

7 December 2009

Jobsupdate

First choice for Manchester City Council vacancies



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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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Administration/ Secretarial/Clerical

Administrator

Salary: Grade 4 £16,830 to £19,126 (bar at £18,453)
Ref: NB50725836/17

Location: Whalley Range Sure Start Children's Centre, Burford Road, M16 8HE (moving to Chorlton area in the near future)

Hours: 35 per week
Permanent

We are looking for an administrator for a new children's centre that provides a range of services for children under five and their families.

The Centre is currently in the development stage and we are looking for an administrator that can work in a busy environment under their own initiative to set up and put in place new systems and help to develop policies and procedures. This role will directly support the Head of Centre in the everyday administration duties.

You will need to have substantial experience in a clerical/office role and have good IT skills. You will need to be able to prioritise your own workload and work independently when required.

We welcome applications from people wishing to job share.

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

Secretary – Level 1

Salary: Grade 5 £19,621 to £22,221 (bar at £21,519)
Ref: NB50725838/02

Location: Coca Cola Building, Hammerstone Road, Gorton M18 8EQ
Hours: 35 per week
Permanent

We are looking for applications from people who work hard and can demonstrate initiative, flexibility and excellent communication skills. You must have experience of supporting busy senior managers and you will need to liaise with a wide range of people. You need to be confident, pro-active and able to solve problems quickly and calmly and be good with people.

The job is really varied and no two days are the same. It goes without saying that you will need to have fast and accurate keyboard skills with a minimum of 50 words per minute and experience of servicing meetings. However the job involves much more than this and you will also need to be skilled at meeting conflicting deadlines and prioritising demands on both your own and the head of service's time. There is scope to get involved in projects undertaken by the department, and to really broaden your experience backed up by regular management support. Regulatory and Enforcement Services encompasses the Licensing Unit, Trading Standards, Pest Control and Environmental Health and you will need to develop a good understanding of the work of these teams.

If you are a "can do" person who is genuinely interested in helping us provide the best possible service for all of our customers then we would love to hear from you.

We welcome applications from people wishing to job share.

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

Project Administrator

Salary: Grade 4 £16,830 to £19,126 (bar at £18,453)
Ref: NB50725832/11

Location: Town Hall Extension, St Peter's Square, M60 2LA

Hours: 35 per week
Permanent

We are seeking to appoint a project administrator who will play a supporting role within the Strategic Cultural Projects Team in the delivery of capital projects for cultural organisations.

The post holder will be required to carry out a variety of administrative duties using a range of IT systems. The successful candidate will have excellent personal and office organisational skills along with the ability to be flexible whilst dealing with a range of issues.

The successful candidate will have a basic knowledge of project management and demonstrate qualities that will contribute to successful team working.

We welcome applications from people wishing to job share.

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

Administrative Officer – Level 1 (General) x 2 posts

Salary: Grade 3 £15,039 to £16,440 (bar at £16,054)
Ref: NB50667359/17

Location: Didsbury area, M20 and Crumpsall area, M8

Hours: 35 per week

Fixed-term contract covering maternity leave, initially for 6 months

The Children's Homes where you will be based are residential placement units for children aged 8 – 17 years, located in South & North Manchester. The Administrative Officer provides financial, clerical and typing support to the staff at the home. You may also be expected to provide cover at other homes if required, across the city.

The postholder will need to possess:

- Excellent numeracy and cash handling skills
- Ability to type at 50 wpm
- Skills in the preparation, maintenance and monitoring of financial records
- Ability to communicate effectively with a wide range of people, including colleagues, other professionals, service users and members of the public
- Ability to service and minute meetings
- Ability to prioritise workload to meet deadlines

To ensure compliance with Children's Home Regulations, the minimum age of all appointments will be 21 years of age.

