

You will need to:

- Have experience and understanding of the effects of mental illness on the lives of individuals
- Seek to promote people's recovery through pursuing their activities and interests
- Motivate people on a one to one basis and through group activities
- Be able to investigate and develop links with local, mainstream organisations
- Be able to support service users to use both day and community resources.

Apply online [www.manchester.gov.uk/jobs](http://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.

**Stonewall**



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



## Planning/Building

### Principal Technical Officer

**Grade 7 £26,784 to £29,714 (bar at £28,947)**  
**Ref: NB50637503/16**

**Location: Victoria Mill, Lower Vickers Street, Miles Platting, Manchester M40 7LH**  
**Hours: 35 per week**  
**Permanent**

Are you interested in joining a highly professional team committed to continuous service improvement, that is results driven and quality focused?

Manchester Equipment and Adaptations Partnership (MEAP) is seeking to recruit a Principal Technical Officer to work within our Technical Team.

Manchester Equipment and Adaptations Partnership is a joint service, managed and funded by Adult Social Care, Manchester Housing and NHS Manchester.

The provision of appropriate equipment and adaptations to disabled and older people can enhance independence, prevent falls and hospital admissions and reduce reliance on care services. The aim is to offer a comprehensive, co-ordinated and streamlined service to our customers.

This post offers an exciting opportunity to manage and direct a team of Technical Officers who provide the full range of Building Surveying Services necessary to programme major adaptations works for our customers.

For this post, we are seeking an individual who has:

- H.N.C/H.N.D in Building or equivalent, or substantial supervisory or management experience in a Building related organisation
- Substantial knowledge of building construction, in particular plumbing and drainage systems
- Demonstrable evidence of effective staff management, motivation and development
- Ability to work without supervision and use initiative to prioritise workloads
- Ability to supervise and assist the design of architectural drawings using the CAD system (Computer Aided Drawing)
- Ability to resolve complex problems in a professional manner
- Good numeracy skills and ability to evaluate contractor's costs for adaptation works
- A commitment to the need for continuous improvement in the quality of service delivery
- An awareness of disability issues and the benefits that adaptations can have for older and disabled people
- An ability to deal with disability issues in a caring and sensitive manner.

**We welcome applications from people wishing to job share.**

**Apply online [www.manchester.gov.uk/jobs](http://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.**

### Technical Officer x 2 posts

**Grade 6 £22,730 to £26,016 (bar at £25,220)**  
**Ref: NB50638181/16**

**Location: Victoria Mill, Lower Vickers Street, Miles Platting, Manchester, M40 7LH**

**Hours: 35 per week**

**Permanent**

Are you interested in joining a highly professional team committed to continuous service improvement, that is results driven and quality focused?

Manchester Equipment and Adaptations Partnership (MEAP) is seeking to recruit two Technical Officers to work within our Technical Team.

Manchester Equipment and Adaptations Partnership is a joint service, managed and funded by Adult Social Care, Manchester Housing and NHS Manchester.

The provision of appropriate equipment and adaptations to disabled and older people can enhance independence, prevent falls and hospital admissions and reduce reliance on care services. The aim is to offer a comprehensive, co-ordinated and streamlined service to our customers.

This post offers an exciting opportunity to join our team of dedicated Technical Officers who provide the full range of Building Surveying Services necessary to programme major adaptations works for our customers.

For this post, we are seeking individuals who have:

- H.N.C/H.N.D in Building or substantial directly related experience in the Building Industry.
- Substantial knowledge of building construction, in particular plumbing and drainage systems.
- Ability to measure and prepare accurate drawings for adaptations work
- Knowledge of Building Regulations and other relevant legislation
- Good IT skills including the use of Microsoft Word, Excel and Access
- Good numeracy skills and ability to prepare costings for Schedules of Works.
- Ability to work without supervision and use initiative to prioritise workloads.
- A commitment to the need for continuous improvement in the quality of service delivery
- An awareness of disability issues and the benefits that adaptations can have for older and disabled people
- An ability to deal with disability issues in a caring and sensitive manner.

**We welcome applications from people wishing to job share.**

**Apply online [www.manchester.gov.uk/jobs](http://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

## Child Care/Play/ Youth Workers

### Teaching Assistant Level 3

**Grade 5 £19,427 to £22,001 (bar at £21,306) pro rata**  
**Ref: NB50638352/17**

**Location: Peacock Centre, Peacock Close, Gorton, Manchester, M18 8AX**  
**Hours: 35 per week, 8.30am – 4.00pm, term-time only**  
**Permanent**

Applications are invited for the post of Mentor to support the pupils attending the Buzz and their families. The post holder will work as part of a small dedicated team to make a positive difference to the lives of primary aged children who are excluded from school.

Recent experience of working with young people who have behavioural difficulties is essential.

We welcome applications from people wishing to job share.

