

18 January 2010

Jobsupdate

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Working for Manchester City Council

Jobs Update caught up with Ruth Francis, Green City Research 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?

In March 2007 as a part-time admin assistant with Manchester Advice.

Which service do you work for now?

The Green City Team in Neighbourhood Services.

What does your current role involve?

My role is very varied and very interesting. I assist my colleagues on a variety of their projects, which include the formulation of an internal carbon reduction plan to create more green roofs across the city. I also manage our Green Champions scheme. Our most recent achievement has been the co-ordination of the writing of the Climate Change Action Plan for Manchester for the next ten years. I now undertake communications for the team, which includes writing articles and press releases for print, creating posters, leaflets and booklets, and organising and managing events and conferences. No two days are ever the same!

What training and development opportunities have you received?

I have been given lots of on-the-job training in the awareness of green issues within the Council, including shadowing team members, attending conferences, and constant ongoing support of my colleagues and managers. I will soon be attending the MCC Project Management training, Manchester Method, which will assist me to move to the next level of project management within my role.

What do you like about working for the Council?

I really love my role. The Council has given me the opportunity to progress in an area I am passionate about. I really enjoy working with lots of colleagues from other departments and it is great when we all get together to achieve results. It is also very empowering to be part of an organisation that can and does make policies that affect residents, communities and businesses across Manchester.

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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Admin/Secretarial/Clerical

Database Officer

Salary: Grade 5 £19,621 to £22,221 (bar at £21,519)
Ref: NB50733219/16

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

Hours: 35 per week

Permanent

Manchester's Supporting People programme is a working partnership of local government, other statutory agencies, service users and support providers. It delivers high quality and strategically planned housing-related services which are cost effective and reliable, and complement existing social care services, to over 14,000 vulnerable adults.

In addition to maintaining the Supporting People database, you will collate and validate data relating to the supply, performance and quality of support services in the City, adopting a confident approach to analysing and challenging information. You will also need to present complex information clearly and concisely in a variety of formats to a wide range of audiences, including stakeholders and service users.

Strong organisational skills are required along with the ability to prioritise your workload to adapt to fluctuating, and sometimes conflicting, demands. As well as being proficient in the use of a range of software including databases and spreadsheets you will need to have a knowledge and awareness of issues relating to information security and data protection. An understanding of the Supporting People programme and wider social welfare and housing context is also important. If you feel you have the necessary drive and enthusiasm to join our busy team, we would like 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.

Hospitality/Catering/ Domestic/Cleaning

Building Attendant

Salary: Grade 2 £13,189 to £14,733 (bar at £13,874) pro rata
Ref: NB50732792/17

Location: St Clements Children's Centre, Melville Close, Openshaw, M11 1LR

Hours: 20 per week (flexible working pattern, Monday to Friday including occasional Saturdays)

Fixed-term contract until 31st March 2011

We are looking for a Building Attendant to join our team. You will carry out minor repairs, general maintenance and cleaning in a professional and efficient manner. 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.

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

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

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See Recruitment Services for full details on page 14.

Unit Catering Manager

Salary: Grade 4 £16,830 to £19,126 (bar at £18,453) pro rata
Ref: NB50732689/02

Location: St Barnabas Primary School, Parkhouse Street, Openshaw, M11 2JX

Hours: 30 per week TTO

Permanent

This unit has a breakfast provision. You will work from 7:30am to 2:00pm, inclusive of a half an hour break.

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.

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See Recruitment Services for full details on page 14.

The closing date for jobs within the Manchester City Council section, in this issue is 8 February 2010 unless otherwise stated. Please see page 14 for application details.

Unit Catering Manager

Salary £16,830 to £19,126 (bar at £18,453) pro rata
Ref: NB50733671/02

Location: Martenscroft Nursery, 33 Epping Street, Hulme, M15 6PA

Hours: 30 per week

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. You will work Monday to Friday, 7.30am until 2pm inclusive of a half an hour break.

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.

Casual Catering Assistant

Salary: Grade 1 £6.84 to £7.01 (bar at £6.84) per hour
Ref: NB50739525/02

Location: Town Hall, Albert Square, M60 2LA

Casual/Supply

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

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

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

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

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See Recruitment Services for full details on page 14.