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

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**The closing date for jobs within the
Manchester City Council section, in this issue
is 4 January 2010 unless otherwise stated.
Please see page 14 for application details.**

Childcare/Play/ Youth Workers

Independent Reviewing Officer x 3 posts

Salary: Grade 8 £30,851 to £34,549 (bar at £33,661)
Ref: NB50725758/17

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

MANCHESTER SAFEGUARDING AND IMPROVEMENT UNIT

This is an excellent opportunity for you to join a unit, which is committed to safeguarding the welfare of children and promoting excellence in the reviewing of care plans for Manchester's Looked After population. You will chair child protection conferences, and looked after children reviews. A key role of the post is to carry out a quality assurance function to challenge, influence, and independently scrutinise practice to ensure children benefit from best outcomes. You will also have the opportunity for developmental work contributing to multi agency training, service development and the overall performance of the service. One of the vacancies is a unique position working with Local Authority Approved Foster Carers, and requires a commitment to improving the quality of foster care provision and promoting positive outcomes for looked after children and young people. If you feel you have the necessary skills and want to make a difference, then an Independent Reviewing Officer is the job for you. In return for your drive and expertise, you will receive a competitive salary, a supportive working environment and a commitment to your professional development. You must have:

- a recognised Social Work qualification and be registered with the General Social Care Council
- substantial post qualified experience in Social Work with Children and Families
- experience of chairing professional meetings

We welcome applications from people wishing to job share.

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

Hospitality/Catering/ Domestic/Cleaning

Cleaner

Salary: Grade 1 £6.84 to £7.01 (bar at £6.84) per hour
Ref: NB50725841/17

Location: Baguley Play Centre, 206 Hall Lane M23 1NA
Hours: 10 per week (to be discussed)
Permanent

We wish to appoint a Cleaner – 10 hours per week to be discussed. Opening and closing the Play Centre. Ensuring all the areas are cleaned to a high standard on a daily basis. Raising any defects to the building with the Head of Centre.

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

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Cook

Salary: Grade 3 £8.24 to £9.01 (bar at £8.80) per hour
Ref: NB50722843/20

Location: Clayton Centre, Barrington Street, Clayton M11 4FB
Hours: 25 per week
Permanent

To assist with the production of meals and to maintain high standards of kitchen and personal hygiene and safety. You will be required to have overall responsibility for the running of the kitchen and dining areas. This post includes the ability to lead and work effectively as part of a team, the ability to motivate staff and responsibility for cashier duties. Experience of large scale catering is essential and you must hold or be working towards NVQ Level 1 Food Preparation and Cooking or an equivalent qualification.

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Catering Assistant

Salary: Grade 1 £6.84 to £7.01 (bar at £6.84) per hour
Ref: NB50725835/20

Posts available at:

- Cavendish Primary School,
Cavendish Road, West Didsbury M20 1JG – 9hrs TTO
- Sacred Heart RC Primary School,
Floatshall Road, Baguley M23 1HP – 5.25hrs TTO
- St John Fisher RC Primary School,
Woodhouse Lane, Benchill M22 9NW – 7.75hrs TTO
- Sacred Heart RC Primary School,
Floatshall Road, Baguley M23 1HP – 5.25hrs TTO – RELIEF
- Newall Green Primary School,
Firbank Road, Newall Green M23 2YH – 12/14hrs TTO

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.

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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.

Finance

Case Management Officer x 4.5 posts

Salary: Grade 5 £19,621 to £22,221 (bar at £21,519)
Ref: NB50725828/16

Location: Town Hall Extension, St Peter's Square, M60 2LA
Hours: 35 and 17.5 per week (17.5 hours working Wednesday pm, Thursday and Friday)
Permanent

We are looking for self-motivated individuals to join our new case management team to help us to deliver a high quality and responsive back office function to support Adult Social Care. This team is responsible to undertake financial assessments for customers in receipt of residential and community care services, and the completion of audits for customers in receipt of a cash individual budget. Applicants must be able to communicate effectively in a professional manner to a wide range of customers. This is a busy and complex service and you may be required to work at different locations within the City and visit customers in their own home, therefore, the ability to work flexibly and be able to adapt to changing workloads is crucial. You will also be required to plan and organise your own workloads in order to meet strict deadlines and targets.

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

- Excellent communication skills
- Good numerical and IT skills
- Knowledge and relevant experience of audit, debt recovery and the financial assessment process
- Knowledge and experience of welfare benefits
- Experience of maintaining administrative systems
- Ability to understand complex legislation, policies and procedures

We welcome applications from people wishing to job share.

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

Accounts Assistant

Salary: Grade 4 £16,830 to £19,126 (bar at £18,453)
Ref: NB50725831/16

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

We are looking for a self-motivated individual to join our Payments Team within the Income and Assessments Unit. This post is ideal for someone looking to work within a busy environment. The successful applicant will be able to provide an effective payment service to a wide range of customers including Care Homes and Social Care Providers. You must be able to communicate effectively in a professional manner to a wide range of customers and other external organisations. In addition, evidence of effective work planning and good IT skills are crucial.

