

About Manchester

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

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

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

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

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

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

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

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

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Greater Manchester Police
vacancies now inside.

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

Policy

Senior Programme Officer in Community Engagement

Grade 8 £30,456 to £34,107 (bar at £33,231)
Ref: NB50580617/11

Location: Corporate Performance Group, Room 3027, Town Hall Extension, Manchester M60 2LA
Hours: 35 per week
Permanent

The Area Co-ordination and Third Sector team is looking for an enthusiastic and experienced community engagement practitioner to progress Manchester's strategic community engagement work.

You will:

- Plan and facilitate the development of community engagement
- Build, maintain and support partnerships to deliver effective community engagement, including measurement of impact
- Advocate for the Community Engagement Strategy and its principles to a range of audiences.

We need someone who is proactive and flexible, who will bring a fresh perspective and a passion to drive this agenda.

We welcome applications from people wishing to job share.

Apply online www.manchester.gov.uk/jobs

Application forms: 0161 953 2775 or 0161 953 2784.

Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 30.

Senior Programme Officer – Corporate Complaints

Grade 8 £30,456 to £34,107 (bar at £33,231)
Ref: NB50580360/11

Location: Corporate Performance Group, Room 3027, Town Hall Extension, Manchester M60 2LA
Hours: 35 per week
Permanent

You will further the development of the corporate complaints function.

We are looking for someone who is committed to excellent service performance through effective complaint handling. You will play a crucial role in dealing with customer issues, providing realistic solutions when service delivery fails and ensuring all opportunities are explored for putting things right.

This role involves:

- Developing, implementing and monitoring complaints procedures, ensuring best practice in complaints management and that outcomes feed back into service improvement
- Liaising with the Local Government Ombudsman in their enquiries and with senior management to ensure effective investigation and response to complaints.

We welcome applications from people wishing to job share.

Apply online www.manchester.gov.uk/jobs

Application forms: 0161 953 2775 or 0161 953 2784.

Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 30.

Cultural

Cultural Regeneration Officer (East)

Grade 7 £26,706 to £29,628 (bar at £28,862) ww rata
Ref: NB50583234/11

See the Regeneration/Housing/Economic Development column for full details of the Cultural Regeneration Officer (East)

Regeneration/Housing/ Economic Development

Principal Regeneration Officer

Grade 9 £34,976 to £38,463 (bar at £37,555)
Ref: NB50586342/11

Location: Daisy Mill, 345 Stockport Road, Longsight, Manchester M13 0LF
Hours: 35 per week. Permanent

Situated immediately to the south of the city centre, central Manchester acts as an important gateway to the city and the regional capital. The City Centre and the Oxford road corridor provide a wealth of education and employment opportunities for local residents. However high levels of worklessness, poor skill levels, inadequate educational attainment for children, high crime rates, poor health and poor housing are some of the enormous challenges facing us in parts of central Manchester today. Alongside our stakeholders we have developed the Central Manchester Strategic Regeneration Framework which sets out the long term strategic vision for the area over the next ten to 15 years. A number of major projects are already underway to transform neighbourhoods in Maine Road (Moss Side), Grove Village, Brunswick (Ardwick) and Hulme. The Strategic Regeneration Framework and local plans ensure that this new investment will deliver long-term physical, economic and social regeneration in our priority neighbourhoods.

This is an exciting opportunity to contribute to these programmes and we are looking for people with the enthusiasm and drive to make them happen.

We wish to recruit a manager with a sound knowledge of the key drivers influencing area-based regeneration who is able to lead, manage and co-ordinate the work of the area based team and be responsible for the management and co-ordination of core regeneration programmes.

We welcome applications from people wishing to job share.

Apply online www.manchester.gov.uk/jobs

Application forms: 0161 953 2775 or 0161 953 2784.

Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 30.

Cultural Regeneration Officer (East)

Grade 7 £26,706 to £29,628 (bar at £28,862) pro rata
Ref: NB50583234/11

Location: New East Manchester, 187 Grey Mare Lane, Beswick, Manchester M12 3ND
Hours: 17.5 per week. Job Share
Fixed-term until 31 March 2010

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 east Manchester.

Working with New East Manchester Ltd (NEM) the postholder will support the ongoing development and delivery of the Arts and Culture Programme. It is an Urban Regeneration Company, a partnership between Manchester City Council, the Homes and Communities Agency and North West Regional Development Agency, leading one of the largest, most challenging and exciting regeneration programmes in the UK, responding to challenges across a broad spectrum of physical, social and economic issues. Significant investment has been made over the last eight years but there remains a major challenge to ensure progress is sustained and ensure the objectives in the recently refreshed Strategic Regeneration Framework are delivered.

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 collaboration with a job share who is already in post.

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.

Apply online www.manchester.gov.uk/jobs

Application forms: 0161 953 2775 or 0161 953 2784.

Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 30.

“When we last advertised for two posts we only advertised in Jobs Update and associated website.

Our response to these adverts was very good and therefore we are unlikely to place adverts in the local press due to the increased fees involved and the response we get through Jobs Update.”

Source: Chorlton High School
M-four Advertising Response Analysis survey
September 2007

Leisure

Fit 4 the Future Marketing Manager

Grade 7 £26,706 to £29,628 (bar at £28,862)
Ref: NB50583843/15

Location: Manchester Leisure Sports Development Centre, Denmark Road, Hulme, Manchester, M15 6FG
Hours: 35 per week
Fixed-term until 31 March 2010

The Department of Health (DH) and the Department for Children, Schools and Families are keen to identify ways of promoting healthy behaviour and lifestyle changes / habits amongst young people. A £140m fund to boost sport and fitness was recently announced in a package of measures in the Legacy Action Plan.

One of the measures announced in the 2012 Legacy Action Plan was a Fit for the Future incentive scheme to address the drop off in physical activity in school leavers through a £1 million commitment to enable a pilot programme to offer subsidised health club and leisure centre membership to 16-22 year olds.

The role of the Fit for the Future Marketing Manager is to prepare and implement a Social Marketing Strategy and recruitment campaign relevant and appropriate for the Fit for the future initiative. The post will also be expected to create a strategic network of communication based upon evidence and research, incorporating various media channels ensuring maximum uptake and awareness, and to provide Leisure Services with a clear understanding of the different markets to be targeted for the initiative. In addition to the recruitment campaign the post will ensure full media follow up to maximise publicity for MCC and the Fit for the Future Initiative. The post will systematically track the impact of all media communications and modify where appropriate, and implement a robust monitoring and evaluation process in order to provide evidence based data regarding the initiative and the impact it has within Manchester.

You will have the following:

- A degree or other professional qualification in Leisure, Media and/or marketing
- Relevant work experience within a communication, marketing and/or media led related job, with direct responsibility for initiating and implementing a large scale social marketing campaign
- Experience in data collection and analysis and monitoring and evaluating performance
- Ability to understand and articulate key messages pertinent to encouraging marginalised young people to take on lifestyle changes
- A broad understanding of the strategic fit between physical activity and public health, and the contribution that leisure services can make to health improvement and tackling health inequalities within Manchester's communities
- The ability to lead, manage and motivate
- Excellent planning skills being able to prioritise work and set targets for yourself and others
- Experience of developing the creative brief for interactive web based communication.

We welcome applications from people wishing to job share.

Closing date: 27th February 2009.

Apply online www.manchester.gov.uk/jobs

Application forms: 0161 953 2775 or 0161 953 2784.

Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 30.

Seasonal Water Park Warden

Grade 4 £16,614 to £18,882 (bar at £18,217)
plus the flex payment of 6.25%
Ref: NB50574086/15

Location: Chorlton Water Park, Maitland Avenue, Chorlton, Manchester M21 7WH.

Hours: 35 per week

Fixed-term until 30 September 2009

Manchester Leisure is seeking to appoint a Seasonal Water Park Warden for the Mersey Valley Warden Service.

The Mersey Valley Countryside Warden Service operates on a number of countryside sites within Manchester and Trafford, improving wildlife habitats and public access to the local countryside for the benefit of local people. The Warden Service provides land management, visitor and public information services for the public around these sites.

The seasonal posts will be based primarily at Chorlton Water Park, a Green Flag Site and Local Nature Reserve, in order to assist with site and visitor provision between 1st April 2009 and 30th September 2009.

We are looking for committed individuals with an interest in Nature Conservation and/ or Water based Recreation, who will provide a range of site based and visitor duties at this important Local Nature Reserve site.

We welcome applications from people wishing to job share.

Apply online www.manchester.gov.uk/jobs

Application forms: 0161 953 2775 or 0161 953 2784.

Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 30.

Community Development Officer

Grade 6 £22,664 to £25,940 (bar at £25,146)
Ref: NB50572060/15

Location: Baguley Hall Primary School, Wythenshawe, Manchester M23 1LB

Hours: 35 per week

Fixed-term until 31 March 2011

We are offering an exciting and challenging opportunity which involves working in partnership with a group of primary cluster schools within the Baguley ward.

Based with the Manchester Leisure Community Activity Section, you will coordinate the delivery of the community use and varied menu of activities sections of the core offer for the Extended Schools initiative.

We are looking for a self-motivated, energetic individual, committed to improving community activity opportunities for the residents of Baguley. You will be part of a supportive team from Leisure Services and the Head Teachers from the cluster schools.

Candidates must display evidence of a thorough understanding of planning and implementing community activities for local residents, including those with challenging or difficult behaviours and / or those at risk.

The successful candidate will be required to work evenings and weekends.

Closing date for applications is 4.00pm Monday 2nd March 2009.

We welcome applications from people wishing to job share.

Apply online www.manchester.gov.uk/jobs

Application forms: 0161 953 2775 or 0161 953 2784.

Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 30.

Strategy

Manager Strategy and New Initiatives

Grade 9 £34,976 to £38,463 (bar at £37,555)
Ref: NB50575889/05

Location: Town Hall Extension, Manchester M60 2AX

Hours: 35 per week

Permanent

With an extensive track record of successful management in a property environment and leading on major strategic projects which have delivered improved premises solutions and efficiency savings, you will head a team responsible for developing and implementing the strategic direction for all the Council's property, including disposals, regeneration and corporate property advice. You will also play a major role in the delivery of strategic projects. Experience in major office relocation projects would be an advantage.

You will be self motivated with a clear understanding of the agenda for modernising Local Government .

You will have a proven ability to lead and motivate a team plus excellent communication skills.

We welcome applications from people wishing to job share.

Apply online www.manchester.gov.uk/jobs

Application forms: 0161 953 2775 or 0161 953 2784.

Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 30.

Manager Asset Management Team

Grade 9 £34,976 to £38,463 (bar at £37,555)
Ref: NB50575967/05

Location: Town Hall Extension, Manchester M60 2AX

Hours: 35 per week

Permanent

With strong motivational and management skills you will lead the Council's Asset Management Team reporting directly to the Deputy Head of Valuation and Property (Strategy). Your key responsibilities will be to ensure that the Corporate Asset Management Plan is aligned to the property reviews, the corporate property strategy and the Asset Management spend programme.

This role will form a key liaison point of contact for service heads in the alignment of Departmental business plans with the delivery of the corporate property objectives whilst ensuring service delivery is optimised.