Apply online [www.manchester.gov.uk/jobs](http://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 x 2 posts

**Grade 4 £16,663 to £18,937 (bar at £18,270)**  
**Ref: NB50639049/16.**

**Location: Poundswick Children's Centre, Poundwick Lane, Crossacres, Manchester M22 9TA.**

**Hours: 35 per week**

**Permanent**

We require a reliable childcare worker who is qualified to NVQ 2 or equivalent who has experience of working with children from 6 months to five years old. 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 an extended team you must be able to monitor, record and plan to meet individual and group needs. You should have the ability to provide positive experiences for children and their families.

We welcome applications from people wishing to job share.

Apply online [www.manchester.gov.uk/jobs](http://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 x 2 posts

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

**Post 1 Ref: NB50639037/16. 35 hours per week**

**Post 2 Ref: NB50639041/16. 17.5 hours per week**

**Location: Poundswick Children's Centre, Poundwick Lane, Crossacres, Manchester M22 9TA.**

**Permanent**

We require a reliable childcare worker who is qualified to NVQ 2 or equivalent who has experience of working with children from 6 months to five years old. 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 an extended team you must be able to monitor, record and plan to meet individual and group needs. You should have the ability to provide positive experiences for children and their families.

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

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

Apply online [www.manchester.gov.uk/jobs](http://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.

## Hospitality/Catering/ Domestic/Cleaning

### Casual Catering Assistant

**Grade 1 £6.76 per hour**

**Ref: NB50638483/02**

**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](http://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 next issue of Jobs Update  
will be published on 22 June 2009.

## Administrative/ Secretarial/Clerical

See the Legal column for full details of the

### Administration Officer

**Grade 4 £16,663 to £18,937 (bar at £18,270)**  
**Ref: NB50637042/11**

### Administrator

**Grade 4 £16,663 to £18,937 (bar at £18,270)**  
**Ref: NB50637320/16**

**Location: Sure Start Cheetham, Fulmead Children and Family House, 2-12 Fulmead Walk, Cheetham, Manchester M8 8DW.**  
**Hours: 35 per week.**  
**Fixed-term until March 2011**

We are looking for an administrator who will be based in our Sure Start children's centre which will provide a range of services to support families with children under 5.

You will be an important part of the team providing comprehensive and responsive administrative support including the responsibility for purchasing and financial monitoring.

If you are skilful communicator with a range of people including children, parents and workers from a variety of agencies, this may be the job for you.

**We welcome applications from people wishing to job share.**

**Apply online [www.manchester.gov.uk/jobs](http://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.**

## Team Administrative Assistant

**Grade 4 £16,663 to £18,937 (bar at £18,270)**  
**Ref: NB50630711/11**

**Location: Town Hall Complex, Manchester M60 2LA**  
**Hours: 35 per week (occasional evening work involved)**  
**Fixed-term Contract until 31 March 2010**

We are looking for an Area Administrator to support local meetings which aim to tackle crime, fear of crime and anti-social behaviour. You will work closely with Council Officers and Members, as well as with partner agencies, to organise, facilitate and minute meetings, and to follow up on action points.

If you have the following skills, then we want to hear from you.

- Excellent organisational skills
- Excellent communication skills and customer focus
- Motivated, hardworking and committed team member.

If you want to find out more about this challenging yet rewarding role, please contact us today for an application form.

**We welcome applications from people wishing to job share.**

**Apply online [www.manchester.gov.uk/jobs](http://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.**

## Team Administrative Assistant

**Grade 4 £16,663 to £18,937 (bar at £18,270)**  
**Ref: NB50637033/11**

**Location: Town Hall Complex, Manchester M60 2LA**  
**Hours: 35 per week (occasional evening work involved)**  
**Fixed-term Contract until 31 March 2010**

We are looking for an Area Administrator to support local meetings which aim to tackle crime, fear of crime and anti-social behaviour. You will work closely with Council Officers and Members, as well as with partner agencies, to organise, facilitate and minute meetings, and to follow up on action points.

If you have the following skills, then we want to hear from you.

- Excellent organisational skills
- Excellent communication skills and customer focus
- Motivated, hardworking and committed team member.

If you want to find out more about this challenging yet rewarding role, please contact us today for an application form.

**We welcome applications from people wishing to job share.**

**Apply online [www.manchester.gov.uk/jobs](http://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.**

## Senior Administrative Officer

**Grade 5 £19,427 to £22,001 (bar at £21,306)**  
**Ref: NB50638122/16**

**Location: Varley Street, Miles Platting, Manchester, M40 8EE**  
**Hours: 35 per week**  
**Permanent**

Are you interested in joining a highly professional team committed to continuous service improvement, that is results driven and quality focused?

Manchester Equipment and Adaptations Partnership (MEAP) is seeking to recruit two Senior Admin Officers, one to work within our Assessment Team at Victoria Mill in Miles Platting and one at our Head Office at Varley Street in Miles Platting.

Manchester Equipment and Adaptations Partnership is a joint service, managed and funded by Adult Social Care, Manchester Housing and NHS Manchester.

The provision of appropriate equipment and adaptations to disabled and older people can enhance independence, prevent falls and hospital admissions and reduce reliance on care services. The aim is to offer a comprehensive, co-ordinated and streamlined service to our customers that includes rehousing to adapted or adaptable properties, and the provision of Blue Badges (parking concessions for disabled and blind people).