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

- Excellent communication skills
- Good numerical and IT skills
- Ability to analyse financial data and produce reports
- Ability to effectively prioritise own workload and balance conflicting demands
- Experience of working to tight deadlines and following instructions
- Experience of maintaining administrative systems and accurate data input

We welcome applications from people wishing to job share.

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

Social/Care/Community Work/Educational Support

Family Worker

Salary: Grade 5 £19,621 to £22,221 (bar at £21,519)
Ref: NB50725769/17

Location: Blackley Sure Start Children's Centre, Cooper Lane, Blackley M9 0ST
Hours: 35 per week
Fixed-term contract until 31 March 2011

This is an exciting opportunity to join the Children and Parents Service (CAPS). CAPS is a multi-agency service providing parenting support to families across Manchester. The successful candidate will be based in North Manchester and support the delivery of the Incredible Years Webster-Stratton parenting courses (Parent Survival Course). The post will work with families of under 12 year olds within Sure Start and Education settings. The Parent Survival Course provides parents with skills and information to support them in enhancing and developing their relationship with their child and in gaining skills to manage challenging behaviour. The post would suit a proactive individual with a flexible approach to their work, and excellent interpersonal and communication skills. Experience in Webster-Stratton would be an advantage though accredited training will be provided. The post will be based within a Sure Start Children's Centre, working within a variety of community settings and be operationally managed by clinical psychology. The successful candidate will also be supported in working towards accreditation in the Webster-Stratton Incredible Years programme.

For an informal discussion please contact Angela Latham, Consultant Clinical Psychologist on 0161 203 3262.

We welcome applications from people wishing to job share.

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

Supply Teaching Assistant Language Support

Salary: Grade 3 £8.24 to £9.01 (bar at £8.80) per hour
Ref: NB50725834/17

Location: Universal Square, Devonshire Street North, Ardwick M12 6JH
Supply/Casual

We are recruiting a team of Language Support Assistants to provide interpretation, home-school support and in-class support for children learning English as an additional language. This is an important role and highly praised by schools and other clients. The work will be on a casual basis and is dependant upon the demand from schools and services. The Languages we are looking for are as follows:

Somali, Arabic, Czech, Slovakian, Portuguese, Italian, Spanish, French, Romanian, Latvian, Lithuanian, Malaysian, Kurdish, Dutch, Pushto, Dari, Tigrinya, Roma and we are looking for someone to work with Irish Travellers.

You will also need to be fluent in English and have experience of providing support for children.

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

We welcome applications from people wishing to job share.

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

Teaching Assistant – Level 2

Salary: Grade 3 £15,039 to £16,440 (bar at £16,054) pro rata
Ref: NB50725839/17

Location: Peacock Centre, Peacock Close, Gorton Lane M18 8AX
Hours: 17.5 per week TTO (working pattern to be agreed)
Permanent

The aim of the International New Arrivals, Travellers and Supplementary Schools Team is to work with schools to improve the educational outcomes of Travellers and of children newly arrived from overseas, including refugees, asylum seekers and Roma. We also have a focus on developing effective links with families and communities to support integration into Manchester and on multi-agency partnerships.

Our TAs work peripatetically and provide in-class support to ensure the inclusion of INA and Traveller pupils. They also support schools to further develop appropriate curriculum and classroom strategies and with home/school liaison.

We would welcome applications from staff with bilingual skills and from staff from Traveller backgrounds.

For further information, please contact Jenny Patterson on 0161 223 3158.

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

We welcome applications from people wishing to job share.

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

See Recruitment Services for full details on page 14.

Teaching Assistant – Level 3 x 2 posts

Salary: Grade 4 £16,830 to £19,126 (bar at £18,453)
Ref: NB50725840/17

Location: Peacock Centre, Peacock Close, Gorton Lane M18 8AX
Hours: 35 per week TTO
Permanent

The aim of the International New Arrivals, Travellers and Supplementary Schools Team is to work with schools to improve the educational outcomes of Travellers and of children newly arrived from overseas, including refugees, asylum seekers and Roma. We also have a focus on developing effective links with families and communities to support integration into Manchester and on multi-agency partnerships.

