

5 October 2009

Jobsupdate

First choice for Manchester City Council vacancies





Career opportunities

Manchester is a diverse and dynamic place to live and work, and as the largest employer in Manchester the Council is at the heart of city life.
We employ 24,000 people.

Our main goal is to improve the lives of the 430,000 residents we serve through education, the environment, the properties in which people live and by regenerating the area. In order to meet the needs of Manchester's residents, secure the future of its communities and embrace the vibrant cultural mix to which the city is home, we must have a skilled and committed workforce on board.

We strongly believe that we are an employer of choice, offering a quality work environment to our employees. The Council provides a wide range of services for the people of Manchester, which means there is a large variety of jobs on offer.

Career opportunities include:

Accountant, Arts Administrator, Building Control Surveyor, Caretaker, Catering Assistant, Classroom Assistant, Community Worker, Cook, Council Tax Officer, Driver, Educational Psychologist, Homeless Person's Officer, Housing Assistant, Kitchen Porter, Librarian, Nursery Nurse, Park-keeper, Personnel Officer, Play Scheme Organiser, Residential Care Worker, Social Worker, Sports Coach, Teacher, Teaching Assistant, Web Designer, Youth Worker



MANCHESTER
CITY COUNCIL

Working for Manchester City Council

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

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

I joined the Council straight from high school at 16. I began as an office junior with the Industrial Relations team, which was then part of the Personnel Department.

Which service do you work for now?

I joined the Valuing Older People team, part of the Joint Health Unit, earlier this year after spending ten years working with the East Manchester Regeneration team.

What does your current role involve?

I'm currently responsible for supporting existing VOP networks across Manchester and work with officers to establish new groups where they are needed. Local networks provide an opportunity for Council officers and staff from partner agencies, who have a responsibility for providing services for older adults, to work together at a neighbourhood level and deliver services in a co-ordinated way.

I was heavily involved in this year's Full of Life Festival, which saw hundreds of older people becoming involved in activities to celebrate life. During the festival, VOP launched its new strategy, 'A Great Place To Grow Older', which sets out the city's plans to improve the quality of life for its older residents.

What training and development opportunities have you received?

I've worked with voluntary and community groups for the past 18 years and working with the VOP team has allowed me to develop a better understanding of the issues particularly affecting Manchester's older residents.

What do you like about working for the Council?

Having a job where you feel valued and feel you're actually contributing something is really important to me. I've had lots of opportunities to develop new skills, and working with volunteers who give their own time to make life in communities better for everyone is a real pleasure.

About Manchester

The north west of England is the UK's largest economic region outside 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 countries and the city has developed as a business centre with strong links to Asia, the USA and 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 the city's people.

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

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Hospitality/Catering/ Domestic/Cleaning

Catering Assistant x 2 posts

Grade 1 £6.76 to £6.92 (bar at £6.76) per hour
Ref: NB50695599/20

Posts available at:

Post 1: Haveley Hey Primary School, Nearbrook Road, Manchester M22 9NS. 12 hours per week. Term-time only (Monday to Thursday, 2.5 hours and Friday, 2 hours)

Post 2: Barlow Hall Infants School, Darley Avenue, Chorlton, Manchester M21 2JA. 15.75 hours per week. Term-time only. (Monday, Wednesday and Friday 3.25 hours. Tuesday and Thursday 3 hours)

Permanent

Working as a member of a lively, dedicated team, you will be involved in the preparation and serving of meals, setting up and clearing dining areas together with washing up and cleaning within the kitchen. The opportunity to train for appropriate qualifications will be provided.

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

Apply online www.manchester.gov.uk/jobs. Application forms: 0161 227 3373. Textphone calls only: 0161 953 2785. See Recruitment Services for full details on page 14.

Assistant Cook

Grade 2 £7.14 to £7.99 (bar at £7.51) per hour
Ref: NB50698858/20

Location: Leo Kelly Centre, Monton Street, Greenheys, Manchester M14 4LT
Hours: 22.5 per week 9.30am–2.00pm Monday to Friday.
Term-time only
Permanent

An opportunity has arisen for an Assistant Cook who will be responsible for the production of meals in a busy kitchen, including preparation, cooking and serving. You will also be required to cover for the Supervisor, when necessary, to ensure the efficient running of the kitchen. Duties will include meeting targets, stock control, cash handling, maintaining Health and Safety standards and assisting in staffing issues.

Applicants should hold, or be working towards NVQ Level 1 Food Preparation and Cooking or an equivalent qualification.