Regeneration/Housing/ Economic Development

Cultural Regeneration Officer

Salary: Grade 7 £27,052 to £30,011 (bar at £29,236) pro rata
Ref: NB50733709/11

Location: New East Manchester, 187 Grey Mare Lane, Beswick, M11 3ND

Hours: 17.5 per week

Permanent

We are looking for a Cultural Regeneration Officer with the vision, drive and enthusiasm to develop and deliver a comprehensive arts and cultural programme across the wards of New East Manchester.

The Cultural Programme will enhance the work of East Manchester Regeneration Team, which aims to improve the quality of life of residents by addressing the social, physical and economic needs of the area. Your work will make a key contribution to improving the quality of life of our communities through developing and delivering arts and cultural initiatives to benefit local communities.

Cultural Regeneration in the area has a particular focus on community involvement, public art in urban setting and capacity building local arts and cultural organisation. You will deliver the programme in a job share partnership with distinct areas of individual responsibility.

You will have experience of successfully delivering outcome focused cultural regeneration projects, experience of working within a regeneration environment, developing strong partnerships, managing budgets, grant monitoring and securing funding. An effective and persuasive communicator, you will be able to work with a range of partners to boost community involvement in arts and culture.

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.

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.

**The next issue of Jobs Update
will be published on 8 February 2010.**

Social Care/Community Work/Education Support

Senior Social Worker

Salary: Grade 8 £30,851 to £34,549 (bar at £33,661)
Ref: NB50733670/16

Location: Christie Fields, Unit 1, Derwent Drive, West Didsbury, M21 7QS

Hours: 35 per week

Permanent

Manchester is at the forefront of the personalisation agenda. The recent restructuring of Manchester Adult Social Care to begin the co-location of a range of preventative reablement and community lead services into shared locality offices with brokerage finance and commissioning staff has supported our aim of delivering local services to communities.

Due to the retirement of the current post holder an exciting opportunity has arisen for a Senior Social Worker to offer professional support and supervision to Social Workers and Care Managers in a busy front line community locality team. In line with Adult Social Care modernisation agenda, Manchester is working towards delivering seamless access to Social Care support for adults. The team offers person centred customer focused assessments and support planning to adults aged 18 plus with impairments, disabilities and social care needs assessed under Fair Access to Care. The service also offers assessments to unpaid carers. The team is based at Christie Fields, and works within Chorlton Park, Old Moat and Didsbury West wards of South Manchester.

You will need a comprehensive understanding of the personalisation agenda and performance indicators to support a positive response to all referrals to the team. You will be innovative, motivated and skilled to support and supervise staff through periods of change whilst maintaining customer focused safe and effective practice. You will have experience of person centred approaches to deliver assessment, Individual Budgets and support planning within the relevant legislation and procedures including Fair Access to Care, Safeguarding Vulnerable Adults, Mental Capacity Act, Risk Management framework process. You will need to demonstrate you are committed to providing high quality services drawing on evidence and best practice from the Social Model of Disability, Valuing Older People and other models that promote customer focussed partnership approaches.

You will be a professionally qualified and registered Social Worker with experience of working with adults with social care needs and their carers. You will supervise and support Care Managers and Social Workers, often working with complex issues to ensure customers, their families, carers and advocates are appropriately involved. You need the ability to communicate effectively with a range of people and to demonstrate a commitment to team and multi-disciplinary working.

You will be responsible for mentoring Care Managers and Social Workers to develop their skills, knowledge and expertise, ensuring that all records are maintained to a high standard, offer supervision and contribute towards the annual appraisal processes. The post also has opportunities to be involved in service development to improve practice and consultation regarding service delivery to the customers and stakeholders who use the service. You will be required to contribute, as part of a management team to the strategic direction of the service and the challenges of delivering change agendas. You will be supported in your role by receiving a period of induction, regular job consultation and high quality continuing professional development to assist your own career development. You will need to hold or be willing to work towards the PQ and a first level management qualification.

We positively welcome applications from suitably qualified and experienced people from black and ethnic minority groups who are under represented at senior levels in the service.

For further information please contact the current post holder Ms Denise Davies on 0161 245 7028 or Sheila Dawber on 0161 245 7109.

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.

School Crossing Patrol

Salary: Grade 1 £6.84 per hour
Ref: NB50733777/11

Location: Citywide

Hours: 10 hours per week TTO

Supply/Casual

Are you available to work from 8.15am to 9.15am and 3.00pm to 4.00pm?