This post offers an exciting opportunity to provide a comprehensive and responsive administrative support service to MEAP, ensuring excellent customer service.

For this post, we are seeking individuals who have:

- Experience of managing a team
- Experience of implementing, developing and maintaining effective administrative systems in a busy office environment
- Experience of managing and monitoring a budget and keeping accurate financial records
- Ability to organise own and others' workload to meet conflicting deadlines
- Discretion in dealing with confidential and sensitive issues
- Understanding of and commitment to staff development
- Good communication skills, both verbal and written
- A commitment to the need for continuous improvement in the quality of service delivery
- An awareness of disability issues and the benefits that adaptations can have for older and disabled people
- Flexibility to adapt to changing workload demands and new organisational challenges

**We welcome applications from people wishing to job share.**

**Apply online [www.manchester.gov.uk/jobs](http://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.**

## Technical Officer

**Grade 6 £22,730 to £26,016 (bar at £25,220) pro rata**  
**Ref: NB50635836/05**

**Location: Alexandra House, Moss Lane East, Hulme, Manchester, M15 5BA**  
**Hours: 17.5 per week (Job Share – Thursday, Friday and alternate Wednesdays)**  
**Permanent**

We are looking for a highly-motivated person with excellent assessment skills and technical knowledge of Housing Benefit, Council Tax Benefit and Education Benefits to provide expert advice and support to a team of staff responsible for assessing benefit claims.

The Benefits Service aims to give a fast, accurate service to around 70,000 customers in Manchester. The Technical Officer has a key role in helping us meet these aims by providing technical support and coaching of assessment staff as well as assisting and helping the Team Manager in his/her absence.

Your duties will include:

- Dealing with and assessing complex cases, including those relating to potential fraud
- Dealing with special exercises to ensure that data relating to claims is accurate
- Monitoring, recording and feeding back results of work and overall performance of assessment staff
- Providing support to assessment staff, including coaching and answering queries
- Supervising the team in the absence of the team manager, including allocating work and monitoring work flow and progress against unit objectives.

You will need:

- Experience of assessing complex Housing Benefit claims to a high standard
- Experience of using Housing Benefit and Council Tax Benefit IT systems
- Excellent organisational skills in order to prioritise yours and your team's work and flexibility to adapt and respond to changing demands
- Excellent written and verbal communication skills when dealing with members of your team, customers, and internal and external stakeholders
- A commitment to drive and support the aims of the Benefits Service and Manchester City Council.

**If you have the desire and ability to provide an excellent customer service in a fast changing environment we would like to hear from you.**

**Apply online [www.manchester.gov.uk/jobs](http://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

## Finance Officer

**Grade 5 £19,427 to £22,001 (bar at £21,306)**  
**Ref: NB50636154/11**

**Location: Town Hall Complex, Manchester, M60 2LA**  
**Hours: 35 per week**  
**Permanent**

We are looking to recruit a Finance Officer to work within a small, busy finance team which supports a large in house legal practice.

The post holder will provide a pro active and effective support function to the business and to the manager of the finance team. The post holder will work with the manager to produce high quality financial information, reports and bills for the Head of Service and members of the senior management team.

In this role you will be responsible for ensuring that accounts are processed in an efficient and timely manner and that income and expenditure are regularly monitored.

On a daily basis the post holder will be dealing with staff from Legal Services and other Council departments. The post holder will also deal with the external bodies that Legal Services act for.

You will need to be a clear and confident oral and written communicator who is comfortable in working to tight deadlines.

SAP and Excel experience are essential.

**We welcome applications from people wishing to job share.**

**Apply online [www.manchester.gov.uk/jobs](http://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.**

# 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](mailto:n.boyle@manchester.gov.uk)**

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

## ICT

### Property Information Officer Level 1

**Grade 5 £19,427 to £22,001 (bar at £21,306)**  
**Ref: NB50637257/05**

**Location: Town Hall Complex, Manchester, M60 2LA**  
**Hours: 35 per week**  
**Permanent**

Based in the Business Support Team within Corporate Property, your primary responsibility will be the management of property transaction data on the Uniform EMS database and GIS systems. This will principally entail the recording and extraction of data for the purposes of land ownership enquires, title investigation and regeneration projects.

The role requires a good understanding of freehold and leasehold property transactions, as well as excellent IT skills, preferably Access data bases and GIS applications.

The successful applicant will be self motivated and have experience of working within a team environment, be familiar with transactional property matters, and preferably have experience of working with property records and GIS systems.

Critical to the post are the ability to achieve outcome focussed results, to analyse and present complex information and excellent verbal and written communication skills.