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Assistant Cook

Grade 2 £7.14 to £7.99 (bar at £7.51) per hour
Ref: NB50700164/20

Location: Collyhurst Nursery, Teignmouth Avenue, Collyhurst, Manchester M40 7QD
Hours: 20 per week 8.30am to 1pm inclusive of 1/2 hour break (52 week contract)
Permanent

An opportunity has arisen for an Assistant Cook who will be responsible for the production of meals in a busy kitchen, including preparation, cooking and serving. You will also be required to cover for the Supervisor, when necessary, to ensure the efficient running of the kitchen. Duties will include meeting targets, stock control, cash handling, maintaining Health and Safety standards and assisting in staffing issues.

Applicants should hold, or be working towards NVQ Level 1 Food Preparation and Cooking or an equivalent qualification.

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Unit Catering Manager

Grade 4 £16,663 to £18,937 (bar at £18,270) pro rata
Ref: NB50700218/20

Location: Collyhurst Nursery, Teignmouth Avenue, Collyhurst, Manchester M40 7QD
Hours: 30 per week 7.30am to 2pm inclusive of a 1/2 hour break (52 week contract)
Permanent

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

Apply online www.manchester.gov.uk/jobs. Application forms: 0161 227 3373. Textphone calls only: 0161 953 2785. See Recruitment Services for full details on page 14.

Casual Catering Assistant

Grade 1 £6.76 to £6.92 (bar at £6.76) per hour
Ref: NB50704187/20

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

The ideal candidate will preferably have knowledge of the 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.

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Building Attendant

Grade 2 £13,027 to £14,587 (bar at £13,703) pro rata
Ref: NB50700563/17

Location: Didsbury Park, Wilmslow Road, Didsbury, Manchester M20 2RW

Hours: 17.5 per week

Permanent

We are looking for a Building Attendant to provide a welcoming service for users of the new Didsbury Park SureStart Children's Centre. The position requires provision of cleaning, minor repairs and maintenance, generally ensuring that all requirements are met in a professional and efficient manner.

The successful candidate will be expected to work flexible hours and some weekends to meet the needs of Centre users.

You will have responsibility for setting up and clearing away after groups and activities, ensuring that the centre is clean, tidy and welcoming for visitors/users. Working as part of a team you will make full use of your warm, friendly manner and excellent communication skills. You will be expected to handle telephone and face-to-face enquiries effectively. Training would be available to the successful candidate.

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Childcare

Centre Worker Level 3

Grade 4 £16,663 to £18,937 (bar at £18,270)
Ref: NB50695704/17

Location: Wetherby Street Children's Centre, Wetherby Street, Openshaw, Manchester M11 1NU

Hours: 35 per week

Permanent

We require a childcare worker with relevant qualification (NVQ level 3 in childcare or equivalent) and experience of working with children. Part of your role will be to deliver the after school care and holiday clubs, based at the centre.

You must be able to provide a rich stimulating environment meeting all basic needs for the children in your care. Working as part of a team you must be able to plan, monitor and record information and enhance the development of the children. You must have the ability to work in a multi agency environment to meet the needs of the children. You must be able to provide positive experiences for children and their families and the local community.

We welcome applications from people wishing to job share.

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Social/Care/Community Work/Educational Support

Domiciliary Carer

Grade 3 £14,891 to £16,278 (bar at £15,895)
Ref: NB50699107/16

Location: City-wide

Hours: 35 per week

Permanent

An opportunity has arisen for a number of well-motivated people with good communication skills to join a team of staff, which aims to provide a quality service to people with a learning disability who live in their own homes in the community.

You will offer support in a variety of tasks to include house hold tasks, personal care and community access.

All new starters will be expected to achieve the learning disability qualification and NVQ level 2 in health and social care for which all training and support will be provided.

Hours of work will be between 7am and 10pm, five out of seven days per week to include bank holidays and weekends on a rota basis.

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Team Manager (Regional)

Grade 8 £30,546 to £34,207 (bar at £33,328)
Ref: NB50698422/16

Location: Manchester Royal Infirmary, Oxford Road, Manchester M13 9WL

Hours: 35 per week

Permanent

The successful candidate will be a qualified social worker, highly motivated and experienced in social care management. You will be responsible for a team of social workers who provide support to patients receiving renal and haematology health care services.

You will need to have excellent leadership and communication skills and demonstrate your ability to manage and motivate the team through times of change. You will have significant experience in community care services for adults and a sound knowledge of the relevant legislative context and policy issues.

This post is a joint venture between Adult Social Care and Health working in close partnership. There are requirements to develop operational policies and practices relevant to meet the needs of the service users and performance targets.