Our TAs work peripatetically and provide in-class support to ensure the inclusion of INA and Traveller pupils. They also support schools to further develop appropriate curriculum and classroom strategies and with home/school liaison.

We would welcome applications from staff with bilingual skills and from staff from Traveller backgrounds.

For further information, please contact Jenny Patterson on 0161 223 3158.

We welcome applications from people wishing to job share.

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

See Recruitment Services for full details on page 14.

Educational Psychologist x 2 posts

Salary: Soulbury A 6-10 £37,686 to £42,129
Ref: NB50728356/17

Location: Citywide
Hours: 35 per week
Permanent

COME AND JOIN US IN REALISING OUR VISION FOR DELIVERING EDUCATIONAL PSYCHOLOGY IN MANCHESTER

Manchester is a vibrant, diverse and exciting City in which to live and work. Working for positive outcomes for Manchester's children and young people requires passion, determination and resilience.

The Educational Psychology Service needs both experienced EPs and third year trainees qualifying in September 2010.

EPs interested in multi agency work in the areas of autism and/or early years are particularly encouraged to apply. Other specialisms would also be valued.

The Educational Psychology Service (EPS) is located within the Learning, Behaviour and Attendance area of Education Operations where there is a strong focus on customer service and a commitment to ensuring that Educational Psychologists are appropriately resourced and supported.

You will have:

- CPD opportunities relevant to your EP practice
- Up to date professional materials
- State of the art ICT equipment necessary for high quality and efficient delivery of psychology through flexible and mobile working
- Modern, central office base, open 24/7 with restaurant, gym and secure parking

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.

Manchester schools have greater funding and a wider choice over how they meet children and young people's needs to improve outcomes. You will be involved in a range of delivery to schools through consultation, direct casework and training. You will have the opportunity to engage in collaborative projects involving development and research with other specialist teams in Education Operations.

The EPS also works within a range of multi-disciplinary/agency contexts including: District based Social Communication Assessment and Intervention Teams; The Adoptions Psychology Service; Looked After Children Services; Manchester Children's Acquired Brain Injury Group; Emotional and Trauma Support Team; The Critical Incident Team; and Manchester LINK, a service for highly vulnerable young people.

We are committed to the initial training of educational psychologists and the benefits from having two training posts to ensure future succession planning and an assistant psychologist to support research and development.

For informal discussion about these posts, please contact Anne Rushton (Lead Educational Psychologist) or Maggie Smith (Senior Educational Psychologist) on 0161 219 6841.

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

We welcome applications from people wishing to job share.

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

Closing Date: 8 January 2010

**The next issue of Jobs Update
will be published on 18 January 2010.**

Teaching Assistant – Level 3

Salary: Grade 4 £16,830 to £19,126 (bar at £18,453)
Ref: NB50720173/17

Location: Universal Square, Devonshire Street North, Ardwick M12 6JH

Hours: 35 per week TTO

Permanent

Manchester City Council is transforming its Education Services and is committed to making Manchester's Children's Services one of the best in the country. We need people who are outcome focused and passionate about improving educational experiences for children and young people. To do this we need the best people who can bring out the best in others.

We are looking to recruit experienced Teaching Assistants who have a high level of expertise in providing pastoral support to pupils who have specific emotional and behavioural difficulties. The ideal candidates will be excellent in establishing productive working relationships with pupils. You will be excellent communicators, with experience and understanding of the communication skills required to support children and young people, including liaising with family members, school staff and other agencies. Experience of assessment of pupils to determine particular needs, along with experience of implementing interventions to meet these needs is also crucial for these roles. Knowledge and experience of issues around social inclusion is equally important.

If you are passionate about improving the outcomes for children and young people in the city and possess the required skills, qualifications and experience then we would like to hear from you.

We welcome applications from people wishing to job share.

All disabled applicants who meet the short listing criteria are guaranteed an interview.

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

Regeneration/Housing/ Economic Development

Programme Assistant

Salary: Grade 5 £19,621 to £22,221 (bar at £21,519)
Ref: NB50725599/11

Location: Town Hall, Albert Square M60 2LA

Hours: 35 per week

Permanent

The Regeneration Programmes Group within the Regeneration Division, currently has a vacancy for a grade 5 Programme Assistant who will play a key role in the monitoring of the City's regeneration programmes and assist in ensuring the smooth running of the programme management systems that underpin these programmes.