You will have experience in management within the property environment with excellent organisational and communications skills.

We welcome applications from people wishing to job share.

Apply online www.manchester.gov.uk/jobs

Application forms: 0161 953 2775 or 0161 953 2784.

Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 30.

Marketing/Media

Fit 4 the Future Marketing Manager

Grade 7 £26,706 to £29,628 (bar at £28,862)
Ref: NB50583843/15

See the Leisure column for full details of the Fit 4 the Future Marketing Manager.

Principal Press Officer

Grade 8 £30,456 to £34,107 (bar at £33,231) pro rata
Ref: NB50579138/11

Location: Town Hall, Albert Square, Manchester M60 2LA
Hours: 17.5 per week (working Wednesday pm, Thursday and Friday) Job Share.
Permanent

Manchester City Council is constantly in the public eye. The press office plays a key role and offers an exciting, challenging and dynamic working environment. We are looking for a highly skilled media relations professional who is well-versed in the mechanics of running a busy press office. Working to the Head of Media Relations, and managing a team of press officers, the Principal Press Officer will thrive on the daily demands of being at the sharp end of media relations. Strong media contacts and experience of managing people are essential. A background in local government or the public sector would be an advantage.

Apply online www.manchester.gov.uk/jobs
Application forms: 0161 953 2775 or 0161 953 2784.
Textphone calls only: 0161 953 2785.
See Recruitment Services for full details on page 30.

ICT

Senior Digital Development Officer

Grade 8 £30,456 to £34,107 (bar at £33,231)
Ref: NB50571756/05

Location: Manchester Digital Development Agency, 117 – 119 Portland Street, Manchester, M1 6ED
Hours: 35 per week
Permanent

Manchester Digital Development Agency - MDDA is looking for someone to assist in the delivery of the Digital Strategy for Manchester and other initiatives promoting the use of technology to combat social exclusion and support innovation eg. digital energy efficiency projects. The post includes responsibility for managing projects, assisting in the management of the Digital Engagement Team and contributing to the overall management of the MDDA as part of the senior management team. The work involves regular liaison with the city's regeneration teams, digital sector companies, voluntary organisations, local and regional strategic bodies as well as European project partners.

We welcome applications from people wishing to job share.

Apply online www.manchester.gov.uk/jobs
Application forms: 0161 953 2775 or 0161 953 2784.
Textphone calls only: 0161 953 2785.
See Recruitment Services for full details on page 30.

Hospitality/Catering/ Domestic/Cleaning

Assistant Cook

Grade 2 £7.12 to £7.97 (bar at £7.49) per hour
Ref: NB50572462/20

Location: Gorton Education Village, Holmcroft Road, Gorton, Manchester M18 7NG
Hours: 30 per week. Term-time only
Permanent

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

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

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

Apply online www.manchester.gov.uk/jobs
Application forms: 0161 953 2775 or 0161 953 2784.
Textphone calls only: 0161 953 2785.
See Recruitment Services for full details on page 30.

Catering Services Manager

Grade 7 £26,706 to £29,628 (bar at £28,862)
Ref: NB50572248/20

Location: Room 137, Town Hall, Manchester M60 2LA
Hours: up to 48 per week
Permanent

We are looking to recruit an inspirational manager with a passion for hospitality. If you share our aspirations to continually improve catering this could be the job for you. You will lead a team, which provides a top quality function and banqueting operation, as well as retail catering for the Town Hall.

You will be somebody with drive and vision that can help move plans forward. You have excellent management skills, and the ability to inspire your team to deliver results.

The ideal candidate should have operational management experience in a quality catering facility, where high standards of food quality, service and attention to detail are paramount. This is likely to be a 4/5 star hotel environment or a well respected venue with a large scale banqueting operation. You will have financial acumen and understanding of key business drivers. In addition, to holding or be willing to work towards a qualification in hospitality management at NVQ level 4 or an equivalent qualification.

We welcome applications from people wishing to job share.

Apply online www.manchester.gov.uk/jobs
Application forms: 0161 953 2775 or 0161 953 2784.
Textphone calls only: 0161 953 2785.
See Recruitment Services for full details on page 30.

Unit Catering Manager x 2 posts

Grade 4 £9.10 to £10.35 (bar at £9.98) per hour

Post 1: Ref: NB50571881/20

Location: Briscoe Lane Primary School, Newton Heath,
Manchester M20 5QB

Hours: 30 per week. Term-time only

Permanent

Post 2: Ref: NB50582406/20

Location: St Agnes Primary School, Hamilton Road, Longsight,
Manchester M13 0PE

Hours: 27.5 per week. Term-time only

Permanent

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

Apply online www.manchester.gov.uk/jobs

Application forms: 0161 953 2775 or 0161 953 2784.

Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 30.

Relief Social Care Cook x 2 posts

Grade 3 £8.14 to £8.89 (bar at £8.68) per hour

Ref: NB50572471/20

Location: Parkhouse Street, Openshaw, Manchester M11 2JX

Hours: 25 per week

Fixed-term (52 week contract)

You will 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 under the direction of the Catering Manager. You must be flexible and willing to provide cover for unforeseen requirements/emergencies in the areas specified. 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.

This post will require the successful candidate to work in both school and social care environment.

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

Apply online www.manchester.gov.uk/jobs

Application forms: 0161 953 2775 or 0161 953 2784.

Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 30.

Catering Assistants

Grade 1 £6.74 to £6.90 (bar at £6.74) per hour

Ref: NB50580116/20

Location: Posts available at:

Brookway High School, Wythenshawe.

16 hours per week. Term-time only

Northenden Primary School, Northenden.

16 hours per week. Term-time only

St Paul's RC High School, Newall Green.

15 hours per week. Term-time only

Benchill Primary School, Benchill, 12 hours per week.

Term-time only

Permanent

Working as a member of a lively, dedicated team, you will be involved in the preparation and serving of meals, setting up and clearing dining areas together with washing up and cleaning within the kitchen.

The opportunity to train for appropriate qualifications will be provided.

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

Apply online www.manchester.gov.uk/jobs

Application forms: 0161 953 2775 or 0161 953 2784.

Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 30.

Catering Assistants x 2 posts

Grade 1 £6.74 to £6.90 (bar at £6.74) per hour

Ref: NB50574080/20

Location: Posts available at:

Post 1: Aspinall Primary School, Broadacre Road, Gorton,

Manchester M18 7NY. 10 hours per week. Term-time only

Post 2: St Barnabas Primary School, Parkhouse Street, Openshaw,

Manchester M11 2JX. 10 hours per week. Term-time only

Post 3: Varna St Primary School, Varna Street, Openshaw,

Manchester M11 1WP. 10 hours per week. Term-time only

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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Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 30.

Age Positive

We're supporting

AGE POSITIVE

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

Relief Catering Assistants Social Care/School Meals x 4 posts

Grade 1 £6.74 to £6.90 (bar at £6.74) per hour
Ref: NB50572506/20

Location: Parkhouse Street, Openshaw, Manchester M11 2JX
Hours: 16 per week (52 week contract)
Permanent

Manchester Fayre are looking for Relief Catering Assistants to work in both Schools and Social Care environments in the north area of the City

This job comes with all the trimmings

- Good prospects - step onto other jobs

- Great Pension - we contribute

- Working in schools local to you

- Gain National recognised qualifications.

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

Apply online www.manchester.gov.uk/jobs

Application forms: 0161 953 2775 or 0161 953 2784.

Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 30.

Catering Assistant

Grade 1 £6.74 to £6.90 (bar at £6.74) per hour
Ref: NB50572341/20

Location: Ravensbury Community School, Tartan Street, Manchester M11 4EG
Hours: 15 per week. Term-time only
Permanent

Working as a member of a lively, dedicated team, you will be involved in the preparation and serving of meals, setting up and clearing dining areas together with washing up and cleaning within the kitchen.

The opportunity to train for appropriate qualifications will be provided.

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

Apply online www.manchester.gov.uk/jobs

Application forms: 0161 953 2775 or 0161 953 2784.

Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 30.

Casual Catering Assistant

Grade 1 £6.74 to £6.90 (bar at £6.74) per hour
Ref: NB50585328/20

Location: Town Hall, Albert Square, Manchester M60 2LA
Hours: part-time. Casual. Supply

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

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

- Basic hygiene and Health and Safety

- Working as part of a team

- Experience of working in catering.

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

Apply online www.manchester.gov.uk/jobs

Application forms: 0161 953 2775 or 0161 953 2784.

Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 30.

Domestic x 2 posts

Grade 1 £11,961 to £12,592 (bar at £12,299) pro rata
Ref: NB50579084/16

Location: Sale Road Children's Centre, Sale Road, Northern Moor, Manchester M23 0JX

Hours: 16 per week

(1 post – 7.30am to 10.15am and 1 post – 2.15pm to 5.30pm)

Permanent

You will be responsible for carrying out cleaning duties to a high standard, ensuring that the centre is kept in a hygienic condition. Your role will be to provide high standards of cleanliness and hygiene at the Centre.

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

Apply online www.manchester.gov.uk/jobs

Application forms: 0161 953 2775 or 0161 953 2784.

Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 30.

Building Attendant x 7 posts

Grade 2 £12,989 to £14,545 (bar at £13,663)
Ref: NB50578068/16

Location: Central district

Hours: 20 per week

We are looking for a Building Attendant to provide a welcoming service for users of the Children's Centre's at locations across the city.

The position requires provision of a portage service, cleaning, minor repairs and maintenance and generally ensuring that all requirements are met in a professional and efficient manner. You will have responsibility for room set up as well as ensuring that everything runs with professional smoothness as well as working as part of a team.

Communication skills, You will be expected to handle telephone and face to face enquiries in a warm and friendly manner along with excellent communication skills as the role demands a high degree of contact with internal and external partners and members of the community.

Basic computer skills are required, further training would be available to successful candidates.

There are 7 part-time posts available, however there may be an opportunity to work full-time in this post across 2 settings.

Applications are welcome from persons interested in both part-time and full-time post.

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

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Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 30.

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

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

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

Finance

Revenues and Benefits Casework Manager

Grade 8 £30,456 to £34,107 (bar at £33,231)
Ref: NB50579546/05

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

Manchester City Council Revenues and Benefits Unit needs a highly motivated and effective manager with substantial technical/professional expertise to lead and develop a section of 22 staff dealing with its appeals, complaints, discretionary decisions and quality assurance for both benefits and Council Tax collection. The Unit is one of the largest and busiest nationally, providing services to 70,000 households claiming Housing Benefits, Council Tax Benefits and Education Benefits and to 215,000 Council Tax payers.

You will need to show you can manage specialist staff to deliver efficient customer-focused services to high professional standards and can ensure that the Unit learns from the section's work to review and improve its processes and performance. You will also have sound judgement, diplomacy and excellent communication skills, in relation to the handling of difficult and sensitive cases. If you have the skills, abilities and attitude to deliver the above and want the opportunity to show you can deliver step change in a pressured environment then we want to hear from you.

We welcome applications from people wishing to job share.

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Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 30.