We welcome applications from people wishing to job share.

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The closing date for jobs within the Manchester City Council section, in this issue is 26 October 2009 unless otherwise stated. Please see page 14 for application details.

Community Outreach Officer

Grade 6 £22,730 to £26,016 (bar at £25,220)
Ref: NB50699841/01

Location: Gorton Library, Garratt Way, Gorton, Manchester M18 8HE

Hours: 28 per week (work pattern flexible)

Fixed-term until 31 March 2011

Have you got the skills to deliver community-based cancer information through a partnership between Manchester Library and Information Service and Macmillan Cancer Support?

One in three of us will develop cancer, and it's this reality that this partnership is seeking to address to support our joint goals of reaching everyone living with cancer by 2010, and to ensure that libraries are the primary destination for health information within Manchester communities.

As part of a small team formed by this exciting partnership, you will ensure the appropriate delivery of cancer information services and outreach activities within the local community. Working with partner organisations, you will identify and address cancer awareness and information needs within the community and support people on an individual basis. We're looking for demonstrated experience of working in the local community, working with excluded groups and providing information and advice to those affected by cancer.

This post is funded by Macmillan Cancer Support.

Apply online www.manchester.gov.uk/jobs. Application forms: 0161 227 3373.

Textphone calls only: 0161 953 2785. See Recruitment Services for full details on page 14.

Team Manager

Grade 8 £30,546 to £34,207 (bar at £33,328)
Ref: NB50702839/16

Location: Heathfield Resource Centre, Heathfield Street, Newton Heath, Manchester M40 1LF

Hours: 35 per week

Permanent

We are looking for an experienced manager with proven leadership skills to lead a team of care managers and social workers.

This is an exciting time to work for Manchester Adult Social Care who is going through a major change programme to re-design the way services are delivered. As a forward-thinking service we are ambitious in our plans to enable our customers to participate in and contribute fully to their communities, and we fully embrace a person-centred approach.

The Citywide Care Homes Team provides a specialist review and re-assessment service for Manchester residents who reside in residential and nursing care homes. Other duties include safeguarding investigations, reassessing care needs, participating in Continuing Healthcare assessments, financial assessments for self-funders.

You will be responsible for the day-to-day running of the team, supervising and supporting the staff, managing workflows, meeting performance requirements of Adult Social Care, and managing risks effectively.

You should be committed to delivery of a wide range of activities and objectives in a challenging environment.

In return we actively encourage and support you in your development providing regular supervision and appraisals to identify both formal and informal training needs for which we are able to take advantage of multi-disciplinary training programmes.

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 14.

Planning/Building/Engineering

Senior Communications Technician x 2 posts

Grade 7 £26,784 to £29,714 (bar at £28,947)
Ref: NB50699821/11

Location: 2 Piccadilly Place, Manchester M1 3BN

Hours: 35 per week

Permanent

The Greater Manchester Urban Traffic Control Unit (GMUTC) is responsible for the design, operation and maintenance of over 2100 signal installations in the area of Greater Manchester.

This post presents an exciting opportunity to work within GMUTC, dealing with the operation, maintenance and development of the traffic systems and car park systems, throughout the ten Districts of Greater Manchester.

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

Incorporated Engineer status with significant experience with traffic signals and associated systems.

OR

An equivalent level of experience of working in the operation and maintenance of electrical and electronic equipment, associated with traffic signals and communication systems.

You must be a motivated, hardworking and committed team member.

Applicants will be required to work on a two week shift system (under review).

Week 1 – Monday to Friday, 6.50am–2.35pm

Week 2 – Monday to Friday, 11.25am–7.10pm

(includes a 45 minute break)

We offer an excellent package, with final salary pension scheme, generous holidays and extensive development opportunities. If you want to find out more about this challenging yet rewarding role, please contact us today for an application form.

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Facilities Officer x 2 posts

Grade 5 £19,427 to £22,001 (bar at £21,306)
Ref: NB50678472/01

Location: Hammerstone Road Depot, Gorton, Manchester M18 8EQ
Hours: 35 per week (working alternate weekends)
Permanent

We are looking for an individual to take on the post of Facilities Officer working within the Facilities Management Team for Manchester's Libraries and Theatres Department.

The post reports directly to the Principal Facilities Officer and will support the day-to-day operations of the Facilities Management Team. Responsibilities include all aspects of managing a small team of staff, supervising contractors and building-related contracts and ensuring a safe working environment.

