

Jobsupdate

First choice for Manchester City Council vacancies





Opportunities for young people

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

- Last year over 100 two-week work experience placements were provided by the Council for Manchester children. They are seen as a way to encourage Manchester children to 'see' the Council as a potential employer of choice with a variety of career opportunities. For more information on this scheme, contact Karen Williams at Education Business Solutions on 0161 772 1007/ Karen.Williams@eb-solutions.org.uk (Please note this scheme is restricted to Manchester residents currently attending a Manchester school.)
- We attend various events to promote the Council to younger potential employees, with a focus on vacancies and apprenticeship schemes. Events include the annual regional Skills North West careers event; attendance at schools careers fairs; delivery of career and employability sessions at Manchester schools; and assistance with practice interviews (working in partnership with Education Business Solutions). Since September 2007, over twenty-five careers events have taken place attended by over 3,000 students.
- There are three apprenticeship schemes in development or currently taking place in the Council. The programmes are designed to equip pupils in full-time education with vocational knowledge in order to provide them with a progression route once they leave school. The programme is a two-year work experience scheme for 14 to 16-year-olds who gain NVQ levels in their chosen subjects and also key skills. Seven students have successfully completed the first year of the apprenticeship scheme, and 14 young people are due to begin placements this year.



MANCHESTER
CITY COUNCIL

Working for Manchester City Council

Jobs update caught up with Carol Sheldon, who appears on our front cover. Here she answers a few questions about her role and why she likes working for the Council.

What was your first job at the Council?

My first role at the Council was a Nursery Assistant at Alexandra Park Nursery.

Which service do you work for now?

I now work for Children's Services.

What does your current role involve?

My role is very diverse but my core responsibility is the care and education of children aged 6 months to 5 years.

What training and development opportunities have you received?

After two years working as a Nursery Assistant for the Council, I received my NNEB Diploma in Childcare. The Council has also offered many related training courses, including First Aid for Child Carers, Curriculum Training and Equality and Diversity.

What do you like about working for the Council?

The Council offers secure employment and good rates of pay along with many benefits, including a generous holiday entitlement and an excellent pension scheme.

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.

Management

Manchester is at the forefront of the Personalisation agenda, with 3,000 customers and carers already receiving an Individual Budget. People in Manchester expect their services to be of the highest quality possible and to be flexible enough to meet individual needs now and in the future, and to be delivered in a sensitive and respectful way.

Through extensive consultation with our customers, independence, choice and quality are what people tell us is most important to them. People don't exist in isolation and in Adult Social Care our aim is to provide the support which will enable our customers to participate in and contribute fully to their communities. We are ambitious in our plans to achieve this and fully embrace a person-centred approach through increased use of direct payments and establishment of Individual Budgets, and by making sure we have a robust infrastructure to support these changes.

Manchester is about to embark on an exciting new venture by transforming Adult Social Care into four new divisions to ensure that we deliver the Personalisation agenda.

If you are committed to achieving change and want to work at the cutting edge of the Personalisation agenda we have a number of exciting and critical leadership opportunities for people, who in addition to meeting the requirements identified in the job description and person specification, have a clear vision of the future of Health and Social Care. You will enjoy the chance to shape a strong service in a high profile department of a major local authority. We want people who are prepared to work hard, who are open to change and responsive to our residents. In return, we can promise you great job satisfaction, the opportunity to develop your skills and prospects as well as supportive and forward thinking colleagues. We will consider applicants from a very broad range of backgrounds in Social Care, Health and related sectors, whether in the public or independent sectors. We are looking for people with a track record of delivering change and performance delivery who share our values around customer choice and independence.

For all these posts, in addition to considerable managerial experience, you should hold a formal management qualification at Diploma in Management studies or comparable level, or have the equivalent practical management experience and be willing to attain such a qualification within two years of appointment. Tact, drive and flexibility are essential.

Head of Customer Access

Customer Support Division

Salary: £42,294-£45,180

Ref: SRS/HOCA

The Head of Customer Access will lead and develop an effective quality front facing service that can intervene earlier and help the broader range of responses to people with social care needs, not just those with critical or substantial needs, by offering easy access to information, advice and preventative services.

The Head of Customer Access will also oversee our existing in-house advice and information services to ensure that our public information systems are first class, and will develop our web site, contact centre and our emergency services, so that we can truly offer a fully accessible and quality service on a 24 hour/7 day a week basis from a customer perspective.