The Regeneration Programmes Group requires a committed, reliable and motivated Programme Assistant to work within its Programme Management Team, assisting with the monitoring and verification of the City's regeneration programmes.

You will be used to working on your own initiative and being an effective team player and possess good verbal and written communication skills, and have an excellent knowledge of computer software packages (including Microsoft Word and Excel). You will have a confident approach to challenging and analysing information and relish taking responsibility for your work. You will be working in a busy office environment with colleagues across the authority and with partners from outside the City Council.

We welcome applications from people wishing to job share.

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

Health

Senior Occupational Health Advisor

Salary: Grade 8 £30,851 to £34,549 (bar at £33,661)
Ref: NB50725873/05

Location: Town Hall, Albert Square, Manchester M60 2LA

Hours: 35 per week

Permanent

Occupational Health Advisor

Salary: Grade 7 £27,052 to £30,011 (bar at £29,236)
Ref: NB50720044/05

Location: Town Hall, Albert Square, Manchester M60 2LA

Hours: 35 per week

Permanent

Maintaining a healthy workforce and a positive attendance culture is key to the successful delivery of our services.

We are looking for an experienced Senior Occupational Health Advisor and Occupational Health Advisor to strengthen and deliver a high quality customer focussed occupational health service.

Working in conjunction with colleagues, Physicians and Personnel Advisors you will provide a comprehensive and objective health advisory service to service managers and external clients, including advice on employee absence referrals, local management issues, pre-employment health assessments, statutory health screening and contribute to the delivery of health, corporate health and well being initiatives.

You must have excellent communication skills, including report writing and computer skills, be able to work under pressure and hold a recognised qualification: Registered Nurse plus Occupational Health Nurse Certificate, Diploma, or Degree in Community Nursing (OH).

We welcome applications from people wishing to job share.

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

Closing Date: 24 December 2009

The closing date for jobs within the Manchester City Council section, in this issue is 4 January 2010 unless otherwise stated. Please see page 14 for application details.

Performance and Systems Development Manager

Salary: Grade 7 £27,052 to £30,011 (bar at £29,236)
Ref: NB50690573/15

**Location: Manchester Leisure Sports Development Centre,
Denmark Road, Hulme M15 6FG**

Hours: 35 per week

Fixed-term contract for 3 years

Following a successful tender to Manchester NHS, Leisure Services have been awarded the contract to deliver the Community Physical Activity Programme. Health and physical activity is currently going through a very exciting phase. The value of physical activity has been recognised by the government as playing a crucial part in improving the physical and mental well-being of people and communities.

We are looking for self motivated managers, committed to improving the quality of life for the people of Manchester. You will be part of a supportive team which strives to achieve high standards in all areas. The post holder will join the newly created Health Development Team and be specifically responsible for all aspects of data management, information sharing and performance reporting.

We are looking for a self motivated individual, committed to devising and improving the quality of our internal ICT application support systems, infrastructures and support services which are needed to achieve service outcomes and performance measures. The post holder will coordinate and manage internal and external statistical data collection for all health based projects to ensure that the Health Development Team reach full auditing standards in accordance with external funding requirements.

You will need experience of developing, implementing and maintaining effective ICT data systems appropriate for Health specific information.

We welcome applications from people wishing to job share.

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

Planning/Building/Engineering

Transport Analyst – Level 1

Salary: Grade 5 £19,621 to £22,221 (bar at £21,519)
Ref: NB50725765/11

Location: Salisbury House, Granby Row, Manchester M1 7AH

Hours: 35 per week

Permanent

Greater Manchester Transportation Unit is a well-respected specialist unit that supports Greater Manchester's ten local authorities and the Greater Manchester Passenger Transport Executive in the development of transport policies and strategies, the appraisal and evaluation of schemes and bids for transport funding to central government.

We are seeking committed Transport Analysts for our Transport Analytical and Survey Services Group to help provide and develop its comprehensive, high quality services. The Group is primarily responsible for data collection, monitoring trends in travel and road traffic casualties, providing the statistical background for problem identification, policy and strategy development, forecasting models, and scheme appraisal and evaluation. It has three integrated teams with overlapping workloads: one providing Transport Survey Services and two providing Transport Analytical Services. Both posts are within Analytical Services, one in each team, although the post holders can expect to work at the equivalent level on projects falling within the remit of other teams within the Unit, especially the Survey Services Team.