To succeed you will:

- Be a strong team player that is able to manage and lead others
- Be familiar with the principles and practices relating to Facilities Management
- Possess active listening and verbal communication skills for effective interaction with staff at all levels, contractors and suppliers and members of the public
- Have experience of supervising internal and external contractors
- Have a basic knowledge of safe working practices relating to building management and building related activities
- Have experience of managing people

You must possess a full UK driving licence.

We welcome applications from people wishing to job share.

Apply online www.manchester.gov.uk/jobs. Application forms: 0161 227 3373.
Textphone calls only: 0161 953 2785. See Recruitment Services for full details on page 14.

Cultural

Community and Education Director, Library Theatre Company

Grade 7 £26,784 to £29,714 (bar at £28,947)
Ref: NB50699115/01

Location: Central Library, St Peter's Square, Manchester M2 5PD
Hours: 35 per week
Permanent

This is an excellent opportunity to develop the Community and Education programme of the Library Theatre Company as it embarks on an exciting new phase.

The Library Theatre Company plays a key role in Manchester's cultural offering, producing contemporary drama and modern classics and delivering a rich and varied community and education programme targeted particularly at disadvantaged areas of the city.

You will have excellent management and communication skills, a track record of theatre community and education work, and a good knowledge of Child Protection issues.

Applicants must have:

- A proven track record of delivering a young persons, outreach and community participation programme in a theatre context
- Experience of working with young people in both formal and informal settings
- Good planning skills and the ability to co-ordinate complex timetables
- The ability to communicate with a wide range of age groups and backgrounds
- Good understanding of the formal education system and of the social and welfare aspects of education
- Good understanding of youth culture and of the issues facing young people
- Experience of directing plays at a professional or community/youth theatre level
- Good Information Communication Technology (ICT) skills.

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Textphone calls only: 0161 953 2785. See Recruitment Services for full details on page 14.

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.

m-four Advertising, Town Hall Extension,
Manchester M60 2LA.

email: n.boyle@manchester.gov.uk

Stonewall



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

Administrative/ Secretarial/Clerical

Administrative Officer Level 2

Grade 4 £16,663 to £18,937 (bar at £18,270)
Ref: NB50687604/17

Location: Overseas House, Quay Street, Manchester M3 3BB
Hours: 35 per week
Permanent

We are looking for self-motivated individuals to join our new admin service, to help us deliver a high quality, comprehensive and responsive administrative function to support district working within Education Services.

Successful candidates must have experience of developing and maintaining effective administrative systems and possess excellent administrative and office organisational skills. You must be able to demonstrate an ability to plan and prioritise workloads and meet deadlines within fixed timescales in a pressure environment. You will also be responsible for maintaining records of expenditure and the administration of financial systems, including the processing and recording of purchases and invoices.

You must also be committed to continuous service improvement and be able to communicate effectively in a professional manner with a wide range of people, both in person, on the telephone, and in writing, ensuring that accuracy and confidentiality is maintained at all times. An ability to show initiative and to work as part of a team is equally important.

This is a busy and complex service and you may be required to work at different locations within your district. Therefore, the ability to work flexibly and be able to adapt to changing workload demands is crucial, along with the ability to plan and organise your own workloads in order to meet strict and often conflicting deadlines.

Success in this role will require someone with the following competencies and experiences:

- Ability to plan and prioritise own workload and that of others, and meet deadlines within fixed timescales and under pressure
- Excellent personal and office organisational skills and ability to maintain effective administrative systems
- Excellent oral and written communication skills
- Accuracy and precision to prepare, maintain and monitor financial records and deal with cash
- Ability to produce high quality written minutes
- Accurate keyboard skills in order to produce high quality documentation
- Knowledge of information technology
- To understand the importance of team work and the ability to participate as part of a team
- Personal commitment to excellence in service delivery
- Ability to meet deadlines

We welcome applications from people wishing to job share.

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Administration Assistant Tenancy Compliance Services

Grade 3 £14,891 to £16,278 (bar at £15,895)
Ref: NB50700380/16

Location: Fujitsu Building, Wenlock Way, West Gorton, Manchester M12 5DR

Hours: 35 per week
Fixed-term until 31 March 2010

Manchester City Councils Tenancy Compliance Services has led the way in developing a range of innovative services aimed at enabling vulnerable and challenging people to sustain themselves within the community while managing risk within our communities. Due to the success of these services, we are seeking to recruit an Administration Assistant.

The Tenancy Compliance and Tenancy Support Plus Services offer support to families and individuals with complex needs and a history of anti-social behaviour or offending. Support is provided based on the needs of the family or the individual and in line with multi-agency assessments of need and risk to the community.