Trainee

Graduate Procurement/Quantity Surveying Trainee Scheme

Candidates appointed will start on Grade 6
(£22,664 to £25,940 – bar at £25,146)
Ref: SRS/QST

We're building a better future for the people of Manchester - and, at the same time, we could help you build a bright future of your own. If you're a graduate or final year student, this is your chance to join a vibrant, forward-looking Council serving an astounding community.

As a Graduate Quantity Surveying Trainee, you'll spend 3 years working within the Corporate Technical Services Procurement Group covering the training and competencies in our RICS Structured Training Agreement - preparing you for the RICS APC, leading to chartered membership of the RICS.

Our standards are high; we'll ask for enthusiasm and a commitment to the people we serve. You'll also have to live within the boundaries of the City of Manchester and proof of residency will be required. In return, you can expect our backing for your career progression as well as first-rate benefits. In other words, we don't think there's anything wrong with a little ambition. Or come to that, a lot.

Application forms telephone: 0161 234 3082.

Textphone: 0161 234 3377.

See the Senior Recruitment Service for full details on page 30.

Email: seniorrecruitmentsservice@manchester.gov.uk

Environment

Sewer Baiting Technician

Grade 4 £16,614 to £18,882 (bar at £18,217)
Ref: NB50581069/02

Location: Pest Control, Unit 22, Clayton Court, The City Works, Welcomb Street, Manchester M11 2NP

Hours: 35 per week
Permanent

Manchester City Council is proud of its pest control service which has won accolades from the industry for its leading edge, professional and comprehensive approach to the control of nuisance and public health pests in a very busy urban environment.

We are now looking for a Sewer Baiting Technician who is motivated to make a contribution as part of a team in dealing with Public Health and Pest Control issues within the Manchester City area.

The post involves the programmed baiting of the main highway sewers and associated drainage together with dealing with surface rat infestations where appropriate which involves daily manual handling including raising highway drainage chambers.

Reporting to the Operational Manager (Pest Control), you will have developed a high level of communication skills and be familiar with computerised work systems being able to carry out basic inputting and prepare written reports.

You will need to demonstrate the ability to work alone as well as part of a team.

All post-related training will be given as required.

A current driving licence is essential.

Overtime and weekend work where required.

We welcome applications from people wishing to job share.

Apply online www.manchester.gov.uk/jobs

Application forms: 0161 953 2775 or 0161 953 2784.

Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 30.

Stonewall



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

Engineering

Technician

Scale 4/PO2 £16,941 to £31,348
Ref: NB50581133/11

Location: GMUTC Unit, Signals & Networks Groups, 2nd Floor, 2 Piccadilly Place, Manchester M1 3BN
Hours: 35 per week
Permanent

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

The post presents an exciting and challenging opportunity to contribute to the analysis, design, installation and operation of traffic signals and related traffic control systems 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. An alternative would be an OND/ONC in an engineering discipline or an Incorporated Engineer with experience in traffic engineering and traffic signals work.

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 953 2775 or 0161 953 2784.

Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 30.

Professional

Market Manager (Arndale)

Grade 7 £26,706 to £29,628 (bar at £28,862), + 6.7%
Ref: NB50581425/20

The grade awarded to this post is part of the transitional arrangements for implementing revised pay and grading arrangements utilising the national job evaluation scheme. The grade will be subject to review within 12 months.

Location: Arndale Market, Arndale Shopping Centre, High Street, Manchester M4 3AH
Hours: 35 per week
Permanent

You will effectively manage a Retail Market, it's operations and all quality and performance issues dealing with trader and members of the public. You will manage relationships with all stakeholders and ensure the integration of the market with other retail outlets. As well as developing Strategies to ensure the growth of the market.

We are looking for people with the following:

- Wide ranging experience of managing retail operations in a strongly customer orientated service.
- Motivation and determination to drive a service forward
- Meticulous planning and organisational skills
- A commitment to continuous improvement
- Ambition and determination to be the best.

We welcome applications from people wishing to job share.

Apply online www.manchester.gov.uk/jobs

Application forms: 0161 953 2775 or 0161 953 2784.

Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 30.

Trading Standards Specialists (x 2 posts)

Fair Trading and Comprehensive Inspection teams
Grade 7 £26,706 to £29,628 (bar at £28,862)
Ref: NB50578558/02

Location: Hammerstone Road, Gorton, Manchester M18 8EQ
Hours: 35 per week
Permanent

We have vacancies for two Trading Standards Officers who want to work in the regions largest City.

There are currently vacancies for specialists in the Fair Trading and Comprehensive Inspection teams. However, you may also participate in other areas of work dependant upon service demands. We have an integrated approach to enforcement and your role as a Trading Standards Specialist will help deliver within the Regulatory and Enforcement Services section. You will be expected to carry out a comprehensive range of duties, being, counterfeit goods, consumer safety, rogue traders and inspecting trade premises on an intelligence led approach.

Manchester is a vibrant regional centre with it's own specific demands and you will need to show sufficient flexibility to respond to these. Some weekend and evening work will be required. Your work load will be interesting and varied, so if you are looking for a challenge that will benefit your career, then come and join us.

The post carries an essential car allowance.

Your starting salary will be dependant upon your level of relevant knowledge and experience.

Applicants must have the Diploma in Trading Standards (or equivalent).

We welcome applications from people wishing to job share.

Apply online www.manchester.gov.uk/jobs

Application forms: 0161 953 2775 or 0161 953 2784.

Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 30.

"Many Schools are starting to advertise in the City Council Jobs Update publication instead of local newspapers, as this is more cost-effective for us and gets us the response."

Source: Brookway High School and Sports College
M-four Advertising Response Analysis survey
September 2007

Assistant Market Manager (Arndale)

Grade 5 £19,370 to £21,937 (bar at £21,244)
Ref: NB50581720/20

The grade awarded to this post is part of the transitional arrangements for implementing revised pay and grading arrangements utilising the national job evaluation scheme. The grade will be subject to review within 12 months.

Location: Arndale Market, Arndale Shopping Centre, 49 High Street, Manchester, M4 3AH
Hours: 35 per week
Permanent

You will support the market manager in managing a retail market, its operations and all quality and performance issues dealing with trader and members of the public. You will manage relationships with all stakeholders and ensure the integration of the market with other retail outlets. As well as developing strategies to ensure the growth of the market.

You will manage all aspects of the Market ensuring that policy is adhered to and developing the market to ensure full occupancy.

We are looking for:

- Management experience of managing retail operations in a strongly customer orientated service.
- Motivation and determination to drive a service forward
- Meticulous planning and organisational skills
- A commitment to continuous improvement
- Ambition and determination to be the best

We welcome applications from people wishing to job share.

Apply online www.manchester.gov.uk/jobs

Application forms: 0161 953 2775 or 0161 953 2784.

Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 30.

Management

Programme Manager

Grade 9 £34,976 to £38,463 (bar at £37,555)
Ref: NB50582241/11

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

An exciting opportunity has arisen in the Corporate Performance Group to lead improvement work which results in customer focused, inclusive and efficient service provision within the Council and its partnerships.

Our ideal candidate will have a passion for improving public services, knowledge of business improvement techniques, and an in-depth understanding of the local government policy framework, including the new Comprehensive Area Assessment (CAA) process.

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

You will also be responsible for managing a small team of Programme Officers, reporting to the Strategy Leader for Organisational Improvement and Service Inclusion.

For an informal conversation, please contact Nicola Bamford, Strategy Leader, on 0161 234 3966.

We welcome applications from people wishing to job share.

Apply online www.manchester.gov.uk/jobs

Application forms: 0161 953 2775 or 0161 953 2784.

Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 30.

Child Care/Play/ Youth Workers

Childcare Worker Level 2

Grade 3 £14,847 to £16,230 (bar at £15,849)
Ref: NB50579274/16

Location: Hallam Road Children Centre, Hallam Road, Newton Heath, Manchester M40 2SY
Hours: 35 per week
Permanent

We require a Childcare Worker who has the skills to work with children aged six months to five years of age. You must be able to provide a rich stimulating environment meeting all basic needs for the children in your care. Working as part of a team you must be able to contribute to the monitoring and recording of information. You will provide positive experiences for children and their families and the local community.

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 953 2775 or 0161 953 2784.

Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 30.

Youth Worker Level 1 x 2 posts

Salary: JNC Level 1 £16,641 pro rata, £17,199 – £19,362 pro rata (if qualified)
Ref: NB50575248/16

Location: Collyhurst Youth Centre, Teignmouth Avenue, Collyhurst, Manchester M40 7QD
Hours: 9 per week. Evening Sessions: 3 hours per night
Permanent

You will be part of a team providing support for young people aged 14 to 19. You will assist Young People to take decisions and organise the activities themselves.

Apply online www.manchester.gov.uk/jobs

Application forms: 0161 953 2775 or 0161 953 2784.

Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 30.

Detached Youth Worker x 2 posts

Salary: £7947.24 per annum.
Ref: NB50583019/16

Location: Crossley House Youth Centre, 755 Ashton Old Road, Openshaw, Manchester
Hours: 15 per week
Fixed-term until 30 September 2009

You will be able to deliver high quality Detached youth work addressing the local needs and the priorities of the New Deal for Communities, East Manchester Regeneration, Youth and Connexions Services.

You must be able to contribute to local Crime and Community Safety Initiatives.

Apply online www.manchester.gov.uk/jobs

Application forms: 0161 953 2775 or 0161 953 2784.

Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 30.

Administrative/ Secretarial/Clerical

FSD and Vacancy Co-ordinator

Grade 4 £16,614 to £18,882 (bar at £18,217)
Ref: NB50576825/17

Location: Alexandra Centre, Adscombe Street, Moss Side, Manchester M16 7AQ.

This post is currently based at the Alexandra Centre but the service will be relocating to Overseas House in the City Centre in March 2009.

Hours: 35 per week

Fixed-term until 31 March 2011

The Family Information Service (FIS) offers impartial advice, information and assistance to Manchester families with children up to the age of 19. The knowledge base for the service is held on the FIS database, which is used to support Manchester City Council's on-line Children's Services Directory (CSD). The CSD is evolving into a Family Service Directory, which will be the main tool for practitioners to access information to support the Common Assessment Framework. We are looking to recruit an officer to maintain the FIS database and to support the development of the Directory. The work will also include liaising with schools, childcare providers and external agencies to gather information and ensure that it is accurate and up-to-date. The successful candidate must have experience of managing databases.

This post is currently based at the Alexandra Centre but the service will be relocating to Overseas House in the City Centre in March 2009.

We welcome applications from people wishing to job share.

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

Application forms: 0161 953 2775 or 0161 953 2784.

Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 30.

Customer Service Officer

Scale 4 £16,941 to £18,882
Ref: NB50584364/02

Location: Town Hall Extension, Manchester, M60 2LA

Hours: 35 per week

Permanent

We are one of the country's largest Parking Services and therefore we like to set the standard that other authorities follow, as such this position will see you being responsible for undertaking investigations of customers' queries and providing responses within strict timescales. We are looking for people with the right skills, knowledge, attitude and adaptability to join this busy team providing a high quality customer services and all the while ensuring high levels of efficiency. The role will involve following a legislative process in order to investigate and respond to correspondence from members of the public, who have been issued with environmental and parking notices.