**We welcome applications from people wishing to job share.**

**Apply online [www.manchester.gov.uk/jobs](http://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.**

## Legal

### Administration Officer

**Grade 4 £16,663 to £18,937 (bar at £18,270)**  
**Ref: NB50637042/11**

**Location: Coroner's Office, Crown Square, Manchester, M60 1PR**  
**Hours: 35 per week**  
**Permanent**

Working in a busy office, you will be part of a small team responsible for taking details of deaths being reported to the Coroner and managing cases through from initial report to inquest, liaising with police, hospitals and bereavement services whilst keeping the bereaved families fully informed at each stage of the process. Death affects people in different ways and it can be a very difficult time for those touched by bereavement. How you interact with those who come into contact with our office and the standard of service you provide can make a defining impact on how the families involved cope with their loss.

**We welcome applications from people wishing to job share.**

**Apply online [www.manchester.gov.uk/jobs](http://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.**

## Teacher

### Supply Music Teacher

**Salary: £19.48 hourly rate**  
**Ref: NB50639235/17**

**Location: Various across the city**  
**Hours: Variable. Term-time only**

Manchester Music Service is a successful, established music service and works with over 14,000 students each week in a range of schools, academies and colleges.

We need a number of experienced instrumental and vocal peripatetic staff to join our team to deliver high quality tuition to students across all key stages.

A wide range of musical styles and genres is needed:

- Guitar
- Percussion/World Music
- Lower Strings
- Upper Strings
- Vocal
- Brass
- Piano/Keyboard
- Woodwind
- Music Curriculum
- Music Technology
- Early Years

You would be expected to teach groups of varying sizes, including Wider Opportunities tuition. There may also be sessions at Music Activity Centres in locations across the city.

The posts are offered on a supply basis. There may be some regular weekly work or you may be covering absences when there is demand.

Manchester City Council is committed to equality of opportunity for all.

**Apply online [www.manchester.gov.uk/jobs](http://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.**



**St Mary's C of E Primary School**  
**Address: Adscombe St, Moss Side, Manchester M16 7AQ**  
**Headteacher: Mr B Chalmers**  
**Telephone: 0161 226 1773 Fax: 0161 226 1174**  
**Email: head@st-marys-mossside.manchester.sch.uk**

## Assistant Headteacher

**Grade and Salary: ISR 1-5 ( this is under review)**

St Mary's, which was identified as a good school with outstanding features in its most recent OFSTED inspection works successfully with its community which is largely of Somali and Afro-Caribbean heritage.

### Description of Post

Required from September 1st 2009 Or as Soon After as Possible

The governors wish to appoint an Assistant Headteacher to join our friendly, supportive, committed and hardworking team.

The successful candidate will have:

- The ability to lead and motivate others
- Excellent classroom practice
- High expectations of children
- A commitment to developing the whole child
- A commitment to developing all staff
- A good understanding of how to motivate children
- A commitment to a team approach to their work
- A commitment to their professional development.

This post requires enhanced CRB clearance.

**Application forms and other particulars are available from (and should be returned to) Mrs L Carroll, School Administrator at the above address**

**Closing date: 11 June 2009 at 4pm**

**Shortlisting date: 12 June 2009**

**Visits to School: By arrangement with the headteacher**

**Interviews: 15 June 2009**

**St Mary's C of E Primary School**  
**Adscombe Street, Moss Side, Manchester, M16 7AQ**  
**Headteacher: Mr B Chalmers**  
**Telephone: 0161 226 1773 Fax: 0161 226 1174**  
**Email: head@st-marys-mossside.manchester.sch.uk**

## Class Teacher

**Grade and Salary: Main Scale of Teachers Pay Scale**

St Mary's, which was identified as a good school with outstanding features in its most recent OFSTED inspection, works successfully with its community which is largely of Somali and Afro-Caribbean heritage.

Required from September 1 2009

The governors wish to appoint a Primary Teacher to join our friendly, supportive, committed and hard working team. Applications from teachers with Foundation, KS1 or KS2 experience are encouraged.

The successful candidate will have:

- Excellent classroom practice
- High expectations of children
- A commitment to developing the whole child
- A good understanding of how to motivate children
- The ability to lead and motivate others
- A commitment to a team approach to their work
- A commitment to their professional development.

The school is willing to consider applications from newly qualified teachers for this post.

This post requires enhanced CRB clearance

**Application forms and other particulars are available from (and should be returned to) Mrs L Carroll, School Administrator at the above address**

**Closing date: 12 June 2009 at 4pm**

**Short-listing date: 15 June 2009**

**Visits to school: By arrangement with the headteacher**

**Interviews: 17 June 2009**

## Schools

**All Saints c of e Primary School,**  
**Culcheth Lane, Newton Heath M40 1LS**

## Teaching Assistant

**Level 3, Grade 4 Teaching and Learning**

**Points 17-21 (£16,663-£18,937 pending pay award) pro rata**  
**35 hours per week term-time only 38 weeks)**

We are looking for an experienced, hard working, flexible and enthusiastic Teaching Assistant to be based in our Year 5 class from September 2009, though it may be necessary to work in all classes across the school. We are looking for someone who is able to take whole classes on a short-term basis. Excellent Literacy and Numeracy skills are essential. The successful candidate will join a committed staff where relationships throughout the school are a strength. Application forms are available from Mrs. Barlow in the school office.