This role involves protecting children from the dangers of traffic going to and coming from School.

- No previous experience necessary
- Full training and a uniform will be provided
- Working in your own community
- Great Pension - we contribute
- School holidays with pay

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

For further details or to arrange an interview, please telephone 0161 234 4481.

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.

Family Support Plus Keyworker

Salary: Grade 6 £22,958 to £26,276 (bar at £25,472)
Ref: NB50733710/16

Location: Belle Vue Centre Offices, Pink Bank Lane, Longsight, M12 5GL

Hours: 35 per week

Fixed-term contract until 31st March 2011

We are looking for experienced Family Support Plus Keyworkers to join our team who work with some of the most complex and deprived families in the City. The team works with families who have a history of anti-social and offending behaviour and who are often difficult to engage with.

The aim of the service is to stop anti-social behaviour, prevent homelessness and promote social inclusion. We use a wide range of assertive interventions, challenging unacceptable behaviour, providing non-negotiable support and improving parenting skills.

We are expanding our service to develop a Child Poverty Family Intervention Project to address child poverty and you will employ the same skills and interventions to tackle inter-generational worklessness to ensure young people in complex families achieve the 'Every Child Matters' outcomes.

You will be working with families who have a broad range of support needs including anti-social behaviour, drug and alcohol dependency and mental health issues.

You will need to show experience of providing intensive support to people experiencing a wide range of complex issues. You will need to be hard working and confident about challenging behaviour. You need to be creative and innovative and have excellent engagement skills. You should be a good team worker and have experience of working with a range of partners to bring about lasting change to peoples lives.

If you feel that you meet these requirements and are ready for the challenge this work brings, we would like to hear from you.

You must hold a full, current driving licence and have access to a vehicle for use at work, for which essential car user allowance is payable.

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.

CFPT Parent Support Officer

Salary: Grade 6 £22,958 to £26,276 (bar at £25,472) pro rata
Ref: NB50716287/11

Location: Alexandra House, Moss Lane East, Hulme, M15 5NX
Hours: 17.5 per week (Job Share – Wednesday pm, Thursday & Friday)
Permanent

We are looking for a dynamic and highly skilled Parent Support Officer to join our specialist team working with some of the most complex and deprived families in the city. Our client group includes families who are experiencing a range of difficulties, including youth crime, anti-social behaviour, domestic abuse, substance misuse or mental health problems. We use whole family interventions combining prevention, challenge and non-negotiable support to improve parenting skills and to develop positive relationships between family members, and between the family and the community. The work is innovative, challenging and highly rewarding, and takes place within a strong team-based culture.

The Parent Support role involves working intensively with parents using individual and group work interventions centred on delivering evidence-based parenting skills courses, but also involving home-based follow-up support.

A capacity to work collaboratively with a range of other professionals and a willingness to adopt a flexible approach to working hours and location will be essential.

If you thrive on hard work and challenge, have imagination, energy, determination, and want to be part of an exciting initiative that really changes people's lives, we'd like 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.

Planning/Building/ Engineering

Engineer

Salary: Grade 8 £30,851 to £34,549 (bar at £33,661)
Ref: NB50733781/11

Location: GMUTC, 2 Piccadilly Place, 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 within the area of the ten Greater Manchester districts.

The post presents an exciting and challenging opportunity to contribute to the management of the analysis, design, installation and operation of traffic signals and Intelligent Transport Systems (ITS) throughout Greater Manchester, ensuring delivery of quality schemes.

Applicants must possess a degree in engineering or other numerate discipline or an MSc in Traffic/Transportation. Furthermore, candidates must display proven ability in addressing the issues that arise when working in a busy traffic control Unit.

We offer a balanced work/life package, with a 35-hour week and flexible working hours, a final salary pension scheme, generous holidays and extensive training and development opportunities. We are located in the heart of a thriving, exciting city, but within easy reach of the Lake and Peak Districts, North Wales and other leisure opportunities.

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.

ICT

Systems Support Analyst

Salary: Grade 6 £22,958 to £26,276 (bar at £25,472)
Ref: NB50739518/16

Location: Town Hall Extension, St Peters Square, M60 2LA (but also required to work at various locations around the City)

Hours: 35 per week

Fixed-term contract until 31st December 2010

Systems Support Analyst required to join a team of people providing high level on-site and telephone support and advice to users of MiCare, the electronic system used within Adult Social Care and Children's Services for recording and processing referrals and assessments for social care services, and also to support other IT processes.