You should have a proven record of delivering high volumes, high quality work in a demanding environment and you should be able to demonstrate your consistent approach to decision making whilst applying reasonableness and remaining customer focussed. You should also have the ability to deal with customers in a diplomatic and courteous manner, there is also a need to find the balance between being assertive and empathic when working on enforcement issues within a customer service remit. We are looking for people with good communication skills both orally and written, along with good computer skills.

If you have a positive outlook and can rise to the challenge of busy and changing working environment 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 953 2775 or 0161 953 2784.

Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 30.

Social/Care/ Community Work/ Educational Support

Service Manager – Health Disability

PO5 £36,730 to £39,345
Ref: NB50583774/16

Location: Chorlton District Office (but must be prepared to work in any location in the City)

Hours: 35 per week

Permanent

- We are looking for:
- Robust operational management experience in a Children's Services setting?
- Enthusiastic and energetic approach to managing change?
- Experience of directing resources where they will have the most impact for children and young people?
- DipSW/CSS/CQSW Qualification?

This could be just the opportunity you have been waiting for.

Manchester City Council is committed to enabling children with learning difficulties or disabilities and children who are young carers to achieve their potential and to lead happy and fulfilling lives. This is a great time to join us in implementing a significant programme of change that aims to improve the outcomes for vulnerable children in the City.

You will play a significant role in delivering Manchester's commitments as part of the Government's Aiming High for Disabled Children programme.

You will be responsible for the development and delivery of high quality services for young carers, disabled children and their families.

We are ambitious in our aspirations – are you?

We welcome applications from people wishing to job share.

Apply online www.manchester.gov.uk/jobs

Application forms: 0161 953 2775 or 0161 953 2784.

Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 30.

Business Services Manager – Schools Admissions

Grade 9 £34,976 to £38,463 (bar at £37,555)
Ref: NB50583918/17

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

Hours: 35 per week

Permanent

Are you committed to continuous service improvement and passionate about improving the customer experience? We are looking for a manager to lead and develop the Council's Admissions Service specialising in securing fair access to education for children and young people aged 0-25. If you have an excellent track record of service delivery and leading and managing staff in a complex environment we would like to hear from you. A good working knowledge of local and national government regulations and procedures relating to school admissions initiatives would be an advantage but is not essential.

We welcome applications from people wishing to job share.

Apply online www.manchester.gov.uk/jobs

Application forms: 0161 953 2775 or 0161 953 2784.

Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 30.

Service Improvement and Information Manager

Grade 7 £26,706 to £29,628 (bar at £28,862)
Ref: NB50578903/16

Location: Alexandra Centre, Adscombe Street, Moss Side, Manchester M16 7AQ
Hours: 35 per week
Permanent

The Family Information Service offers impartial advice, information and assistance to Manchester families with children up to the age of 19. The service works closely with partners and other agencies to support parents and improve outcomes for children and young people in Manchester. This is an expanding service and we are looking for an manager to lead a team of 8 officers and to be responsible for the planning and implementation of service improvements within FIS.

The successful candidate will play a key role in maintaining and developing information management systems, including the web-based Children's Services Directory. Applicants must have excellent IT skills and experience of managing databases.

This post is currently based at the Alexandra Centre but the service will be relocating to Overseas House in the City Centre early in 2009.

We welcome applications from people wishing to job share.

Apply online www.manchester.gov.uk/jobs

Application forms: 0161 953 2775 or 0161 953 2784.

Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 30.

Social Worker/ASW (AMHP)

Scale 6/PO2 £21,937 to £31,348 (bar at 30 (£25,146) and 36 (£29,628) + 6.7% flexibility payment
Ref: NB50574692/16

Location: Chorlton House, 70 Manchester Road, Chorlton-cum-Hardy, Manchester M21 9UN
Hours: 35 per week
Permanent

A number of posts are available for mental health social workers to join crisis resolution and home treatment teams. This is an exciting opportunity for social workers to join a new and developing citywide CRHT service. The multi-disciplinary teams provide an alternative to hospital admission for people experiencing an acute mental health crisis. The service is available 7 days per week and these posts involve shift work and on-call duties for which an enhanced payment will be made.

We are looking for individuals who can demonstrate high levels of commitment, the ability to engage service users and carers in all aspects of their care, have a good understanding of the crisis resolution/home treatment service, have a commitment to multidisciplinary team working and have experience of managing patients who are experiencing an acute mental health crisis.

The service follows a social systems model in order to provide holistic care to patients and their families.

To support this approach there is ongoing training available to all staff. The integrated service also offers an extensive range of other training.

All applicants are required to:

- Hold a full driving licence
- Be a registered Social Worker with the General Social Care Council
- Undertake the role and functions of an Approved Social Worker (ASW) where approved or if not approved be willing to train and subsequently practice as an Approved Social Worker work shifts and participate in the on call rota.

These posts are formally seconded to the Manchester Mental Health and Social Care Trust.

We welcome applications from people wishing to job share.

Apply online www.manchester.gov.uk/jobs

Application forms: 0161 953 2775 or 0161 953 2784.

Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 30.

Social Worker/ASW

Scale 6/PO2 £21,937- £31,348 (bar at 30 (£25,146) and 36 (£29,628)
Ref: NB50574676/16

Location: Kingslea House, Francis Road, Withington, Manchester M20
Hours: 35 per week
Permanent

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

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

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

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

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

We welcome applications from people wishing to job share.

Apply online www.manchester.gov.uk/jobs

Application forms: 0161 953 2775 or 0161 953 2784.

Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 30.

NVQ Assessor

Grade 6 £22,664 to £25,940
(bar at £25,146) Ref: NB50583319/16

Location: Workplace planning and development service, Victoria Mill, Miles Platting, Manchester M40 7LH
Hours: 35 per week
Permanent

Workforce planning and development has a well-developed strategy for supporting front line staff to achieve the appropriate national vocational qualification for their post in adult social care.

An exciting opportunity has arisen for a qualified assessor to join our successful team delivering underpinning knowledge workshops and providing assessment against set competencies in line with awarding body standards at level 2 and 3.

We are looking for a committed individual who works well in a team and has the ability to manage cohorts of learners at different stages of assessment meeting agreed targets.

- Management experience in a community care setting
- Experience in assessing candidates
- Hold D32/D33 or A1 award.

We welcome applications from people wishing to job share.

Apply online www.manchester.gov.uk/jobs

Application forms: 0161 953 2775 or 0161 953 2784.

Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 30.

Inclusion Assistant (Bengali/Sylheti)

Grade 4 £16,614 to £18,882 (bar at £18,217)
Ref: NB50579016/16

Location: 1st Floor, R and D Block, Wenlock Offices, Wenlock Way, West Gorton, Manchester M12 5DH
Hours: 17.5 per week to be worked flexibly
Fixed-term until 31 March 2010

We are looking for an individual with strong communication skills in both English and Bengali (Sylheti) dialect) to work within the SureStart Equality and Inclusion Team. The successful candidate will help us to deliver an exciting project for the central government department for children, schools and families. The focus of the project is to promote the take-up of formal childcare amongst Black and Minority Ethnic communities in Manchester and assist parents to access employment and training. In order to do this you will need to:

- Have experience of providing bi-lingual advice and support
- Posses the ability to engage with parents and community groups in order to provide information, support and guidance
- Have an understanding of the scope and benefits of quality childcare and a willingness to promote the role of childcare in helping parents to access employment and training
- Have good organisational skills and the ability to work closely with a number of agencies in meeting the aims of the project.

Apply online www.manchester.gov.uk/jobs

Application forms: 0161 953 2775 or 0161 953 2784.

Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 30.

Family Link Library Worker x 2 posts

Grade 5 £19,370 to £21,937 (bar at £21,937) or pro rata

Post 1: Ref: NB50577608/01

Location: Hulme Library, Stretford Road, Hulme, Manchester M15 5FQ
Hours: 17.5 per week (Monday, Tuesday 7 hours and Wednesday 3.5 hours) Job Share.

Fixed-term until 31 March 2011.

Based at Hulme Library, and working in other sites/ community venues in the Central West area.

Post 2: Ref: NB50571890/01

Location: Based at Crumpsall Library, Abraham Moss Centre, Crumpsall, Manchester M8 5UF

Hours: 35 per week

Fixed-term until 31 July 2009

Exciting opportunities have arisen for highly-motivated people to work in partnership with the local communities, key agencies and the voluntary sector within Manchester, to support and encourage book sharing, promote literacy and family learning, to promote the extended Bookstart programme and encourage library use by under-5s and their parents and carers. We are looking for someone with experience in working with babies or very young children and their families in a library, education, social work, or childcare setting.

You will need:

- To be knowledgeable about the importance of reading and early literacy development in babies and young children
- Knowledge of reading materials for babies and young children
- Excellent communication skills
- Be able to prioritise and manage your own workload
- To enjoy working as part of a multi-agency team.
- We welcome applications from people wishing to job share for the full-time post.

Apply online www.manchester.gov.uk/jobs

Application forms: 0161 953 2775 or 0161 953 2784.

Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 30.

Behaviour Needs Teaching Assistant

Grade 4 £16,614 to £18,882 (bar at £18,217)
Ref: NB50568365/17

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

Hours: 35 per week

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 communications 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.

Apply online www.manchester.gov.uk/jobs

Application forms: 0161 953 2775 or 0161 953 2784.

Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 30.

Tutor, Family Literacy, Language and Numeracy

Lecturer Grade Band A £19,569 to £22,827
Ref: NB50577214/17

Location: Various locations across the city

Hours: 37 per week

Fixed-term until 31 July 2009

We are looking for an experienced literacy and/or numeracy tutor to work with the highly motivated MAES FLLN team (Grade 1 OFSTED April 08).

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

Apply online www.manchester.gov.uk/jobs

Application forms: 0161 953 2775 or 0161 953 2784.

Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 30.

Teaching Assistant Level 3 (International New Arrivals, Travellers and Supplementary Schools Team)

**Grade 4 £16,614 to £18,882 (bar at £18,217)
or pro rata for part-time post.
Ref: NB50577707/17**

**Location: Peacock Centre, Peacock Close, Gorton, Manchester M18 8AX
Hours: 35 per week. Term-time only
Permanent**

The aim of the new INA/T/SS Team is to improve the educational outcomes of Travellers and of children newly arrived from overseas, including refugees, asylum seekers and Roma.

Key to this is working with schools to further develop appropriate curriculum and classroom practice, in addition to strategies around admission, induction and home/school liaison. We also have a focus on developing effective links with families and communities to support integration into Manchester and on multi-agency partnerships.

- Success in this role will require someone with the following:
- Experience of working in schools with children who are new to English and/or with Traveller children
- Experience and knowledge of working with minority ethnic parents and communities
- Experience of working collaboratively and in partnership with a range of professionals and agencies
- Excellent motivation, communication, team working and negotiation skills.