Tel: 0161 681 3455.

Closing date: Friday 19 June 2009

Interviews: Wednesday 8 July 2009

## Age Positive

*we're supporting*

**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**

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**Broadhurst Primary School, Williams Road, Moston M40 0BX**  
**Tel: 0161 681 4288 Headteacher: Mrs A Marshall**

## Teaching assistant

**Level 4, Grade 5 Teaching & Learning Points 22-26**  
**(£19,427–£22,001 pending pay award) pro rata**

**35 hours per week, term-time only, 39 weeks.**  
**Required September 2009.**

We require an experienced, well-qualified Teaching Assistant with Key Stage 2 experience.

The successful candidate will be able to

- work alongside the class teacher to deliver the curriculum
- help break down barriers to learning
- cover some sessions of PPA.

The successful candidate will work closely with a member of our senior leadership team.

Application forms and further details are available from and returnable to the school.

Closing date: 8 June 2009.

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**Green End Primary School, Burnage Lane,**  
**Burnage, Manchester M19 1DR**  
**Tel: 0161 219 6650 Headteacher: Lisa Vyas**

## Teaching Assistant

**Temporary – until 1 January 2010 , pending SEN statement.**  
**Salary: Points 8–11 (£13,027–£14,587 pending pay award)**  
**pro rata**

**35 hours per week, term-time only –**  
**Post required ASAP**

The successful applicant will support the inclusion of a child with complex special educational learning needs in the reception class.

We are looking for a dynamic and highly motivated individual with experience of working with children in a school setting. Excellent literacy and numeracy skills are essential.

This is a TA Level 1, Grade 2 position.

Application forms, job description and person specifications are available from the school by email from [admin@greenend.manchester.sch.uk](mailto:admin@greenend.manchester.sch.uk)

Closing date: 12 June 2009 at 12 noon

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## Teaching Assistant

**Salary: Grade 4, points 17–21**  
**(£16,663 –£18,937 pending pay award) pro rata**

**Post required for September 2009**  
**Level 3 Teaching and Learning**  
**35 hours per week, term-time only**

We are looking for a dynamic and highly motivated individual with significant experience of working with young children in a school setting. Excellent literacy and numeracy skills are essential.

The postholder will work in the foundation stage.

An NVQ childcare qualification to at least Level 2, and significant experience of working with under-fives within the early years curriculum are essential.

The postholder will be a key worker for 15 children, with the responsibility for delivery, assessment and progress for their group. It will also involve reporting to parents on an informal and formal basis.

Application forms, job descriptions and person specifications are available from the school by email from [admin@greenend.manchester.sch.uk](mailto:admin@greenend.manchester.sch.uk)

Closing date: 12 June 2009 12 noon

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**Lancasterian Primary and Secondary School,**  
**Mainscale Support Service, Life Skills Resource,**  
**Elizabeth Slinger Road, West Didsbury,**  
**Manchester M20 2XA**

**Tel: 0161 445 0123. Fax: 0161 445 6826**

**Email: [admin@lancasterian.manchester.sch.uk](mailto:admin@lancasterian.manchester.sch.uk)**

Do you wish to be part of this exciting venture?

Do you like working with young people?

Have you the skills that could assist the city's young people with a range of additional needs to become independent travellers?

Manchester Travel Training Partnership offers an exciting opportunity to work closely with families, schools and relevant professionals to provide appropriate road safety, public transport support and training for these pupils.

## Independent Travel Trainer

**APT&C Scale 3 pts 14–17 (£15,570–£16,663 pay award pending)**

**Part-time, 25 hours per week all-year-round**  
**Initially this post is a fixed-term 12-month contract**

Application packs and further information can be obtained from Lancasterian on 0161 445 0123.

Closing date: 19 June 2009

Interviews in week commencing: 22 June 2009

A full programme of induction and ongoing training, including regular supervision, will be provided.

Please note that this post is likely to be subject to Local Authority Job Evaluation during the 2009 summer term.

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**St Edmunds RC Primary School, Upper Monsall St,**  
**Miles Platting, Manchester M40 8NG**  
**Tel: 0161 205 1700 Headteacher: Mrs M Duffy**

## Teaching Assistant

**Level 1 Grade 2 Pts 8-11**  
**(£13,027–£14,587 pending pay award) pro rata**

**30 hours term-time only**

Required from September 2009

The governors wish to appoint an enthusiastic and hard working teaching assistant to work in our outstanding school (OFSTED April 2009). You will be required to work initially in the FSU.

Application forms are available from the school

Closing date: Thursday 18 June 2009

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## Teaching Assistant

**Level 1 Grade 2 Pts 8-11 (£13,027–£14,587 pending pay award) pro rata**

**20 hours per week term-time only (8:30-12:30 Monday-Friday)**

Required from September 2009

The governors wish to appoint an enthusiastic and hard working teaching assistant to work in our outstanding school (OFSTED April 2009).

You will be required to work initially with Lower Key Stage 2 pupils supporting Literacy and Numeracy.