The services consists of 2 teams, the Tenancy Support Plus Team that offers support and risk management to families and the Tenancy Compliance and Support Team that offers support and risk management to individuals. The position of Administration Assistant will offer the successful candidate a chance to be involved in providing administrations support to staff developing this important new service.

You will need to have experience of:

- Working as a member of a team in an office and carrying out clerical and administration duties
- Experience of prioritising and monitoring work
- Carrying out reception duties
- Good listening and verbal communication skills
- You will need to be numerate, work accurately with figures and have experience of budget monitoring, income and expenditure control and petty cash systems.

You will be able and willing to:

- Communicate and liaise effectively with people from a wide range of backgrounds
- Have the capacity to use standard office equipment, type accurately and use standard office ICT software applications
- Work flexibly and co-operatively as part of a team
- Work on own initiative and prioritise your own workload
- Participate in staff development and training.

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**The next issue of Jobs Update
will be published on 26 October 2009.**

Administrative Officer Level 1

Grade 3 £14,891 to £16,278 (bar at £15,895)
Ref: NB50687513/17

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

Hours: 35 per week

Permanent

We are looking for self-motivated individuals to join our new admin service, to help us deliver a high quality, comprehensive and responsive administrative function to support district working within Education Services.

Successful candidates must have experience of developing and maintaining effective administrative systems and possess excellent administrative and office organisational skills. You will also be responsible for maintaining records of expenditure and the administration of financial systems, including the processing and recording of purchases and invoices.

You must also be committed to continuous service improvement and be able to communicate effectively in a professional manner with a wide range of people, both in person, on the telephone, and in writing, ensuring that accuracy and confidentiality is maintained at all times. An ability to show initiative and to work as part of a team is equally important.

This is a busy and complex service and you may be required to work at different locations within your district. Therefore, the ability to work flexibly and be able to adapt to changing workload demands is crucial, along with the ability to plan and organise your own workloads in order to meet strict and often conflicting deadlines.

Success in this role will require someone with the following competencies and experiences:

- Experience of developing and maintaining effective administrative systems
- Excellent oral and written communication skills
- Accuracy and precision to prepare, maintain and monitor financial records and deal with cash
- Ability to produce written minutes
- Accurate keyboard skills in order to produce high quality documentation
- Knowledge of information technology
- To understand the importance of team work and the ability to participate as part of a team.
- Personal commitment to excellence in service delivery
- Ability to meet deadlines.

If you possess the above experiences and skills, are outcome focused and passionate about improving educational outcomes for children and young people, then we would like to hear from you.

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Environment

Specialist Services Manager

Grade 9 £35,079 to £38,575 (bar at £37,665)
Ref: NB50699536/02

Location: Hammerstone Road, Gorton, Manchester M18 8EQ

Hours: 35 per week

Permanent

Manchester aims to be a world-class city. As the fastest growing city region outside London, the Council and its partners have big ambitions for Manchester and our communities. We share a determination to regenerate some of the most deprived areas in the city and have a reputation for making things happen.

Underpinning the city's regeneration is the work of Regulatory and Enforcement Services, and we have an exciting opportunity in the Trading Standards team to continue making Manchester even better.

Following retirement of the current postholder we need a new Specialist Services Manager who shares our passion for superb customer service and cutting-edge service development. You'll be responsible for the full range of Trading standards services and will be used to working in partnership with many agencies to deliver and meet our local and national priorities.

You will need excellent leadership skills and management experience and will have the DTS (or equivalent). We believe that, for the right person, Manchester offers an unrivalled opportunity to use Trading Standards services to make a difference to people's lives. If that person is you we would love to hear from you.

This post attracts essential car user allowance and flexible working hours.

We welcome applications from people wishing to job share.

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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.

"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

Business Engagement Officer

Grade 6 £22,730 to £26,016 (bar at £25,220)
Ref: NB50700567/02

Location: Belle Vue Offices, Pink Bank Lane, Longsight, Manchester M12 5QN

Hours: 35 per week

Permanent

The Environmental Campaigns team delivers a variety of programmes with businesses, residents, schools and voluntary groups, which all contribute to Manchester's ambition to be a world-class sustainable city. The aim of the team is to improve our local neighbourhoods by promoting behavioural change, encouraging community cohesion and engendering pride across the City.

Businesses are a key focus within the team, as they are an essential component within our communities. We require a motivated individual to engage businesses in a wide range of services, such as the Environmental Business Pledge which assists companies to reduce their environmental impact and improve business efficiency.