Closing date: 16 March 2009.

Application forms telephone: 0161 234 3082. Textphone: 0161 234 3377.

See the Senior Recruitment Service for full details on page 22.

Email: seniorrecruitmentsservice@manchester.gov.uk

District Manager

Customer Support Division

Salary: £39,345-£41,083

Ref: SRS/DM

The District Manager will be responsible for the community locality teams and Hospital Teams within their District as well as having a Citywide lead for a specialist area including Physical Disabilities, Drugs, Alcohol, HIV, Older People, Sensory Services and Older people's Mental Health services and the Care Homes Review Team. The District Manager will represent the Adult Social Care Department and the Council at multi-agency and local community meetings for their locality or their area of speciality. This will also involve close working with local Elected Members.

Closing date: 16 March 2009.

Application forms telephone: 0161 234 3082. Textphone: 0161 234 3377.

See the Senior Recruitment Service for full details on page 22.

Email: seniorrecruitmentsservice@manchester.gov.uk

Head of Commissioning

Strategy & Commissioning Division

Salary: £46,128-£49,269

Ref: SRS/HOC

The Head of Commissioning will play a vital role in ensuring that all services are commissioned to a consistently high standard to meet identified needs and deliver value for money for the Council, in line with financial regulations and in partnership with our central procurement services. The post holder will lead the establishment and development of a team of commissioners who will work within local communities and have expertise in developing services for specific customer groups. There will be a strong focus on shaping and commissioning support for a wider population to include those who would benefit from well being, preventative and early intervention services.

Closing date: 16 March 2009.

Application forms telephone: 0161 234 3082. Textphone: 0161 234 3377.

See the Senior Recruitment Service for full details on page 22.

Email: seniorrecruitmentsservice@manchester.gov.uk

Head of Market Intelligence

Strategy & Commissioning Division

Salary: £46,128-£49,269

Ref: SRS/HOMM

The Head of Market Intelligence will have an in depth understanding of demographics and changing needs of the market. As the demand for social care increases there will be increased pressure on financial resources. The Head of Market Intelligence will have responsibility for understanding trends in customer spend, e.g. how they use their individual budgets to meet their assessed needs, and how effective these choices are in improving outcomes for them. Data on choice and spending across all areas of the city and population will be evaluated to predict longer term trends and their implications. The Head of Market Intelligence will lead a team to deliver expert support, informing the commissioning process and monitoring performance.

Closing date: 16 March 2009.

Application forms telephone: 0161 234 3082. Textphone: 0161 234 3377.

See the Senior Recruitment Service for full details on page 22.

Email: seniorrecruitmentsservice@manchester.gov.uk

Head of Safeguarding

Strategy & Commissioning Division

Salary: £46,128-£49,269

Ref: SRS/HOS

Manchester City Council places great importance on Safeguarding and the protection of vulnerable people.

The Head of Safeguarding will be responsible for providing guidance and strategy around best safeguarding practice across adult social care and wider council partner agencies, the voluntary and independent sector. The City Council is responsible for safeguarding all residents regardless of whether or not they are receiving services including the Deprivation of Liberty Safeguards (DOLS) functions of the Mental Capacity Act. The Head of Safeguarding will lead a team to ensure that safeguarding is firmly embedded within the practices of the Council, our partners and the services which we commission.

Closing date: 16 March 2009.

Application forms telephone: 0161 234 3082. Textphone: 0161 234 3377.

See the Senior Recruitment Service for full details on page 22.

Email: seniorrecruitment@manchester.gov.uk

Lead Commissioner

Strategy & Commissioning Division

Salary: £39,345-£41,083

Ref: SRS/LC

4 x Lead Commissioner posts will play a vital role in ensuring that all services are commissioned and delivered to a consistently high standard and value for money. This work will be done in line with financial regulations and in partnership with providers in order to meet the needs of local communities. The post holder will lead in negotiations to commission services and build sustainable communities with other council departments and independent service providers, from the voluntary, private or public sectors, ensuring that the tendering and contracting processes run effectively and that contracted services meet the needs of customers. The lead Commissioner will develop and maintain an in-depth understanding of the needs of customers in the District and in a specialist area e.g. Mental Health. In a number of areas, services will be jointly commissioned with the NHS and other partners. Lead Commissioners will work closely with District Managers; practice based commissioning hubs and Elected Members.

Closing date: 16 March 2009.