Application forms are available from the school

Closing date: Thursday 18 June 2009

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## **Manchester Hospital Schools and Home Teaching Service Leo Kelly Centre, Monton Street, Manchester M14 4GP**

Manchester Hospital School provides education for children and young people who are unable to access education because of ill health. The school received an outstanding inspection report in November 2006, and is seeking to appoint three Teaching Assistants from 1 September 2009:

We require:

## **Teaching Assistants (two posts)**

**Level 3 Teaching & Learning, Grade 5  
(pt 22–26, £19,427–£22,001), 35 hours per week.**

Successful candidates will work across the school and service. Both posts are permanent and are all year round.

## **Teaching Assistant**

**Level 3 Teaching & Learning, Grade 5  
(22–26, £19,427–£22,001 pending pay award),**

**35 hours per week.**

This post is a one year fixed term contract to cover a maternity leave. The successful candidate will work across the school and service.

## **Parent Support Adviser**

**APT & C Scale 5 (SCP 22-25)  
(£19,427–£21,306 pending pay award)**

Term time only pro-rata with an additional 20 days (negotiable) Required ASAP subject to CRB clearance. This is an exciting and challenging position which involves working across the city. The role of the Parent Support Advisor (PSA) is to assist in tackling underachievement by working in partnership with families in a school context to enable pupils, particularly the most disadvantaged, to have access to full educational opportunities. Re-advertisement – previous applicants need not apply

**Closing date for applications: Monday 22 June 2009**

**Interviews: Week commencing June 22 2009**

**Liz Jones Head of Administration, Manchester Hospital Schools and Home Teaching Service**

**Leo Kelly Centre, Monton Street, Manchester M14 4GP**

**admin@hospitalschool.manchester.sch.uk**

**Criminal Records Bureau clearance required – further information will be sent to short-listed candidates**

## **Our Lady's Primary School, Whalley Range, Manchester M16 8AW**

The governors of Our Lady's Primary School seek to appoint an

## **Administration Officer**

**Grade 3 Points 12-16 (£14,891–£16,278 pending pay award)**

**Term-time only – 35 hours per week**

This vacancy has arisen because of the retirement of the current postholder.

The successful applicant will join a successful, hardworking, happy team.

Application forms, personal specifications are available on request from

head@ourlady's-pri.manchester.sch.uk.

All requests should be made electronically.

**Closing date for applications is Monday, 15th June 2009.**

**Shortlisting: Tuesday, 16 June 2009.**

**Interviews: Tuesday, 23 June 2009.**

## **St James' CE Primary School, Stelling Street, Gorton, Manchester M18 8LW**

**Tel: 0161 223 2423 Fax: 0161 220 8468**

**Email: head@st-jamescofe-gorton.manchester.sch.uk**

## **Teaching Assistant**

**Salary: TA Level 2, Grade 3 pts 12–16,  
(£14,891–£16,278 pending pay award) pro rata**

**35 hours per wk, term-time only, required for September 2009  
12-month contract (in the first instance)**

We are looking for a highly motivated, flexible and reliable individual to join our team to provide professional, high quality support for class teachers and children within our school. You will need the ability to work on your own initiative and cope with conflicting priorities.

As this post is likely to be within our Foundation Stage, Early Years experience would be preferable, although training will be provided.

**Please contact school (see details above) for an application form,  
job description and person specification.**

**Deadline for applications Tuesday 16 June 2009**

**Short listing will take place on Thursday 18 June 2009**

**Interviews will take place on Tuesday 30 June 2009.**

## **Webster Primary School, Denmark Road, Greenheys, Manchester M15 6JU Tel: 0161 226 3928**

## **Caretaker/Site Manager**

**Level 3 Grade 4 points 17–21  
(£16,663–£18,937 pending pay award)**

**35 hours per week.**

The governors of Webster Primary School would like to appoint an enthusiastic and committed Caretaker/Site Manager to oversee the school's shared site between Webster Primary and Leo Kelly Centre.

We require all the traditional caretaking skills, such as, effective minor repairs and general maintenance, security, portering, as well as higher level duties (under the guidance of appropriate senior staff) such as health and safety, supervision of a team of cleaners and record-keeping.

The position is for 35 hours per week spread across two shifts, 6.30am–9.30am and 2–6pm. (Flexibility on shifts may be required)

The above post is subject to an Enhanced CRB Checks.

**Closing date: Wednesday 17 June 2009.**

**Application forms, job description and person specifications are available from the school.**

**The next issue of Jobs Update  
will be published on 22 June 2009.**

Webster Primary School, Denmark Road, Greenheys,  
Manchester M15 6JU Tel: 0161 226 3928

## Admin Support Assistant

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

20 hours per week. 8am–1pm. Term-time only for 39 Weeks.

The governors of Webster Primary School wish to appoint a well-organised and efficient Admin Support Assistant to support the running of the small but busy school office.

The successful applicant will provide routine clerical and reception duties, have excellent communication skills and be able to work as part of a team.

The above post is subject to enhanced CRB checks.

Closing date: Wednesday 17 June 2009

Application forms, job descriptions and person specifications are available from the school.