You will be required to provide support to users in a variety of locations throughout the City, by means of individual support and small group sessions. You must be a proficient MiCare user, have a good understanding of business processes relating to Adult Social Care or Children's Services, have high-level IT skills and substantial experience of using and supporting other users of complex databases. You will be an excellent communicator and be skilled in enabling other people to become proficient in the use of computer applications, using a variety of support methods.

The role is often challenging but rewarding and will require the ability to quickly understand, analyse and resolve problems. You will need initiative and flexibility. The post will help to ensure the quality of information recording on a critical MCC information system.

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.

Schools

Benchill Primary School, Benchill Road, Wythenshawe, Manchester M22 8EJ

Phone: 0161 998 3075 Fax: 0161 945 6008

Email: admin@benchill.manchester.sch.uk

Administration Support Assistant

Grade 2 points 8–11 (£13,189–£14,733 pro rata)
25 hours per week (8.30am–2pm)

Required as soon as possible

To provide a welcoming reception service for visitors, parents, staff and pupils, and provide routine administrative support.

Benchill is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

All applicants will be asked to complete a Criminal Record Disclosure.

Job description and application forms can be obtained from the school office.

Closing date: 29 January 2009.

Manchester Federation of Schools for Children with Emotional, Behavioural and Social Difficulties,
Principal – Angela Schofield
Buglawton Hall School, Head of Centre – Lynette Edwards
A residential and school provision for boys with emotional, behavioural and social difficulties aged 10–16.

Teacher Assistant – Higher Level (HLTA)

Daily hours are from 8.30am to 4.30pm
Salary – HLTA Level 4, Grade 6: £22,958–£26,539

Required for 31 March 2010

All posts are permanent and all year round

We require an experienced well-qualified, flexible HLTA to provide a learning support and mentoring service for our boys. This will require management skills to line manage the Teacher Assistant team (being appointed below) and you will be expected to contribute to the Senior Leadership team in school.

Holiday allowance is in line with the length of service accrued

Teacher Assistants (six posts)

Daily hours are from 8.30am to 4.30pm.
Salary – Teacher Assistant Level 3, Grade 5: £19,621 – £22,221

Managed by the HLTA you will provide high levels of learning support to the boys in school hours and the extended curriculum. You will have flexible and transferable skills across the curriculum. Please note your areas of expertise in your application letter.

Holiday allowance is in line with the length of service accrued

Application Packs

Please ring 01260 274492 or email admin@buglawtonhall.manchester.sch.uk for an information pack with the job description, person specification and application form. Return to:

Buglawton Hall School, Buxton Road, Congleton CW12 3PQ Tel: 01260 274492

Closing date for applications is Friday 29 January 2010 at 4pm

Interviews will be held w/c 5 February 2010

Charlestown Community Primary School, Pilkington Road, Blackley, Manchester M9 7BX Tel: 0161 740 3529
Fax: 0161 795 6151 Email: starkey.s@stmonline.co.uk
Headteacher: Mrs. Sarah Starkey

Finance Manager

Grade 7

NOR 338

Hours: 3 days a week, term-time only

Required for February 2010 or as soon as possible.

The governors are looking for an experienced person to take a lead in the financial and administrative duties of the school.

We are looking for someone who can advise the Leadership Team and the governors of the school on financial matters.

The successful candidate will have relevant qualifications and experience, and possess excellent interpersonal and communication skills.

They will need to be an important part of a developing new administrative team and be committed to working with all members of the school community to help to continue to move the school forwards.

Application packs can be requested from the school office or email byfield.j@stmonline.co.uk

Visits to the school are welcome.

Charlestown is committed to safeguarding children and the post is subject to an enhanced CRB police check.

Closing date: Friday 29 January 2010.

Interviews: provisionally week beginning 1 February 2010.

Cheetwood Community Primary School, Waterloo Road, Cheetham, Manchester M8 8EJ
Headteacher: Barbara Oxton

Teaching Assistant

Salary: Grade 4, points 17–21 (£16,830–£19,126 pro rata)
Hours: 35 per week 8.30am–4pm, term-time only

Level 3

Teaching and Learning

Permanent

The headteacher and governors wish to appoint a versatile, enthusiastic teaching assistant with a positive outlook, who has initiative and is an effective team player.