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

**Apply online www.manchester.gov.uk/jobs
Application forms: 0161 953 2775 or 0161 953 2784.
Textphone calls only: 0161 953 2785.
See Recruitment Services for full details on page 30.**

Information and Systems Officer (Schools Admissions)

**Grade 4 £16,614 to £18,882 (bar at £18,217)
Ref: NB50584032/17**

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

Do you have experience of developing and maintaining effective business systems in a busy office environment? Are you committed to improving performance within Children's Services and interested in supporting the school admissions team? If so we would like to hear from you. We need someone who has the flexibility to adapt in an atmosphere of change. If you have the ability to use IT reporting systems to improve the customer experience and ensure fair access to education for children and young people.

We welcome applications from people wishing to job share.

**Apply online www.manchester.gov.uk/jobs
Application forms: 0161 953 2775 or 0161 953 2784.
Textphone calls only: 0161 953 2785.
See Recruitment Services for full details on page 30.**

Attendance Officer

**Grade 6 £22,664 to £25,940 (bar £25,146)
Ref: NB50565459/16**

**Location: Peacock Centre, Peacock Close, Gorton, Manchester M18 8AX
Hours: 35 per week
Permanent**

Improving Attendance, Raising Achievement

Wanted: School attendance officers with the answers to some tough questions: How would you go about promoting the value of education amongst children and families from diverse and challenging backgrounds?

What ideas do you have to improve school attendance and raise educational achievement for children and young people?

How would you contribute to an ethos of purposeful change and a child centred and outcome driven approach?

On Offer: Excellent salary and lots of job satisfaction.

Want To Know More?

We are changing the way we deliver services to Manchester schools and their pupils. We need people who are outcome focussed and passionate about improving educational outcomes for children. We want individuals who enjoy a challenge but understand the considerable responsibilities of ensuring that all children and young people access their educational rights.

You will need a track record of working with children, young people and parents. Excellent communication skills and a knowledge and understanding of the issues affecting school attendance are vital.

If you can see yourself fitting in, we have a vacancy for the right person. You will deliver a high quality, customer focused consultancy service to schools. Working with children and their families, you will be expected to manage a caseload. You will also offer a range of solutions and training sessions at whole school level.

We welcome applications from people wishing to job share.

**Apply online www.manchester.gov.uk/jobs
Application forms: 0161 953 2775 or 0161 953 2784.
Textphone calls only: 0161 953 2785.
See Recruitment Services for full details on page 30.**

Linkworker – Indian and East African Asian

**Grade 6 £22,664 to £25,940 (Bar at £25,146) pro rata
Ref: NB50583460/16**

Hours: 17.5 per week. Job Share

**Location: Northwards Housing Office, 549 Cheetham Hill Road,
Manchester M8 9NW
Permanent**

We are looking for an experienced female adviser to join our team of Linkworkers providing bi-lingual general advice in social welfare law to members of the various Indian, East African Asian communities in Manchester. You will be required to carry out casework and give advice through a range of access points, for example, at outreach locations, by telephone, and home visits.

You will need to have:

- Detailed knowledge of relevant areas of social welfare law e.g. welfare benefits, debt, housing
- Excellent communication skills in English, both written and oral, as well as in Urdu and Gujarati, oral only
- Excellent negotiation and personal organisational skills
- Practical experience of giving advice and dealing with complex problems.

An essential part of the Linkworker's tasks will be to provide culturally appropriate advice and other services to improve the welfare of Indian and East African Asian women. Because of these, and other circumstances, the provision of such advice and information can most effectively be provided by an Indian or East African Asian woman. This post, therefore, is only open to women of Indian or East African Asian ethnic origin as it is a genuine occupational qualification. (S.5(2)(d) Race Relations (Amendment) Act 2000 and S.(2)(e) Sex Discrimination Act 1975 apply).

**Apply online www.manchester.gov.uk/jobs
Application forms: 0161 953 2775 or 0161 953 2784.
Textphone calls only: 0161 953 2785.
See Recruitment Services for full details on page 30.**

Linkworker – African Communities

Grade 6 £22,664 to £25,940 (bar at £25,146)
Ref: NB50584323/16

Hours: 35 per week

Location: Ardwick Housing Office, Stockport Road, Manchester M12 6AL

Permanent

We are looking for an experienced adviser to join our team of Linkworkers providing bi-lingual general advice in social welfare law to members of black and minority ethnic communities in Manchester. You will be required to carry out casework and give advice through a range of access points, for example, at outreach locations, by telephone, and home visits.

You will need to have:

- Detailed knowledge of relevant areas of social welfare law e.g. welfare benefits, debt, housing
- Excellent communication skills in English, both written and oral, as well as in French, oral only
- Excellent negotiation and personal organisational skills
- Practical experience of giving advice and dealing with complex problems.

An essential part of the Linkworker's tasks will be to provide culturally appropriate advice and other services to improve the welfare of Black African people. Because of these, and other, circumstances the provision of such advice and information can most effectively be provided by a Black African person. This post, therefore, is only open to people of Black African ethnic origin as it is a genuine occupational qualification. (S.5(2)(d) Race Relations (Amendment) Act 2000 applies).

We welcome applications from people wishing to job share.

Apply online www.manchester.gov.uk/jobs

Application forms: 0161 953 2775 or 0161 953 2784.

Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 30.

Schools

St Elizabeth's Catholic Primary School

Calve Croft Road, Peel Hall, Wythenshawe M22 5EU

Tel: 0161 437 3890

Lunchtime Organiser

Grade 1 point 6–7 (£12,299–£12,592 Pro rata).

6.15 hours per week, term-time only.

The Governors wish to appoint a Lunchtime Organiser for our happy school. We are looking for someone who enjoys working with children, is friendly, reliable and enthusiastic.

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 sending a stamped addressed A4 envelope to the above address, where they should also be returned or alternatively ring the school for an application.

Visits to the school can be arranged by appointment.

Dates for applicants: Monday 23 February–Friday 6 March (close).

North West Manchester City Learning Centre
Abraham Moss High School
Crescent Road, Crumpsall,
Manchester M8 5UF
website: www.clcconnect.com

City Learning Centre Administrator

APT&C Scale 4 Points 18–21. Currently (£16,941 – £18,882)

Pending Job Evaluation – Full Time. Hours: 8.30am – 4.15pm

Required as soon as possible

Can you offer high quality administrative support to a City Learning Centre?

The North West Manchester City Learning Centre (CLC) serves the needs of five secondary, sixteen primary and two special schools. We research, evaluate and demonstrate how new and emerging technologies can enhance teaching and improve learning across the curriculum at all Key Stages.

We are looking to appoint a highly motivated Administrator to be part of the CLC team. Your role would be to provide administration support to ensure the smooth running of the centre on a day to day basis. Your main contacts would be the CLC team, pupils and teachers visiting the centre from our local primary, secondary and special schools.

You should have experience in managing or working in an office environment; excellent interpersonal skills; excellent attention to detail; and good communication and organisational skills. Strong ICT skills are essential.

Previous applicants may re-apply.

Closing date: Friday 20 February – Interviews: Monday 2 March 2009.

For further details contact Noeline Taker on 0161 219 6617 or

email vacancies@abrahammoss.manchester.sch.uk

Ashbury Meadow Primary School and Children's Centre
Ryland Street, Beswick, Manchester M11 3NA

Tel: 0161 219 6630

Fax: 0161 231 0372

Email: admin2@ashburymeadow.manchester.sch.uk

Site Manager

Full-time–permanent

Salary scale Level 3, Grade 4

Points 17–21 (£16,614–£18,882)

Hours: 35 per week with flexibility and some weekend working

Owing to the retirement of the current Site Manager, we will have a vacant post from 1 May 2009. The role involves managing the premises staff in the school and liaising with the Children's Centre; dealing with repairs and maintenance, both hands-on and through contractors.

We are looking for an enthusiastic, reliable person with initiative, to join our friendly staff team. The building is a new flagship primary school and children's centre in east Manchester and it will become your pride and joy. The successful candidate will be required to undertake a Criminal Record Check.

Application forms and further information can be obtained from the school from 23 February 2009 from the school. Please return to the Headteacher, Mrs Lorna Rushton, at the school address or by email.

Closing date: Thursday 5 March 2009 at 4pm.

Interviews will be held the following week.

Visits are welcome. Please contact the school for an appointment.

We are committed to safeguarding and promoting the welfare of children.

Armitage C.E.Primary School
Rostron Avenue, Ardwick, Manchester M12 5NP
Tel: 0161 219 6600
Email: admin@armitage.manchester.sch.uk
Headteacher: J.F Johnson

Teaching Assistant

Required for April 2009 or as soon as possible thereafter
Level 2 Grade 3 Points 12–16 (£18,457–£16,230 pro rata)
Term-time only for 35 hours per week.

We require an enthusiastic, flexible and reliable person to work with teachers and children through both key stages, although initially the post will be mainly based in Key Stage One and Foundation.

The post will be temporary until August 2009 but this may be extended/made permanent depending upon future funding.

The successful candidate will be able to:

- Motivate and support
- Work with individual and small groups of pupils
- Demonstrate some experience with interventions and learning support
- Work flexibly under the direction of the headteacher.

Further training can be provided for the right candidate.

The post is subject to suitable references and CRB check.

Application forms and details are available from the school administrator.

All applications should be returned by Wednesday 4 March to Armitage CE Primary School – FAO The School Administrator.

Closing date: Wednesday 4 March.

Shortlisting: Thursday 5 March.

Visiting the school: Thursday 12 March.

Interview date: Monday 16 March.

Ewing School
Central Road, West Didsbury, Manchester M20 4ZA

x1 Primary Teacher for General Subjects

x1 Secondary Teacher for General Subjects and English GCSEs

Teaching Assistants TA1 (Upper)

At Ewing Special School for pupils experiencing Speech and Language disorder

35 hours per week, term-time only

For further information and an application form, please send a stamped addressed envelope to: Ewing School, Central Road, West Didsbury, Manchester M20 4ZA.

Closing date for receipt of application form is Monday 2 February 2009 at 3pm.

Claremont Primary School
Claremont Road, Moss Side, Manchester M14 7NA
Tel: 0161 226 2066
Email: admin@claremont.manchester.sch.uk

Parent Support Adviser

APT & C Scale 5 (SCP 22–25) (£19,370–£21,244)
subject to job evaluation

35 hours per week

Term-time only, pro rata with an additional 20 days (negotiable)

Required ASAP

This post is fixed-term until August 2011

The role of the Parent Support Adviser (PSA) is to assist in tackling underachievement by working in partnership with families in a school context to enable pupils, particularly the most disadvantaged, to have access to full educational opportunities.

The responsibilities of the post will include:

- The promotion of high-quality parenting at home
- Supporting and engaging parents and their children in a school context
- Working with parents/carers and additional agencies to achieve regular attendance
- Liaison with other agencies.

The successful applicant should have:

- Some experience and understanding of children within a family context
- Demonstrable experience delivering individual or group-based support
- A minimum of two years' experience in working with children, young people and their families within the field of education, social care or the voluntary sector.

The post is subject to suitable references and a CRB check.

Application forms and details are available from

Claremont Primary School, Claremont Road, Moss Side, Manchester M14 7NA

Tel: 0161 226 2066

Email: admin@claremont.manchester.sch.uk

Closing date: Friday 27 February 2009.