We offer varied work, a balanced work/life package with a 35 hour week and flexible working hours, an excellent pension scheme, generous holidays and extensive training and development opportunities.

Although we would not necessarily expect you to have previous experience of transport surveys and transport data analysis, we are looking for someone with an interest in current transport issues and a degree requiring numeracy, or equivalent experience of using, analysing and drawing conclusions from data. You should be able to work effectively in a team and have good written and vocal communication skills.

For further information about GMTU, please visit our website (www.gmtu.gov.uk)

We welcome applications from people wishing to job share.

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

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

Leisure

Aquatic Instructor

Salary: Grade 4 £16,830 to £19,126 (bar at £18,453)
Ref: NB50725837/15

Location: Citywide
Hours: 35 per week
Permanent

As part of Manchester City Council's Swimming Strategy, we are seeking to appoint an Aquatics Instructor. This position has been identified as critical to the implementation and delivery of the Strategic Swimming Development Plan, as part of Manchester Beacon Programme Status. The appointed person will have the vision and skills to establish and achieve ambitious programme objectives, within the Swimming team.

The post holder will be responsible for the effective implementation of the Manchester schools swimming as well as working within the Strategic Swimming Development Plan, to underpin local club programme activity and to co-ordinate models of good practice across the City. This will be achieved by the delivery of a strong infrastructure of school swimming to club links from grass roots development through to club level programmes, supported by an integrated citywide events programme.

Candidates must display evidence of a thorough understanding of the aquatic development process, especially in relation to local, regional and national plans.

The aquatic instructor will have a full understanding of the Amateur Swimming Association's National Teaching Plan, which is underpinned by the Long Term Athlete Development model.

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

Schools

All Saints Primary School
Belle Vue Street, Gorton, Manchester M12 5PW

Teaching Assistants x 2 posts

Salary: Level 3 Grade 4, points 17–21 (£16,830–£19,126, pro rata)

All Saints Primary School wishes to recruit two Teaching Assistants to join our hard working, effective and energetic team.

The positions will be based initially in Key Stage 2. The successful applicants will need to show their experience of working in a team, managing behaviour positively, leading and delivering intervention programmes, and being able to join the team providing class cover for PPA.

All candidates will be required to undergo a police check to ensure their suitability to work with children.

Application forms are available from the school office. Informal visits are welcome by appointment. Please telephone 0161 223 9325.

Closing date for applications: Monday 4 January 2010.

Interviews: Monday 11 January 2010.

Position to start as soon as possible following successful references and police check.

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

Teaching Assistant – Grade 3 Special/Additional Needs

Salary: Level 1, points 12–16 (£15,039–£16,440, pro rata)

Hours: 27.5 per week, term-time only
Fixed-term until the end of the summer term 2010

Camberwell Park is a special school catering for 91 pupils with a wide range of learning difficulties and disabilities. We are currently seeking to appoint one TA Level 1 (Grade 3), 27.5 hours per week, term-time only on a fixed-term contract until the end of the summer term 2010.

The post holder will be required to give additional TA support within classrooms and work across the lunchtime period.

For further information and an opportunity for discussion about the available posts with the headteacher, please contact the school.

All appointments are made subject to satisfactory medical checks, references, and in line with safer recruitment, and CRB clearance.

Application packs are available from the school: 0161 740 1897.

Closing date: Monday 14 December 2009

Interviews: Wednesday 16 December 2009 (Please note: short-listing does not take place until Tuesday 15 December, candidates selected for interview will be notified by phone on the evening of Tuesday 15 December)

Crosslee Community Primary School
Crosslee Road, Blackley, Manchester, M9 6TG
Tel: 0161 795 8493
Email: admin@crosslee.manchester.sch.uk

Finance and Human Resource Manager

Salary: Grade 7, points 32–36 (£27,052–£30,011)

Hours: 35 per week, all year round (annualised hours)
Permanent

As a result of our present school administrator retiring at the end of the spring term, the governors of Crosslee Primary are seeking to appoint an experienced person to take a lead in the financial and administrative duties of the school.

We are looking for a person who will become an integral part of the Senior Leadership Team who is able to offer advice on school financial matters.

The successful candidate will have relevant qualifications and experience. They will have good interpersonal and communications skills with adults and children alike and have a sense of humour.

Application forms can be requested from the school office.

This post is subject to CRB clearance. Details will be sent to short-listed candidates.