The successful candidate will support class teaching groups and will also be required to cover both unexpected and timetabled short-term teacher absence.

The postholder will be qualified to TA3 level and have experience of working in an inner city primary school.

Potential candidates are warmly invited to visit our school by prior arrangement.

An application pack and further details can be obtained from the school.

Please contact the administration team on 0161 834 2104 or email admin@cheetwood.manchester.sch.uk

This post requires you to undergo enhanced CRB clearance. The school is committed to the safeguarding of children.

Closing date: Friday 5 February 2010 at 12 noon.

Interviews: Tuesday 23 and Wednesday 24 February 2010.

Age Positive

we're supporting

AGE POSI+IVE

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

Grange School, 77 Dickenson Road, Rusholme,
Manchester M14 5AZ Tel: 0161 248 4841
Headteacher: Andrew Smith

Complex Needs Provision: Teaching Assistant Level

**Salary: Teaching Assistant Level 3 Special Additional Needs
Grade 5**

**Salary range: £19,620–£22,221. Points 22–26,
term-time only (pro-rata)**

35 hours per week.

Are you ready for a new challenge?

A new branch of education within the organisation of Grange School (ASD), but physically away from the school site, was established in January 2009. The provision targets a small group of secondary-age pupils with a complex range of behavioural and emotional needs, for whom autism/Asperger's syndrome is a part of their lives.

A school without walls: school settings are problematic for some pupils, so in the first instance meeting their needs in community settings is the challenge. The pupils involved are relatively independent.

A good understanding of the nature of severe behavioural and emotional challenges is essential, as is an understanding of autism. Applicants must be able to demonstrate motivation and determination to succeed with complex challenges and logistical problems. The post entails a high degree of independent travel. The ability to contribute to a team of teachers and teaching assistants for the benefit of the pupils is essential.

The provision is under the direction of the Grange School headteacher, and under the line management of the assistant headteacher at Grange School's satellite "Horizon" provision. Some linking with the Horizon group may be possible.

Please contact the school office at for an application form. You are also welcome to call Andrew Smith (Headteacher: 0161 248 4841) or Jasbir Singh (Assistant Headteacher for Horizon: 0161 998 5352) for a discussion about the position.

Please note: We are looking for high-quality letters in support of applications.
Closing date: Friday 5 February 2010.

Ladybarn Primary School, Briarfield Road,
Withington M20 4SR Tel 0161 445 4898
Email: admin@ladybarn.manchester.sch.uk
Headteacher: Lisa Vyas

Ladybarn Primary is a vibrant and very successful urban school with a strong commitment to developing the potential of all children and parents in the whole school community. We are seeking to recruit the following:

Administrative Assistant

**Term-time only – full-time
(35 hours a week – 8.30am–4.10pm (40 minutes lunch break)
Grade 4 points 17–21 – £16,830–£19,126 (pro rata)**

The administrative duties will include;

- meeting and greeting a range of stakeholders
- communication matters, including email, post and telephone
- collection and management of lunch money, including free school meals work
- management of pupil data using the SIMs database
- pupil attendance
- typing and document production
- reprographics
- general office duties.

The successful candidate will have excellent literacy and numeracy skills, be conversant with the use of ICT, and have experience of office-based work.

Experience in an education setting is also desirable.

The successful candidate will start as soon as possible subject to suitable references and enhanced CRB checks. The postholder cannot start until these are received.

Further details, application form, job description and person specification may be obtained by email from admin@ladybarn.manchester.sch.uk or by sending a stamped addressed envelope to the School Business Manager.

Closing date: Friday 29 January 2010 at 12 noon.