Parklands High School
Simonsway, Manchester M22 9RH
Headteacher: Philip W Fitzpatrick, M.ColIP, BA Hons, BA, LPSH
Tel: 0161 499 2726
Fax: 0161 436 8065

Temporary Teaching Assistant

Level 4 Teaching & Learning (until 31/08/09)
Salary scale grade 5, points 22-26 (£19,370–£21,937 pro rata)

35 hours per week 8.30am–4.15pm

Term-time only

The persons appointed will be required to cover classes for teachers who are unable to be in school due to in-service training requirements, illness or other commitments. Clear guidance will be given as to the standards expected from all students.

The persons appointed will be expected to collate a bank of supervision work for subjects at Key Stages 3 and 4 in liaison with the relevant heads of department. Persons appointed will be expected to support departments with administrative and preparation duties when not required for cover during the working day.

Application packs will be available from the headteacher's PA from

Monday 23 February 2009. Please telephone 0161 499 2726 or email

m.skeffington@parklandshigh.manchester.sch.uk to request an application

pack. Closing date: Monday 9 March 2009.

Manchester Education Authority
St Clare's Roman Catholic Primary School, Victoria Avenue,
Blackley, Manchester M9 0RR
Tel: 0161 740 4993
Fax: 0161 795 8094
Email: head@st-clares.manchester.sch.uk
NOR: 425
Headteacher: Mr V Jones
Required for 30 March 2009

Teaching Assistant

Teaching Assistant Level 3, Grade 4 Points 17-21
(£16,614–£18,882) Behaviour, Guidance and Support.

Temporary contract for one year in the first instance
(35 hours per week)

The governors of this successful and happy school wish to appoint an experienced Teaching Assistant to support pupils in the foundation stage and key-stage one.

We can offer:

- Well-behaved happy children
- A strong team of committed colleagues
- Extensive support for career development

We require a teaching assistant who has:

- Experience of supporting pupils with behavioural problems, working one-to-one and with groups
- A wide range of behaviour management strategies
- A commitment to professional development
- A firm understanding of emotional intelligence issues
- Good interpersonal skills
- Self motivation
- Self evaluation skills

Informal visits are welcome by appointment with the school.

Application forms and further details are available from, and returnable to, the school. Closing date: 12 noon Friday 27 February 2009.

Interviews will be held on Friday 13 March 2009.

Chorlton CofE Primary School
Vicars Road, Chorlton-Cum-Hardy, Manchester M21 9JA

Caretaker

Level 1. Grade 2. (scp.8) £12,989.

The successful candidate will work under the direction of the headteacher and will be responsible for the security and general maintenance of the building and its contents, including the operation of the fire/burglar alarms, keyholding, heating, lighting and porterage duties.

You will be required to maintain the cleanliness of the building and grounds in accordance with the specified standards agreed by the school management and the governors. You will be expected to oversee and organise the work of the cleaning staff.

Application forms and further details can be obtained from Ken Power/
Karen Woods on 0161 957 8315.

Closing date 23 February 2009.

Birchfields Primary School in partnership with
St James' CofE Primary School
Birchfields Primary School, Lytham Road, Fallowfield,
Manchester M14 6PL
Email: admin@birchfields.manchester.sch

Parent Support Adviser (PSA x1)

APT & C Scale 5 (SCP 22–25) (£19,370–£21,244 pro rata)

35 Hours per week

This post is based at Birchfields Primary School but will also cover
St James' CofE Primary School

Term time only pro-rata with an additional twenty days (negotiable)
To start ASAP – This post is fixed term until March 2011

This is an exciting and challenging position, which involves working in partnership with Birchfields Primary School and St James' CofE Primary School.

The role of the Parent Support Adviser (PSA) is to assist in tackling underachievement by working in partnership with families in a school context to enable pupils, particularly the most disadvantaged, to have full access to educational opportunities.

The post is subject to suitable references and CRB check.

Application forms and details are available from:

Birchfields Primary School, Lytham Road, Fallowfield, Manchester M14 6PL.
admin@birchfields.manchester.sch.uk

All applications should be returned by Monday 2 March by 12 noon.

Please send applications to the above address.

Interviews will take place during the week commencing Monday 9 March.

Newall Green High School
Firbank Road, Wythenshawe, Manchester M23 2YH

Parent Support Adviser (PSA x1)

APT & SCALE 5 (SCP 22–25) (£19,370–£21,244)

1 post based at Newall Green High School working within the
Newall Green cluster.

Full-time

Required ASAP/February 2009

This post is a fixed-term until 31 March 2011

Secondments will be considered

This is an exciting and challenging position which involves working in partnership within the Newall Green cluster.

The role of the Parent Support Adviser (PSA) is to assist in tackling underachievement by working in partnership with families in a school context to enable pupils, particularly the most disadvantaged, to have access to full educational opportunities.

The responsibilities of the post will include:

The promotion of high quality parenting at home:

- Supporting and engaging parents/carers and their children in a school context
- Working with parents/carers and additional agencies to achieve regular attendance
- Liaison with other agencies.

The successful applicant should:

- Have some experience and understanding of children within a family context
- Demonstrate experience of delivering individual or group-based support
- Have a minimum of two years experience in working with children, young people and their families within the field of education, social care, health or the voluntary sector.

The post is subject to suitable references and CRB check.

Application forms and details are available from Paula Burbage, Newall Green High School telephone 0161 234 6420

All applications should be returned by Monday 9 March by 12 noon.

Please send applications to Paula Burbage, Newall Green High School,
Firbank Road, Wythenshawe, Manchester M23 2YH.

St Matthew's RC High School Technology College
Nuthurst Road, Moston, Manchester M40 0EW

Catering Manager

Grade 6, PT 27–31 £22,664–£25,940

This post is full-time, all-year-round, working 35 hours per week.

We are looking for an experienced, reliable and enthusiastic person to provide healthy, nutritious and balanced meals for staff and pupils in our school. The postholder will be able to lead and motivate a dedicated team of staff and be responsible for the management of the catering business. Excellent numeracy, literacy and communication skills are essential.

The postholder will need to hold or be working towards an NVQ Level 2 Food Preparation and Cooking or an equivalent qualification, along with a Level 3 Food Safety for Supervisors qualification. A thorough understanding, or equivalent qualification in the European Union Legislation in HACCP procedures is also required, as well as knowledge of health and safety regulations.

An application form, job description and person specification can be obtained from the school by post, or email: contact@stmonline.co.uk

Closing date: 2 March 2009

Required as soon as possible:

Cover Supervisor

TA Level 4, Grade 5 PT 22-25 £19,370–£21,937 (pro-rata)

This post is term-time only plus 5 days, working 35 hours per week.

The School has a dedicated Cover Supervision team. A person with good organisational skills is required to join the teaching support staff at the school. This post will provide stability and continuity for students whose lessons are affected through short term teacher absence and will provide classroom supervision of pupils in the absence of a teacher.

For more details and an application form please contact Anna Espley, Tel: 0161 681 6178, or email contact@stmonline.co.uk

Closing date: 2 March 2009.

Interview date: 6 March 2009.

St Margaret Mary's R.C. Primary School,
St Margaret's Road, New Moston, Manchester M40 0JE.

Caretaker

Level 1, Grade 2 (scp 8) annual salary £12,989.

The successful candidate will work under the direction of the headteacher and will be responsible for the security and general maintenance of the building and its contents, including the operation of the fire/burglar alarms, keyholding, heating, lighting and portage duties.

You will be required to maintain the cleanliness of the building and grounds in accordance with the specified standards agreed by the school management and the governors. You will be expected to oversee and organise the work of the cleaning staff.

Application forms and further details can be obtained from Ken Power/ Karen Woods on 0161 957 8315.

Closing date 23 February 2009.

Wythenshawe District Inclusion Project

This advert is being re-advertised.

Previous applicants are welcome to apply again

Six Teaching Assistant posts

**2 x Teaching Assistants Level 4
Behaviour Guidance and Support Scale 5 Points 22-26
(£19,370–£21,937 pro rata) pending job evaluation**

**4 x Teaching Assistants Level 3
Behaviour Guidance & Support (Scale 4 Pt 18-21)
(£16,941–£18,882 pro rata) pending job evaluation**

**Posts are initially for 12 months from April 2009– April 2010
Term-time only pro rata.**

These are exciting and challenging positions that involve working in partnership with the Wythenshawe Primary School Cluster in one of two geographically based teams.

The responsibilities of these posts will include:

- working with pupils with challenging behaviour who are vulnerable to exclusion
- working with school staff
- promotion of high quality parenting skills
- working with parents/carers to achieve regular attendance for pupils
- liaison with other agencies.

The successful applicants should have:

- experience and understanding of children within a school context
- the ability to deliver individual or group-based support
- a minimum of two years' experience of working with children, young people and their families within the field of education social care or the voluntary sector.

This post is subject to suitable references and CRB clearance.

Application forms and details are available from:

admin@sandilands.manchester.sch.uk

or by contacting: Jane Murphy, Sandilands Primary School, Wendover Road, Brooklands Wythenshawe M23 9JX

Tel: 0161 973 6887

Please note – school is closed 16-20 February – if you send an email requesting an application you will receive a reply after 23 February.

All applications should be returned to Sandilands School by 12 noon on Thursday 12 March.

St Mary's RC Primary School
Clare Road, Levenshulme, Manchester M19 2QW
Tel: 0161 224 5995

Email: admin@stmarys-levenshulme.manchester.sch.uk

Lunchtime Organiser

Grade 1 (Point 4–7) £11,967–£12,592 pa

**Hours of work: 6 hours 15 minutes per week
(1 hour 15 minutes per day)
11.55am–13.10pm Monday to Friday. Term-time only.**

We require a lunchtime organiser to start as soon as possible, subject to a successful enhanced CRB check. Please send a letter of application to the school stating experience or contact the school office.

Deadline for receipt of applications: 6 March 2009 .

Saint Paul's Catholic High School
Firbank Road, Newall Green, Manchester
Telephone: 0161 437 5841
Fax: 0161 498 2030
Headteacher: W.A. Daron, BA DEM

Teaching Assistants (two posts)

Salary Scale 1 x TA Level 1 Grade 2 Points 8-11
(£12,989–£14,545 pro rata)
1 x TA Level 2 Grade 3 Points 12-16
(£14,847–£16,230 pro rata)

35 hours per week (term-time only)

Required: enthusiasm, ability to cope with a range of complex needs, flexibility and creativity.

Main duties: KS3 – in-class support. Preparing and delivering phonics/ numeracy/behaviour programmes to small groups of pupils with additional needs. KS4 – BTEC/GCSE support, Alternative Curriculum. Training and support provided.

Details and application form: Mrs S Motamed at the school. Applications will be considered on receipt up to 2 March 2009.



STOCKPORT GRAMMAR SCHOOL
Stockport, Cheshire
(HMC: Independent Day School)
1450 pupils • 3-18, Co-educational

ICT NETWORK MANAGER

Stockport Grammar School is seeking to appoint an experienced ICT Network Manager to support and develop the School's ICT infrastructure.