Responsibilities will include recruiting companies onto schemes such as the Environmental Business Pledge and ensuring they receive ongoing help and support. You will help link businesses with the local area and set up schemes such as volunteering opportunities. Business consultation will form a large part of the role, as well as identifying potential sponsorship opportunities for local projects within the Environmental Campaigns team.

We are looking for a keen and motivated individual to work in partnership with other business support agencies throughout the region, you should have experience of working with businesses from a range of sectors of varying sizes, and with an aptitude for customer care and partnership working.

If this sounds like you then we would like to hear from you. We think that you would enjoy the challenge of working in an enthusiastic and proactive atmosphere within the Environmental Campaigns Team.

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Lecturer

Lecturer FLLN

Band A £17,403 to £22,827
Ref: NB50700615/11

Location: Central District

Hours: 37 per week. Term-time only

Permanent.

We are looking for an experienced literacy and/or numeracy tutor to work with the highly motivated MAES FLLN team (Grade 10FSTED April 08)

Applicants must be qualified to Level 4 in teaching Literacy and/or Numeracy, have good communication skills and be able to teach adults effectively. You will be motivated, able to work independently and collaboratively, and able to plan, prepare and teach FLLN programmes to parents and carers. It is important that you are able to create an appropriate and welcoming atmosphere for learners, and to liaise effectively with staff in partner organisations to set up and deliver programmes in community settings. You need to be able to provide appropriate learner feedback and support, and liaise with MAES IAG workers to support progression. You will need to carry out the administrative tasks required in delivering an adult education course.

Apply online www.manchester.gov.uk/jobs. Application forms: 0161 227 3373. Textphone calls only: 0161 953 2785. See Recruitment Services for full details on page 14.

Professional

Young People's Services Manager

Grade 7 £26,784 to £29,714 (bar at £28,947)
Ref: NB50700607/01

Location: Hulme Library, Stretford Road, Manchester M15 5FQ

Hours: 35 per week

Permanent

We are looking for an innovative and highly motivated person to develop and deliver our library services to teenagers and young people across Manchester.

You will have strategic responsibility for Manchester City Council's flagship library for teenagers at the Moss Side Powerhouse and for other high profile projects focussing on engaging young people in service development.

You will be part of the Children, Learning and Access team in Manchester Libraries, working with colleagues to provide a high quality, seamless library service to children and young people of all ages.

We want to hear from you if you have:

- Excellent communication and advocacy skills
- A track record in engaging with young people
- Wide ranging knowledge of books and other resources available for teenagers and young adults.

We welcome applications from people wishing to job share.

Apply online www.manchester.gov.uk/jobs. Application forms: 0161 227 3373. Textphone calls only: 0161 953 2785. See Recruitment Services for full details on page 14.

Schools

St James' CofE Primary School

Cromwell Range

Birch-in-Rusholme

Manchester

M14 6HW

Tel: 0161 224 6173

Fax: 0161 225 8258

admin@st-james-rusholme.manchester.sch.uk

Teaching Assistant (Foundation Stage)

TA Level 2, Grade 3 points 12-16, (£14,891-£16,278 pending pay award) pro rata

Required as soon as possible

The governors wish to appoint a qualified and enthusiastic Teaching Assistant to work in the Foundation Stage. Experience of working with children of this age is essential. In addition to supporting the Foundation Stage, an interest in display and ICT would be an advantage.

Application forms and further details are available from the school.

Closing date: 16 October 2009.

Camberwell Park Specialist Support School
Bank House Road
Blackley
M9 8LT

Tel: 0161 740 1897

Email: admin@camberwellpark.manchester.sch.uk

Headteacher: Ms M Isherwood

Camberwell Park is a special school that caters for 91 pupils with a wide range of learning difficulties and disabilities. We are currently seeking to appoint four teaching assistants for a range of vacancies in the school as detailed below. For the level 3 and 4 posts HLTA status or commitment to the qualification is an advantage.

Teaching Assistants x 4 posts

TA Level 4 Special/Additional Needs, Teaching and Learning, Grade 6 Points 27–31 (£22,664–£25,940 pending pay award) pro rata, TTO plus five training days as directed by the headteacher.

0.5–17.5 Hours per week—one post

The postholder will be required to fulfil all aspects of the level 4 job description including a percentage of specified teaching work in the school and key responsibilities in relation to other aspects of whole-school development.

TA Level 3 Special/Additional Needs, Teaching and Learning, Grade 5 points 22–26 (£19,427–£22,001 pending pay award) pro rata, TTO plus five training days as directed by the headteacher.

35 hours per week – to cover maternity leave

The postholder will be required to fulfil all aspects of the level 3 job description and will be class-based. This contract will be for six months, or on the return of the postholder, whichever is sooner.