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

**The closing date for jobs within the
Manchester City Council section, in this issue
is 8 February 2010 unless otherwise stated.
Please see page 14 for application details.**

Ladybarn Primary School, Briarfield Road,
Withington M20 4SR Tel 0161 445 4898
Email: admin@ladybarn.manchester.sch.uk
Headteacher: Lisa Vyas

Teaching Assistant

Special/Additional Needs Level 2 – Grade 4
Term-time only – 30 hours a week – 9am–3pm each day

Temporary until August 2013 or until named pupil leaves the school
Required as soon as possible

We are looking for a dynamic and highly motivated individual with significant experience of working with Special Educational Needs children in a school setting. Significant experience of working with children with medical needs would be an advantage. Excellent literacy and numeracy skills are essential. The Teacher Assistant's role will be to support a year 3 child with medical needs, including epilepsy, to be fully included in school and the whole curriculum. This will include involvement in planning and assessment of tailor-made programmes. The role will also include the administering of medicines and first aid as required.

Teaching Assistant

Special/Additional Needs Level 1 – Grade 3
Term-time only – 30 hours a week
9am–3.30pm each day

Temporary until August 2011 or until named pupil leaves the school
Post required 1 January 2010

The post is to support the inclusion a child with complex Special Educational Needs in year 3.

We are looking for a dynamic and highly motivated individual with experience of working with children in a school setting. The successful candidate will have significant experience of working with children with complex special needs including ASD. Excellent literacy and Numeracy skills are essential.

Application forms, job descriptions and person specifications for both posts are available from Sandra Flynn at the school email admin@ladybarn.manchester.sch.uk or 0161 445 4898.

Closing date: Friday 29 January 2010 at 12 noon.

“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

Non-Manchester City Council Advertisements

Aisha Childcare

Senior Outreach Worker

Salary: Scale 5 pt 24–25 £20,858–£21,519

Working from: Sure Start Longsight and Levenshulme Children Centres.

Hours: 35 hours per week. Full-time. Childcare qualification desirable.

REF: JU/09

We are currently looking to recruit a Senior Outreach Worker to Manage a team of Outreach Workers to work across the Longsight and Levenshulme areas of Manchester as part of the Sure Start team. To work with them to actively engage parents/carers and the local community in the work of the Children's Centre core offer.

The successful candidates will have experience of working with local people, and an understanding of the barriers faced by some people and groups within our communities and of ways to overcome these.

For application forms please contact Janet on: 0161 248 1500.

Closing date for all applications is 1 February 2010.

**The
BigLife
group**
social businesses
and charities


Local Solutions
Engaging, Enabling, Enhancing

improving people's lives

Local Solutions is a leading North West social enterprise and charity. We aim to improve the quality of life for individuals and communities through a diverse and unique portfolio of services.

HEMOCARE MANCHESTER BRANCH

Operational Manager

£30,600 per annum

Deputy Operational Manager

£25,500 per annum

2 x Care Co-ordinators

£20,460 per annum

6 x Team Leaders

£8.16 per hour

Care Support Workers

Monday to Friday £6.15 Weekends £7.00 per hour

For further details and to download an application pack, please see our website: www.localsolutions.org.uk or telephone the Recruitment Hotline: **0151 705 2326**

Closing Date: w/c 28 January 2010



All positions are subject to satisfactory CRB Enhanced Disclosure.

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?

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.

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!*

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

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

Notes

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



Delivering diversity and equality

Manchester City Council is committed to equality of opportunity for all, regardless of race, gender, disability, sexuality, religion or belief, caring responsibilities or age.

We aim to build high-performing teams that recognise and celebrate diversity, embracing common goals and striving for continual improvement. We are working towards developing a workforce that reflects the diverse communities making up the city of Manchester and we positively encourage applications for our jobs that will help us to achieve this.

Over the past two decades, Manchester City Council has been at the forefront of developing equal opportunities programmes and numerous initiatives to combat discrimination and disadvantage.

Manchester City Council is in the top ten of Stonewall's list of Britain's top 100 employers of lesbian and gay people.



MANCHESTER
CITY COUNCIL

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: 8 February 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 8 February 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.



Hints and tips



Application form

Before you start:

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

Filling in the form:

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

Information in support of your application form:

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

When you have finished:

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



**a Helping Hand
FOR YOUR HOME**



Keeping a roof over your Head

Worried about repossession? Struggling to pay your rent?

From mortgage rescue schemes to council tax relief, there are lots of ways to help you secure your home. And the sooner you act, the better.

For impartial help and advice on reducing the cost of living, call **0161 234 5678** (Monday to Friday, 9am–4pm) or visit our website.

**YOUR ESSENTIAL GUIDE
TO THE RECESSION**

www.manchester.gov.uk/helpinghands



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