Application forms and further information are available on the School's website www.stockportgrammar.co.uk or from the Bursar, Stockport Grammar School, Buxton Road, Stockport, Cheshire SK2 7AF or by e-mail to bursary@stockportgrammar.co.uk.

Applications should be returned as soon as possible and no later than Monday 23 February.

Stockport Grammar School is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening, including checks with past employers and CRB.

Non-Manchester City Council Advertisements

AFRICAN CARIBBEAN CARE GROUP
FOR THE ELDERLY (ACCG)

Registered charity no. 1028464



Day Care Services and Volunteer Manager

(initially for one year)

Salary £26,000–£28,000 p.a. for 35 hours per week
(flexible), plus pension and essential car user allowance

The successful applicants will:

Manage the development and expansion of day care and supporting services, including the development and management of volunteering within the organisation.

Applicants must possess a recognised qualification in health or social care, plus a thorough working knowledge of current NHS and community care issues and provision. Car driver and access to a car essential.

Advocacy Development Worker

(17.5 hours per week) (3 days per week)

£18,307–£20,137 p.a. (Pro Rata for 17.5 hours)
(Subject to Annual Review)

To provide an advocacy service to users and their carers who are members of the African Caribbean Care Group, by empowering them to express their views, wishes and choices. The Advocacy Worker will ensure that clients are able to remain as involved as possible in all decisions which affect their lives.

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

Closing date for applications: Friday 6 March 2009

Aisha Childcare

Senior Nursery Officer

2 posts fixed-term until 31 March 2010 – 1 post 6 months fixed-term
£14,847 scale 2, point 12 – 35 hours per week
Annual leave: 25 days per year

We are looking for a flexible, committed person to be based at our nursery in Longsight.

We require someone who is able to work closely and communicate effectively with children, parents and outside agencies.

You must have an NVQ 3 or equivalent in childcare.

It would be preferable if you have experience of a senior role in a nursery setting; however, the successful candidate will receive training appropriate to the role.

For an application pack please ring 0161 248 1500 and quote ref: SNOFEB09. CVs are not accepted.

Closing date for applications is 6 March 2009.

Interviews to be held week commencing 23 March 2009.



Customer Service Supervisor

Full time (35 hours per week plus occasional out of hours work)
Salary scale 4/5 (£16,536-£21,244)

Required to supervise the day-to-day running of a branch in the Greater Manchester area, providing excellent customer service to credit union members and overseeing front-of-house services. Reporting directly to the operations manager, the successful applicant should have a good working knowledge of Word, Excel and email and be experienced in cash handling and banking, data input and keeping and maintaining meticulous records. Duties will include opening and closing of premises, facilitating external collections, supervising staff and processing and approving loans. A good grasp of basic maths is essential for this post.

Customer Service Officer

25 hours per week (Monday to Friday)
plus occasional out of hours work.
Salary scale 2/3 - £14,492-£16,614 pro rata
(Actual: £10,351-£11,867 for 25 hours)

Required to work from one of our branches in the Greater Manchester area, to provide excellent customer service to credit union members. Reporting directly to the customer service supervisor, the successful applicant should have a good working knowledge of Word, Excel and email. Duties will include cash handling, data input and dealing directly with members of the public. A pleasant manner and a good grasp of basic maths is essential for this post.

Application forms can be obtained from
Manchester Credit Union, 5 Chaddesley Walk,
Beswick Neighbourhood Precinct,
Manchester M11 3SW.

Completed forms should be returned to the same
office by last post on Friday 6th March, and should
be marked FAO Ms L Carter.

BASE ADMINISTRATOR

40 hours per week
Salary £15,032
Maternity cover 1 year

We are looking for an enthusiastic, innovative administrator with a working knowledge of financial procedures including invoicing and budgets.

You must also have excellent administrative experience and word processing skills using Microsoft Office.

Internet/email experience is essential.

The successful applicant will be responsible for providing an involved and pro-active service to our Crime Reduction Projects team and will be an expert in maintaining administrative systems.

For an application pack please contact
0161 223 3568 or email amanda.prescott@nacro.org.uk or
naomi.morton@nacro.org.uk



Closing date for completed applications is
Midday 23 February 2009.

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

Believe in children



Barnardo's
North West

Project Administrator

£16,941 - £18,882 pa

We believe in children - and with a flexible approach, you'll support the Service Manager in the efficient operation of our project. You'll fulfil administrative requirements, provide a seamless reception and telephone service, as well as assist with budgets and finance, such as petty cash and invoicing. With a sound knowledge of Microsoft Office, you'll have excellent communication skills, with knowledge and experience of budgets.

For further information and to apply online, visit www.barnardos.org.uk/jobs searching for reference NW671.

Closing date: 28th February 2009.

We believe in embracing diversity and flexible working. Barnardo's Registered Charity Nos 216250 and SC037605.



RIES Advocacy Worker

35 hours per week
Contract to October 2011
Salary: £21,937 pa

RIES (Refugee Integration and Employment Service) is a Home Office funded programme, providing support to refugees when they are first granted permission to stay in the UK.

Refugee Action has the contract to deliver RIES in the north west and is subcontracting MRSN to deliver a volunteer advocacy service as part of RIES.

MRSN began this service across Greater Manchester in October 2008, building on the success of the previous Sunrise pilot, and we are now looking for someone to support the work of our existing RIES Advocacy Co-ordinator. The main duties will include: supervision of a team of volunteer advocates to support refugee clients; dealing with client referrals from Refugee Action and ensuring that they are successfully matched with volunteer advocates at MRSN and through other advocacy partner organisations.

You will need an understanding of refugees' support needs and the transition from asylum seeker to refugee, and to be aware of the role advocacy and volunteers can play in this. Refugees are strongly encouraged to apply.

Deadline for applications: 5pm Friday 27 February 2009.

Interviews: 11 March 2009.

Start date: Monday 13 April 2009.

To order an application pack contact us via phone 0161 232 7420 or email: james@mrsn.org.uk

Are you looking to start or progress a career in social care?
Are you a warm and friendly person with a respectful and caring nature?
Do you want to work for a forward-thinking, value-led employer providing people-focused services?

Positions in Tameside

We are looking for caring, friendly people to join our teams in the Tameside area. These are 24-hour services providing a range of support to people with a learning disability, some of whom have complex and challenging needs. You will be required to work shifts on a rota basis including evenings, weekends and sleep in duties. Car drivers are preferred to drive service user vehicles.

Home Leader • Ashton • Ref: 1602JUD

Up to £22,857 pa based on qualifications and experience

You will lead a team to provide effective person-centred support to three men. You will have the ability to manage and supervise a team, providing role modelling and mentoring to ensure the highest level of support is provided in an empowering and person centred way, alongside behaviour management guidelines. You must be organised and able to complete assessments and support plans and keep excellent records.

Support Workers • Ref: 1603JUD

Up to £12,870 pa (£6.60 per hour) based on experience

We have a number of positions available where you will be part of our teams providing structure and person centred support to individuals to enable them to lead a full and varied life, take part in a variety of meaningful activities and be active and valued members of the local communities. You must be confident, a good communicator and energetic, with a commitment to your own personal development. Full training is available to the right candidates including NVQ and LDQ.

Relief Support Workers • Ref: 1604JUD

£6.80 per hour plus accrued holiday credit

We also require a team of dedicated Relief Support Workers who are experienced enough to work flexibly when required across our Tameside services. You must be prepared to undertake induction training.

This is an exciting opportunity to be part of our teams supporting people who have a learning disability, some of whom have additional physical and sensory disabilities. These are 24-hour services providing a range of support including personal care. All positions require working shifts on a rota basis including evenings, weekends and sleep-in duties.

Senior Support Worker • Denton • Ref: 1605JUD

Up to £16,022 pa based on experience and qualifications

You will be experienced in supporting people with a learning disability/physical disability, be organised and flexible in order to support the co-ordination and delivery of the service and supervise staff. You must have (or be willing to undertake) NVQ3.

Support Workers • Ref: 1606JUD

Up to £12,870 pa based on experience and qualifications

You must be warm, energetic and motivated to provide a 24-hour person centred service to ensure the people supported experience a valued life. These are interesting, varied and rewarding roles and full training will be available to the right candidates, including NVQ2 and LDQ qualifications.

Relief Support Workers • Ref: 1607JUD

£6.80 per hour accrued holiday credit

We are looking for a team of dedicated relief staff who are skilled and experienced to work flexibly when required.

Positions in Partington

Project Manager/Team Leader • Ref 1670JUD

Up to £25,086 pa

This is a challenging and rewarding operational management role for an experienced practitioner within our Partington service providing personal care and support to older adults within the service and in local community dispersed tenancies. You will lead a staff team and demonstrate person-centred values and leadership qualities. Experience in the management of a staff team and in working effectively with other agencies is required. You must have relevant qualifications such as Registered Nurse, DipSW or NVQ4.

Support Worker • Ref: 1672JUD

Up to £12,870 pa based on experience • Supported Living

We need individuals who are warm, positive and committed to ensuring that service users enjoy the highest quality of life to work with older adults in the Partington area. You must be able to work using your own initiative, promote independence and work effectively as part of a team. Hours are flexible including some evening and weekend work. Full training is provided and you will undertake NVQ2 with our support.

Home Care Workers • Ref: 1673JUD

Up to £6.55 per hour • Relief Posts • Ref: 1674JUD

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

To apply for these posts please ring our automated Recruitment Line on 0161 237 1014 or email us at recruitment@creativesupport.co.uk with your address details and quoting the job reference number.



INVESTOR IN PEOPLE

Jobsupdate 16 February 2009



Would you like to be a part of a small, supportive and professional team which is undergoing great change and growth for its future?

Trafford Women's Aid is a registered charity, with a strong history of providing quality support and services in Trafford to women, children and young people whose lives are affected by domestic abuse. We are the only specialist provider of these services in Trafford, and are in the final stages of re-structuring the Organisation.

We are looking for positive & enthusiastic women to join us. You must be able to demonstrate a good knowledge and understanding of domestic abuse issues and have undertaken work with vulnerable women, children and young people in crisis. The successful applicants will be able to demonstrate a flexible and practical approach, and the ability to work in a challenging and changing environment.

These roles will provide a wonderful opportunity for the right candidate as we are committed to attracting, retaining and developing a diverse and skilled workforce.

We are recruiting for the following posts and welcome applications from all sectors of the Community, including those with the ability to speak any foreign languages as well as fluent English.

Accommodation Services Team Leader

Salary £23,405 (35 hours per week)

You will lead and supervise the Accommodation Services Team in the day to day running of our Refuge and dispersed housing services.

Ref TWA/1

Community Services Team Leader

Salary £23,405 (35 hours per week)

You will lead and supervise the Community Services Team in the day to day provision of information, advice and support services.

Ref TWA/2

Independent Domestic Violence Adviser

Salary £21,937 (35 hours per week)

You will provide high quality advice, information and support to high risk victims/survivors of domestic abuse.

Ref TWA/3

Finance and Administration Worker

Salary £21,244 (35 hours per week)

You will provide a full and comprehensive financial and administrative support function to the Co-ordinator, Management Committee and Staff Team.