TA Level 3 Special/Additional Needs, Teaching and Learning, Grade 5 points 22–26 (£19,427–£22,001 pending pay award) pro rata, TTO plus five training days as directed by the headteacher.

35 hours per week – permanent post

The postholder will be required to fulfil all aspects of the level 3 job description and will be class-based. The class base will be a group of six pupils with social and emotional behavioural difficulties, therefore knowledge and experience in this area is an advantage.

TA Grade 3 Special/Additional Needs, Teaching and Learning Grade 3 points 12–16 (£14,847–£16,230 pending pay award), pro rata, TTO

17 hours per week – to cover maternity leave

The postholder will be required to give additional TA support within classrooms and work across the lunchtime period. This contract will be for 12 months, or on the return of the postholder, whichever is sooner.

For further information and an opportunity for discussion about the available posts with the headteacher, please contact the school. Visits to the school are available by appointment.

Application packs are available from the school by phoning 0161 740 1897.

Closing date: Tuesday 13 October 2009

Interviews: Wednesday 21 October 2009

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

Teaching Assistant

TA level 1, Grade 2 position.

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

Temporary – until 31 August 2011 or until the named pupil leaves the school

20 hours per week, term-time only

Post required ASAP

The post is to support the inclusion of a child with Special Educational Needs in Key Stage 2. 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.

Application forms, and further details are available from the school by email from admin@greenend.manchester.sch.uk

Closing date: 16 October 2009 at 12 noon

Ravensbury Community School
Tartan Street
Clayton
Manchester
M11 4EG
Tel: 0161 223 0370
Fax: 0161 231 9595
Email: head@ravensbury.manchester.sch.uk

Teaching Assistant

Level 3 Teaching & Learning

Grade 4 points 17–21 (£16,830–£19,126 pro rata)

39 weeks per year

Permanent

We require a Teaching Assistant to work in our Foundation Stage, particularly in the Nursery. Your role will be to support colleagues and children in all areas of provision.

For further details please contact the school.

Closing date: 19 October 2009.

We're supporting

Age Positive

AGE POSI+IVE

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

Classifieds

Foster Unaccompanied Asylum Seeking Children

We are looking for foster carers who can provide a stable and loving family home for children and young people who have been separated from their own families or countries. We need foster carers who can ease these children's transition into life in England, promoting health and educational development. We know these children do best when they are placed with families of the same language, religion and culture.

Often, the children will have travelled long distances to reach the UK, coming from countries such as China, Afghanistan, Pakistan, Iraq, Iran, Nigeria, Eritrea and Somalia. They are usually frightened and confused when they arrive, having fled from war, compulsory conscription, abuse, genocide, child labour, poverty, natural disasters, persecution, trafficking, prostitution or political instability. The young people are more likely to be male aged 15+; occasionally they arrive in family groups.

We require foster carers who:

- Have a spare bedroom
- Speak English to a level where they can communicate with schools, doctors, social workers, etc
- Have been resident in the UK for more than five years, and have indefinite leave to remain in the UK
- Are patient and committed
- Are in satisfactory health and pass police checks.

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

In return for your commitment, you will receive: :

- A weekly allowance
- Ongoing training up to NVQ 3
- 24-hour support.

For more information on becoming a specialist foster carer for UASC

Call **0800 9888931** Email familyduty@manchester.gov.uk
Visit www.manchester.gov.uk/fosteringadoption

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 (three to six years old) establish stability in their lives so that they can move on to a permanent family setting. This is done through a detailed behaviour management programme in which the foster carer is vital in making the programme work.

You will receive:

- Ongoing training to a high level
- High levels of support for you and the child
- 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 0800 9888 931

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

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 Children's 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, unaccompanied asylum-seeking children, and short-break 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
- 24-hour Support

**If you would like more information about fostering please call Fosterline
0800 9888 931**

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

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

Manchester Needs Adult Placement Providers/Carers

Do you have a spare bedroom?

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

An Adult Placement Providers role is to provide a safe, caring stable environment for vulnerable adults. This could be anything from a couple of nights respite to permanently living in your home. As an adult placement provider you will link in closely with Manchester Adult Placement Services (MAPS).

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

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

You will receive:

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

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

Do you care enough to make a difference?

Non-Manchester City Council Advertisements

Outreach is a Jewish not-for profit organisation providing person centred support to people living in their own homes or within our residential services. Our aim is to support adults with a learning disability and/or long term mental health needs, to live an independent life.