Webster Primary School, Denmark Road, Greenheys,  
Manchester M15 6JU Tel: 0161 226 3928

## Lunchtime Organisers

Grade 1 pts 6–7  
(£12,334–£12,629 pending pay award) (pro rata)

1 hour 15 mins per day.

The governors of Webster Primary School would like to appoint a number of Lunchtime Organisers to join our current team who are committed to the wellbeing and supervision of our children during lunchtime.

The above post will be subject to enhanced CRB checks.

Closing date: Wednesday 17 June 2009

Application forms, job description and person specifications are available from the school.

# 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](mailto:familyduty@manchester.gov.uk)  
visit [www.manchester.gov.uk/fosteringadoption](http://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](mailto:familyduty@manchester.gov.uk)  
visit [www.manchester.gov.uk/fosteringadoption](http://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.english@manchester.gov.uk

**Do you care enough to make a difference?**

## Non-Manchester City Council Advertisements

### Saheli Asian Women's Project

Saheli exists to provide emergency, temporary, refuge accommodation to Asian women and their children experiencing domestic violence.

We require an Asian woman who speaks fluently in a south Asian language to work within our Project. The worker will be responsible for the day to day running of the refuge. You will have experience of supporting or advising women in a community or social work setting.

### Refuge Worker

**Full time: 35 hours per week**

**Salary scale: 5 point 22-£19,427**

### Group Worker

**Part-time: 10 hours per week**

**£7.20 per hour**

For a job description and application pack please send an A4 SAE, for the sum of £1.25 to: Saheli, PO Box 44, SDO, Manchester, M20 4BJ, or email: sahelitd@btconnect.com

**Closing date: 25 June 2009.**

These posts are open to women who define their heritage as South Asian. It is exempt under the following acts: 7(2) (e) of the Sex Discrimination Act and Section 38 (10) (b) of the Race Relation Act.

Saheli is an equal Opportunities Employer.

**Charity number: 1033067**

**"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



## Finance and Corporate Services Manager

Salary: up to £53k



Opening in September 2009, the Health Academy is an exciting new venture where the Central Manchester University Hospitals NHS Foundation Trust along with Manchester City Council and Manchester College will sponsor one of the new flagship Academies for the young people of Manchester.

The vision of the Academy is to combine secondary education and health to win the hearts and minds of children, young people and the wider community to ensure not only educational transformation but also to develop a community where young people are advocates of a healthier and more skilled society.

We have an immediate opportunity for a qualified accountant to work with the Principal. The successful candidate will be wholly accountable for managing the finances of the Academy at a strategic and operational level in terms of:

- The development, implementation and maintenance of Academy financial procedures and systems ensuring that all legal and governance requirements are satisfied.
- Support of the leadership team in budget management and applications for grant funding
- Taking a lead on Academies premises issues, overseeing facilities and site services and the development of service arrangements including extended community use.
- Leadership and management of a team of support staff within the Academy

Applicants will need to have a breadth of experience and ideally some experience of working within a public sector environment. You will need to be a self starter with lots of energy and a real desire to be part of this exciting new venture.

**Please contact Kay Shah on 07967 188442 for an informal discussion or for an application pack please send an email to: [mharecruitment@place-group.com](mailto:mharecruitment@place-group.com)**

**Closing date for applications Friday 12th June 2009**

**Please note that due to the nature of the working environment the successful applicant will be subject to an enhanced CRB Disclosure.**

## SUPPORT COORDINATOR

Salford • Ref: 1811JUD

**Up to £20,029 pa based on experience • Pay award pending**

The role involves undertaking needs and risk assessments and planning & implementing support plans in partnership with Salford Rehabilitation Services. You will supervise staff and ensure a high quality service. You will be warm and empowering, have a good understanding of recovery based approaches, whilst promoting independence. You will be required to work on a 24 hour rota system. You must possess a relevant qualification

**For further information contact Lisa Davies on 07814 541 761**

## MALE WAKING NIGHT SUPPORT WORKER

Longsight, Manchester • Ref: 1812JUD

**Up to £7.80 per hour based on experience • Pay award pending**

We need reliable, friendly waking night staff for our accommodation for men with mental health needs.

You will undertake NVQ training with our support. We are able to offer 3/4 nights per week.

This post is exempt from Section 7 2(e) of the SDA.

**For further information contact Michael Halsey on 07590 230 288**

## SUPPORT WORKER

Wythenshawe • Ref: 1813JUD

**Up to £12,870 pa based on experience • Pay award pending**

We need motivated individuals to provide person centred support to young people with mental health issues.

You must be warm, resourceful,

reliable and committed to supporting individuals in experiencing valued lifestyles and a wide range of opportunities.

This is a rewarding and varied role for which we provide full support and training and you will undertake NVQ2 with our support.

**For further information contact Anne Marie Davies on 0161 945 2082**

**Closing date: 15 June 2009 - To apply call 0161 237 1014**

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.