Ref TWA/4

Children's and Young People's Play/Support Worker

Salary £21,244 (Pro-Rata £18,209 - 30 hours per week)

(Available until 31st March 2011 pending further funding)

You will provide quality play and support sessions for children, young people and their families.

Ref TWA/5

Information, Advice and Support Community Worker

Salary £21,244 (Pro-Rata £10,622 - 17.5 hours per week)

You will provide quality advice, information and support services for women and families living in the community.

Ref TWA/6

TO APPLY

Please send a stamped addressed A4 envelope with £0.72 stamps attached to: **TWA, P.O.Box 35, Manchester M32 8NN** or contact twa.admin@btconnect.com for an application pack to be returned via email.

The closing date for receipt of completed application packs is 12 noon on Monday 2 March 2009. Applications will not be accepted after this date and time.

Unsuccessful applicants will not be contacted so if you have not heard from us by **13 March 2009**, please assume your application has been unsuccessful on this occasion.

Please note that short-listed applicants will be required to attend for interview/s during weeks commencing **16, 23 and/or 30 March 2009.**

All of the above posts are subject to an enhanced CRB check. Women only applicants-Sex Discrimination Act 1975 Section 7 (2) (e) applies
Trafford Women's Aid is striving to be Equal Opportunities organisation.

Jobsupdate

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

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

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

email: n.boyle@manchester.gov.uk

BOSH



PLAY MANAGERS AND PLAY WORKERS REQUIRED IN CHORLTON/STRETFORD AREA (BOSH LTD)

We are a successful and established organisation providing breakfast and after-school care for children aged 3-11 at primary schools in south Manchester.

We are looking for a new Senior Play Manager, Play Managers and Play Workers to develop and support our provision at a number of schools.

SENIOR PLAY MANAGER (0.6)

Starting FTE from: £18,000 pa (£11.87ph) – term-time only*

Reporting to the two directors, this is the most senior role at BOSH Ltd. The person filling this role would ideally be degree-educated but must hold an NVQ level 3 in play work or equivalent. This person will be expected to liaise on a daily basis with directors, play managers, play workers and external stakeholders (eg. experience in dealing with Sure Start and OFSTED). S/he will work at our 4 out of school settings giving support and guidance to the play managers and play workers. S/he will need to be flexible in terms of working hours. S/he must possess excellent interpersonal skills and have the ability to motivate, lead and manage our club teams of play managers and play workers.

PLAY MANAGERS (0.6)

Starting FTE from: £16,750 pa (£11.31ph) – term-time only*

We require hard working, flexible and committed individuals who believe in the provision of excellent childcare. The right people will hold an NVQ Level 3 in Play Work or equivalent qualification, have experience of working with primary school aged children in a play scheme setting, have excellent organisational and communication skills and have the ability to lead and develop staff.

Salary will depend on qualifications and experience. Up to 23 hours per week term time only. Opportunities available for additional hours at our holiday clubs.

This post will provide the opportunity for the right candidates to develop their skills and experience.

PLAY WORKERS (1–20 hours per week)

FTE from: £9,830 pa (£6.64ph) to: £16,383 (£11.06ph)

– dependent on experience and qualifications – term time only*

Ideally you will already have an NVQ level 2 qualification in play work or an equivalent qualification or be willing to gain these qualifications (supported by us) while employed by BOSH. You should ideally have experience of working with school-aged children.

This post will provide the opportunity for the right candidates to develop their skills and experience.

Where possible we are committed to promoting people from within our organisation to more senior positions.

* although these contracts are for time-term work only, you will normally be offered the chance to work at our holiday clubs which run during all school holidays.

For further information and an application form please contact us at jobs@boshonline.com or visit our website at www.boshonline.com.

Alternatively, for an informal chat about either of the roles above please contact Jane McMillan on 07824 636 435.

Closing date: 27 February 2009

Classifieds

Manchester Needs Foster Carers

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

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

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

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

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

You will receive:

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

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

email familyduty@manchester.gov.uk

visit www.manchester.gov.uk/fosteringadoption

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

TOPS Treatment Foster Care Project

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

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

You will receive:

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

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

email familyduty@manchester.gov.uk

visit www.manchester.gov.uk/fosteringadoption

Manchester Link – Therapeutic Fostering

Are you warm, resilient, nurturing and assertive? Are you a team player? Do you have good support networks, and scope to care for a young person full-time?

Manchester Link provides a multi-agency service for young people aged 8 to 14 with complex and severe social, emotional and educational needs. The team includes professionals from health, education and social work backgrounds, with our therapeutic foster carers being an integral part of the team.

You will receive:

- £540 fostering allowance per week (irrespective of the child's age)
- On-going training and support to help you meet the needs of the child
- Up to 6 weeks respite care for a child over a 52 week period
- Bi-monthly support groups for Link foster carers

For more information on becoming a specialist foster carer with Manchester Link please call 0161 795 7033

email familyduty@manchester.gov.uk

visit www.manchester.gov.uk/fosteringadoption

Manchester Short Breaks Project

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

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

You will:

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

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

email familyduty@manchester.gov.uk

visit www.manchester.gov.uk/fosteringadoption

MANCHESTER CITY COUNCIL IS CURRENTLY LOOKING TO RECRUIT 10 LAY ASSESSORS

Could you improve the quality of life for older people in Manchester? If you are a first class communicator with excellent interacting skills we want to hear from you!

Manchester City Council for Older People Services launched its Dignity in Care Award scheme earlier last year and is working in partnership with private care homes/home care agencies to help them achieve the award.

Your role will be to visit the organisations that are applying for the award to validate their self-assessment. You will do this by observation and talking to customers and staff.

You must be able to demonstrate experience and understanding of current older people's issues.

Full training and support will be provided and all we ask is that volunteers commit a minimum of four Dignity assessments a year. (Each assessment takes an average of half a day.)

Expenses can be claimed on production of relevant receipt.

All successful candidates will be required to undertake an enhanced disclosure from the Criminal Records Bureau.

If you are interested in this opportunity and would like to apply, please email **chris.gardiner@manchester.gov.uk** or telephone him on 0161 203 2271. Completed applications must be returned to Chris at

Workforce Planning and Development

Adult Social Care
3rd floor, Victoria Mill,
10 Lower Vickers Street,
Miles Platting,
Manchester, M40 7SH

by **16 March 2009**. Training will take place in March/April 2009 with a view to starting carrying out assessments in May 2009. (subject to successful CRB check being received.)

Hints and tips



Application form

Before you start:

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

Filling in the form:

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

Information in support of your application form:

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

When you have finished:

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



MANCHESTER
CITY COUNCIL

Programmer

£20,046 to £29,106 p.a. (career graded)

plus final salary pension scheme

Location: Chester House, Old Trafford

Hours: 36.25 per week

Permanent

GMP has a vacancy for a Lotus Notes / Domino Business Applications Developer to join the software development team, designing and building business critical systems to assist officers in detecting crime and reducing crime rates.

The Force is seeking developers with significant commercial experience of the analysis and development of a wide variety of system types. They should also have a qualification in a computer related discipline (preferably to degree level or equivalent) and it would be an advantage to be an IBM Certified Application Developer (CLP). This is an opportunity to further develop your skills by working in a professionally qualified team delivering and supporting a diverse range of application using the full range of Notes / Domino technologies, HTML, DHTML, JavaScript, CSS, Java (desirable).

Reference no: 090

Contact: 0161 856 2724

Student Development and Assessment Officer (5 Posts)

£20,046 to £24,180 p.a. (career graded)

plus allowances and final salary pension scheme

Location: Sedgley Park, Prestwich

Hours: 36.25 per week

Permanent

You will carry out the assessment of student officers under the Initial Police Learning and Development Programme (IPLDP). Supporting individuals through the process of developing evidence based portfolios in order to attain the National Occupational Standards (NOS) within the National Vocational Qualification (NVQ) Levels 3 & 4 in Policing, you will assess evidence of Student Officer competence and complete associated assessment plans and reports. You will also maintain accurate and verifiable records of assessment together with keeping abreast of national assessment and accreditation progression to inform the development of student officers.

With Knowledge of NVQs, work based assessment procedures and the Data Protection Act 1998, you will have the ability to assess against a set of predetermined standards. With experience of using computer systems including word processing, databases and spreadsheets and of assessing or supervising others, you will have administrative experience, which includes drafting reports and maintaining computerised data.

Reference no: 088

Contact: 0161 856 2398

Information Access Officer

£20,046 to £21,897 p.a.

plus final salary pension scheme

Location: Oakland House, Old Trafford

Hours: 36.25 per week

Permanent

You will process applications for information under the Data Protection and Freedom of Information Acts together with processing complex insurance requests. Maintaining a thorough and up to date knowledge of Data Protection, Freedom of Information and associated legislation, you will provide advice in respect of enquiries related to the processing of and access to information held by the Force. You will also prepare responses and correspondence associated with relevant information access requests.

With knowledge of the Data Protection Act, Freedom of Information Act and the Computer Misuse Act, you will have carried out duties that involve the analysis, evaluation, researching and dissemination of information. Excellent communication skills and the ability to write reports and letters whilst working to strict deadlines is essential as is a high standard of computer literacy.

Reference no: 095

Contact: 0161 856 2724

LCJB Co-ordinator*

£17,550 to £19,461 p.a.

plus final salary pension scheme

Location: Oakland House, Old Trafford

Hours: 36.25 per week

Temporary until 31st March 2011

The LCJB is a multi agency partnership working for all the criminal justice agencies in Manchester: Police, Prisons, Crown Prosecution Service, Her Majesty's Courts Service, Probation Service and Youth Offending Teams. You will provide an effective administration and co-ordinating role to the LCJB, which includes organising events, meetings and diaries, minute taking and providing financial administration of the budget.

With the ability to communicate clearly and effectively at all levels and to work without supervision, you will have experience of planning and co-ordinating events and providing administrative support. Experience of Microsoft Word, Excel, PowerPoint, Internet and IT skills are essential to this role as is 5 G.C.S.E's, with at least a C in Mathematics and English or equivalent qualification/experience.

Reference no: 094

Contact: 0161 856 1660



Programmer

£20,046 to £29,106 p.a. (career graded)

plus final salary pension scheme

Location: Chester House, Old Trafford

Hours: 36.25 per week

Permanent

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Reference no: 094

Contact: 0161 856 1660



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: 9 March 2009 unless otherwise stated.

Contact details:

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

Application forms and further details are available from:

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

Telephone: 0161 953 2775 or 0161 953 2784.

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

Senior Recruitment Services

Closing date: 9 March 2009 unless otherwise stated.

Contact details:

Application forms and further details are available from:

Senior Recruitment Service, Room 3030, Town Hall Extension,
Manchester M60 2LA

Telephone: 0161 234 3082

If you are deaf or hard of hearing a textphone service is available on: 0161 234 3377

Email: seniorrecruitmentservice@manchester.gov.uk



When you have finished with
this magazine please recycle it.

**The next issue of Jobs Update
will be published on 9 March 2009.**

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

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.