We are looking for highly motivated:

- **Director of Operations – starting salary £28,077**
An inspirational leader, you'll have extensive experience of management within health and social care sector, excellent management skills, influencing and negotiating skills.
- **Registered Manager – starting salary £18,678**
The Registered Manager will manage a registered service up to 6 beds, providing support 24 hours per day.

For more information or to apply online please visit www.outreach.co.uk or contact Jennifer on 0161 740 3456.

Closing date for applications: 23 October 2009

These posts are subject to enhanced Criminal Record Bureau disclosure.

As an equal opportunities employer we welcome applications from all suitably qualified candidates regardless of race, gender, disability, sexuality, religious belief or age.



**The next issue of Jobs Update
will be published on 26 October 2009.**

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.

m-four Advertising, Town Hall Extension,
Manchester M60 2LA.

email: n.boyle@manchester.gov.uk

Praxis Care is a Charity providing care in the community for people with learning disabilities, mental ill health, brain injuries and dementia.

We are seeking the following position for our scheme in Plasden manchester

Senior Project Worker

Ref: SPW/MC/09.03

Salary: £18,217–£24,331 per annum

Salary dependent on qualifications

Full-time. 39 hours per week. Sleep in duties required.

Plasden provides housing for those of working age with severe and enduring Mental Illness, supported through the 'Recovery' principles.

ESSENTIAL CRITERIA:

- Professional qualification in Social Work, First Level Nursing, Occupational Therapy AND knowledge of the mental health field OR
- Degree OR
- HNC/HND in Care-related field OR
- NVQ Level 3 in the Health and Care Suite

For criteria b)–d) it is essential to have two years' experience specifically caring for adults experiencing mental ill health.

Full valid driving licence and access to own transport, or alternative mobility arrangements are essential.

Closing date: 19 October 2009 at 4.30pm

Download application pack at www.praxiscare.org.uk
or telephone Central Office, Belfast on 028 90 234555
or email: victoriakerr@PraxisCare.org.uk

The organisation is unable to accept any hotmail addresses.

We are an equal opportunities employer



INVESTOR IN PEOPLE

Are you the kind of person who can make a difference?

Have you got experience of caring for a person with complex healthcare needs in their own home?

We have exciting opportunities for experienced Health Care Assistants.

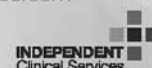
- £20,000 pa
- Free training
- Flexible hours

Your commitment and loyalty to making a difference will be rewarded.

Call our Recruitment Team on:

0845 120 5280

communityrecruitment@ukics.com



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: 26 October 2009 unless otherwise stated.

Contact details:

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

Application forms and further details are available from:

Recruitment Services, Personnel Shared Service Centre, Corporate Services,
Belle Vue Centre Offices, Level 1, Pink Bank Lane, Longsight, Manchester M12 5GL.

Telephone: 0161 227 3373.

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



When you have finished with
this magazine please recycle it.

**The next issue of Jobs Update
will be published on 26 October 2009.**

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

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

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





Opportunities for young people

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

- Last year, over 100 work experience placements were provided by the Council for Manchester children. They are seen as a way to encourage Manchester children to 'see' the Council as a potential employer of choice with a variety of career options. For more information on the scheme, please contact your school or college work experience advisor who will work with Education Business Solutions to offer a placement with Manchester City Council.
- We attend various events to promote the Council to younger potential employees, with a focus on vacancies and pre-apprenticeship schemes. Events include the annual regional Skills North West careers event, attendance at schools/colleges careers fairs, delivery of career and employability sessions at Manchester schools, and assistance with practice interviews (working in partnership with Education Business Solutions). In the last 12 months, approximately 19 careers events have taken place attended by over 1700 people.
- There are a range of work experience opportunities available within the Council. We are currently providing a number of pre-apprenticeship programmes which are designed to equip pupils in full time education with vocational knowledge in order to provide them with a progression route once they leave school. We also offer traineeship programmes in order to provide students with work experience relevant to the qualification they may be studying. Manchester City Council also offers internship placements throughout the year: please see www.manchesterinternships.co.uk or speak to your school/college work experience advisor. In addition to these, the Council also offers one or two-week work placements for those students in year 10 or 11. (Please note all work placement schemes are restricted to Manchester residents aged 14–19 currently attending a Manchester school or college.)



MANCHESTER
CITY COUNCIL

FAIRY GODMOTHERS NEEDED



Posed by models

Over 400 Manchester children still need the love and guidance of a foster carer.
Could you fill such a vital and rewarding role?
Call 0800 988 8931 or visit fosterformanchester.com for more information now.

foster
for manchester