**creative  
SUPPORT**



Passenger Focus is the national independent consumer organisation for rail passengers, and our role is now being extended to perform a similar function for bus and coach passengers. Our mission is to get the best deal for passengers; and to make sure our success matches our aspirations, we've created several vacancies in our Manchester office.

## Resources Adviser

(Permanent contract)

c. £22,900

The purpose of the role is to improve the quality of passengers' journeys by providing high quality support to the resources team to ensure payment and personnel systems and records are kept up to date, and co-ordinate information and communication technology (ICT) support reporting including maintaining asset lists to facilitate the delivery the organisation's business plans.

You will be responsible for supporting the resources team in the provision of a range of information and services to managers and staff, for the processing of invoices and expenses claims, and for assisting with ICT asset/stock management and helpdesk functions. You must have good organisational skills and be comfortable working as part of a small team; possess the ability to remain effective while under pressure; and have good communication skills.

**Closing date for applications: 5 June 2009. Interview date 11 June 2009**

## Project Administrator

12 month fixed-term contract

c. £22,900

This role supports the Bus Passenger Project Team and includes project administration and support of our research, passenger advocacy and stakeholder liaison work along with associated correspondence/report drafting and maintenance of project documentation

You will work in cross organisational project teams to support the delivery of project objectives assisting with the scoping, planning and updating of projects, drafting project briefs and reports. You will have good organisational skills, be comfortable prioritising your own and others' work and have gained experience in a similar role. A knowledge and working understanding of the principles of project management (e.g. Prince 2 Foundation Level) would be useful.

**Closing date for applications: 5 June 2009. Interview date 12 June 2009**

Further details of all roles can be found on our website: [www.passengerfocus.org.uk](http://www.passengerfocus.org.uk)  
All posts will have access to the Civil Service Pension arrangements.

**To apply, please email your CV with a covering letter saying how you meet the role requirements to [recruitment@passengerfocus.org.uk](mailto:recruitment@passengerfocus.org.uk) by the relevant closing date. Please state clearly which role(s) you are applying for.**

## Hints and tips



# 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.

### Preparing for questions:

- 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, 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.

## 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: 22 June 2009 unless otherwise stated.**

Contact details:

Apply online at [www.manchester.gov.uk/jobs](http://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](http://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 22 June 2009.**

**For all information on current vacancies visit** [www.manchester.gov.uk/jobs](http://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.**





## IRES

Ever wondered what it's like to work for Manchester City Council?  
Well, here's your chance to find out...

The **Integrated Recruitment and Employment Scheme (IRES)**, in partnership with an external training provider, is helping local unemployed people return to work by offering entry-level posts, mainly in administrative roles, within Manchester City Council.

The scheme provides a pre-recruitment training programme, offering relevant training in areas of interest, from computing to customer services, as well as guidance on completing application forms, how to conduct yourself in an interview, meeting council staff and familiarising yourself with job roles.

On successful completion of the two-week training programme, the scheme offers a guaranteed interview for each position you have applied for.

To be eligible for this scheme you must be unemployed, a resident in the City of Manchester and aged 18 or over. You will be required to attend an initial assessment to determine your suitability for the programme and for the role within the Council.

Manchester City Council offers superb benefits, opportunities and career prospects for its employees and strives to improve the quality of life for all Manchester residents. You're only a phone call away from working with them to help achieve this goal.

If you are interested in the scheme, please contact **Kristle Andrew, Employment Initiative Coordinator** on 0161 234 4313 or email [k.andrew@manchester.gov.uk](mailto:k.andrew@manchester.gov.uk)





# Working for Manchester City Council – what do we offer?

We appreciate our employees and their efforts, and we show this in how we motivate, reward and recognise them. Some of the benefits we currently offer our employees include:

- Competitive rates of pay
- Generous holiday entitlement
- Job share/flexible working (where possible)
- A workplace childcare scheme and Childcare Voucher Scheme
- Maternity, Maternity Support, Paternity, Parental and Adoption leave
- Aids and adaptations for disabled employees
- An employee volunteer scheme to help improve the local community
- Awards for long service, excellent performance and achievement
- Discounted public transport tickets
- Interest-free loans for bicycles and public transport tickets
- Employee groups
- A corporate mentoring scheme
- Training and development, including study support
- A 'Give as you earn' scheme
- A final salary pension scheme with
  - No investment risk – you get a guaranteed package of benefits, which are backed by law.
  - Life cover from the minute you join the pension scheme
  - Protection for your loved ones in the form of pensions for dependents if you die
  - Protection for you in case you have to draw your benefits early through ill health.
  - Tax relief on your contributions plus contributions from employer
  - The option of making Additional Voluntary Contributions.

We provide excellent development opportunities for all employees by actively encouraging them to obtain professional qualifications, to undertake secondments and act up positions, while identifying job-related training and work-shadowing opportunities. The Council has signed up to the Government's skills pledge, committing to support all our employees to develop their basic skills, including literacy, numeracy and ICT and work towards relevant, valuable qualifications. Our overall approach promotes the concept of lifelong learning! Our employees can also attend courses provided by Manchester Adult Education Service.