Closing date: Thursday 17 December at 12 noon.

Interviews: Thursday 7 January.

The next issue of Jobs Update
will be published on 18 January 2010.

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

Unit Catering Manager – Level 1

Salary: Grade 4 Points 17–21 (£16,830–£19,126)

The governors are seeking to appoint a motivated, enthusiastic Catering Manager who is prepared to lead and manage a committed team to further develop our in house school meal provision and healthy food and drinks policy and practice.

We can offer:

- A newly refurbished school kitchen
- An effective and supportive team of catering assistants and lunchtime organisers
- Good support from the school bursar in managing the budget and the process of ordering and invoicing
- Support from an independent catering consultant – Food Service Options

Information and application packs are available from and returnable to Jennie Baxter at the school office.

Closing date: 18 December 2009

Short-listing date: 4 January 2010

Interview date: 11 January 2010

St. Elizabeth's Catholic Primary School
Calve Croft Road, Peel Hall, Wythenshawe,
Manchester M22 5EU
Tel: 0161 437 3890, Fax: 0161 490 7024
Headteacher: Mrs. L. Kelly

Caretaker – Level 1

Salary: Grade 2, points 8–11 (£13,189–£14,733, pro rata)

Hours: 35 per week, all year round

The governors wish to appoint an enthusiastic and reliable person with initiative to join our friendly staff team. The role involves managing the cleaning staff within the school, dealing with small repairs and maintenance, and liaising with builders and contractors.

You will be responsible for providing a clean, attractive and safe working environment.

The above post is subject to CRB clearance. The school is committed to safeguarding and protecting the welfare of children and expects staff to share this commitment. The above post is subject to CRB clearance.

Application forms and further details can be obtained by contacting Mrs Wall at the school office.

Teaching Assistant – Level 4 Teaching and Learning

Salary: Grade 5, points 22–26 (£19,621–£22,221)

Hours: 35 per week, all year round

The governors wish to appoint an experienced, enthusiastic, talented and hardworking Lead Teaching Assistant who can lead a team of at least six teaching assistants providing class cover.

The above post is subject to CRB clearance. The school is committed to safeguarding and protecting the welfare of children and expects staff to share this commitment. The above post is subject to CRB clearance.

Application forms and job descriptions can be obtained from Mrs Wall in the school office.

Closing date: Friday 18 December 2009.

Interviews will take place in January.

Short-listed candidates will be notified.

Cleaner

Salary: Grade 1, points 4–7 (£12,145–£12,787, pro rata)

Hours: 12.5 per week, all year round

The governors wish to appoint a cleaner to join our staff working within an established committed to the care, and wellbeing of all who work in or visit our school. You will be required to provide and maintain a clean and attractive environment.

The above post is subject to CRB clearance. The school is committed to safeguarding and protecting the welfare of children and expects staff to share this commitment.

Application forms and further details can be obtained by contacting Mrs Wall at the school office.

Closing date: Friday 18 December 2009.

Interviews will take place in January.

St. John's C.E. Primary School
Clarence Road, Longsight, Manchester, M13 0YE
Tel: 0161 224 7752

Teaching Assistant

Level 3 Grade 4 Points 17-21 (£16,830–£19,126 pro rata)

Temporary, term-time only.

35 hours-per-week

This job is under the guidance of a teacher and is to provide support as a Key Worker in Early Years.

Applications are invited for the above post. Please contact the school office to arrange for an application pack to be sent out to you. Should any applicant wish to have the opportunity to have a look around the school, please ring so that an appointment can be made.

Teaching Assistant

Level 3 Grade 4 Points 17-21 (£16,830–£19,126 pro rata)

An exciting position has become available at St. John's C.E. Primary School.

We are looking for a Teaching Assistant Level 3 (Behaviour, Guidance and Support) to support our vulnerable children in School, whilst developing positive relationships and giving support to their Parent/Carers.

Interested applicants are welcome to visit the school.

For application packs please contact the school.

An ability to speak our community languages is desirable but not essential.

"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

St Wilfrid's CE Primary School
Mabel Street, Newton Heath M40 1GB
Tel: 0161 681 1385

Teaching Assistant

Salary: Grade 3, points 12–16 (£15,039–£16,440, pro rata)

Hours: 35 per week, term time only (39 weeks per year, including five training days)
Permanent

We require a Level 2 Teaching Assistant for 35 hours a week to support teaching of ICT across the school. This is a permanent position.

The post involves working with groups of children across the school on ICT projects to further develop this Outstanding primary school by offering exciting and fun teaching activities under the ECM agenda.

The successful applicant will have experience of working in primary classrooms, have experience of delivering a range of ICT skills. Previous experience of working in a TA role would be preferable but is not essential.

The ideal candidate will have good interpersonal skills, enjoy working with children, be resourceful, resilient, and be able to use their own initiative.

Please contact Mrs Sophie Murfin on 0161 681 1385 for further information and an application form.

The closing date for applications is 14 December 2009 at 12 noon.

If you have not been contacted by 16 December, you have been unsuccessful.

Start date: January 2010



Art, Craft, design & Technology Technician

Term-time only, 10 hours per week, 2 hours per evening between 3pm and 6pm. Salary: scale 2, £7.79 per hour.

To provide technical support to teaching staff and classes in the areas of Art and CDT. Checking and preparing materials, resources and equipment for daily use, and preparing materials for long term projects. Carry out routine cleaning, care and maintenance of equipment, machine and hand tools.

Learning Support Assistant

Temporary for two terms, 36.25 hours per week.
Salary: NJC Scale 3 point 17, £16,830 pa.

To provide support and intervention to students with additional needs, in and outside the classroom. Also, to play a key role in supporting the development of out of hours provision.

Our school was judged "outstanding" by Ofsted in February 2008. The Governors and Leadership Team are seeking to appoint an enthusiastic and motivated individual to join the school and be part of our journey beyond outstanding.

The successful applicant will have:-

- A commitment to the highest standards for all students
- A love of learning
- The ability to work effectively as a team
- The ability to lead and inspire

Please email: admin@shscl.com for an application pack.

Closing date: Monday 14 December.

Interviews: Week commencing 14 December.

Classifieds

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?

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

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 Short Break Carers

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

The Disabled Children's Team are extending their thriving short breaks service. They require foster carers who can provide short breaks, looking after a child in their own home.

You will:

- Have a child in your home for approximately 24 nights per year
- Be given training and support appropriate to the needs of the children
- Receive a fostering allowance for each night a child stays with you

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

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

Non-Manchester City Council Advertisements



Trinity House
Charity no. 1082054

are looking to employ a new team for an exciting new project to give young people diverse and inspiring experiences within our vibrant community.

We are a dynamic community resource empowering young people from all cultures and backgrounds.

You will be working on our M³ Project (Multi-Cultural Manchester Matters), celebrating our diverse community and supporting young people to plan and deliver new and innovative activities.

Youth Participation Worker

JNC Points 17-20 £25,321 to £27,399 Full-time - 37 hours p/w

1 Male, 1 Female Sexual Health Worker*

JNC Points 11-14 £20,387 to £23,252 pro rata 17.5 hours p/w

Drama Youth Worker

£5,101.97 (£19,841 pro rata) 9 hours per week

Media Youth Worker

£5,101.97 (£19,841 pro rata) 9 hours per week

4 Peer Youth Workers**

£6 per hour 6 hours per week
All posts fixed term until 30th November 2014

We are looking for individuals who have a commitment to young people, with the ability to empower and enable them to plan and deliver activities for their peers.

For an application form and job description contact:

Trinity House CRC, Grove Close, Rusholme, Manchester M14 5AA
T: 0161 225 1064 E: @.

Closing Date: Noon, Monday 21 Dec. Interviews: 29/30 Dec; 4/5 Jan.

*The posts are exempt under section 7(2)(d) of the sex discrimination act 1975 as it is a genuine occupational requirement.
**These posts are exempt under paragraphs 8 and 29 of the Employment Equality (Age) Regulations 2006 as it is a genuine occupational requirement that successful applicants be peers of the target group.



LOTTERY FUNDED

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: 4 January 2010 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.



When you have finished with
this magazine please recycle it.

**The next issue of Jobs Update
will be published on 18 January 2010.**

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.





Supporting Carers

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

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

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



MANCHESTER
CITY COUNCIL



Keep the cost of Christmas manageable

a Helping Hand AT CHRISTMAS

For helpful impartial advice and tips on managing your money over the festive season call 0161 234 5678 (Monday to Friday, 9am–4pm), or visit our website.

www.manchester.gov.uk/helpinghands



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