Application forms telephone: 0161 234 3082. Textphone: 0161 234 3377.

See the Senior Recruitment Service for full details on page 22.

Email: seniorrecruitment@manchester.gov.uk

Head of Business Development

Customer Support Division

Salary: £46,128-£49,269

Ref: SRS/HOBD

The Head of Business Development will provide leadership in implementing the personalisation agenda and make a significant contribution to delivering the Manchester Community strategy. The Head of Business Development will manage stakeholder engagement and communication with Members, customers and staff, developing a long term strategy for customer engagement in the future. The Head of Business Development will lead Adult Social Care through considerable transformational change over the next 3 years and beyond. The post holder will drive the implementation of change, and cultural shifts required in the workforce to deliver the strategic changes planned, which are fundamental to the success of the Adult Social Care change programme.

Closing date: 16 March 2009.

Application forms telephone: 0161 234 3082. Textphone: 0161 234 3377.

See the Senior Recruitment Service for full details on page 22.

Email: seniorrecruitment@manchester.gov.uk

Professional

Assistant Director, Business Units

Salary: £69,588

Manchester is at the forefront of the Personalisation agenda, with 3,000 customers and carers already receiving an Individual Budget. People in Manchester expect their services to be of the highest quality possible and to be flexible enough to meet individual needs now and in the future, and to be delivered in a sensitive and respectful way.

Our Business Units Division works to provide adult care related services in the most flexible, personalized and cost-effective way possible. Helping us to meet the challenges of an increasingly competitive market place, you will lead this division in delivering its existing services and developing new ones to meet the ever changing needs of Manchester's people. Your focus will be on strategy and policy, from corporate direction to service delivery, but always with an eye to better provision for service users. Cross-boundary working with the NHS and other agencies will allow you to tap into tremendous potential for innovation and encourage its spread. You will also take on Responsible Individual role for regulated services on behalf of the Department.

Proactive and self-motivated yet flexible, you should have the people skills to work within the team as well as over it. A sound grasp of the local authority operating environment is essential but should preferably be balanced with proven and relevant commercial sector experience. Naturally, you will have strategic leadership ability and a broad range of management skills, ideally including marketing and commercial negotiation.

Closing date: 16 March 2009

Application forms and further details are available from:

Vanessa Ford, Veredus, Tel: 0870 165 4253 Fax: 0870 190 4370

email: vanessa.ford@veredus.co.uk

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

Social/Care/Community Work/Educational Support

Children's Services Directorate Aim higher Co-ordinator

Permanent/full time
£42,294 - £45,180

Do you have the drive and passion to help young people in Manchester live their dreams?

We are looking for an outstanding, experienced manager who is committed to enabling young people to reach their full potential. You will be responsible for co-ordinating the wide range of activities designed to encourage more young people from disadvantaged backgrounds to raise their aspirations and progress into higher education.

Working collaboratively with schools, colleges, universities and others, you will be the lead officer for the Manchester Aim higher Partnership. This will involve planning, delivering, monitoring and promoting the city's Aim higher programme as a key element of our 14-19+ Strategy. As a member of the 14-19 Team and will be expected to ensure that Aim higher activities are well integrated with other initiatives to widen participation. You will also contribute to Aim higher developments across Greater Manchester.

You will have significant experience of effective partnership working, including capacity building in schools and colleges, and an excellent track record of planning and meeting operational goals. Your knowledge and understanding of best practice in this area, and of the opportunities and challenges faced by young people, will be extensive. You will have high order skills in communications, team working, networking, data analysis, project management and financial control. Above all, you will have demonstrated your strong motivation to improve the life chances of young people in challenging circumstances.

An information pack and application form can be obtained from Senior Recruitment, Corporate Personnel, Room 3030, Town Hall Extension, Manchester M60 2LA Telephone 0161 234 3082 or email: seniorrecruitment@manchester.gov.uk. The closing date for receipt of applications is Monday 16 March 2009.

Interviews are scheduled for week commencing 23 March 2009.

Senior Social Worker

P02 (+2) £28,862 to £31,348
Ref: NB50594394/16

**Location: North Manchester General Hospital,
Delaunays Road, Manchester M8**

Hours: 35 per week
Permanent

This is a new post that will offer support to Older People CMHT Social Workers citywide.

The post holder will be responsible for ensuring the provision of individual packages of care; providing professional supervision/appraisal for social work staff and acting as practice assessor for Approved Mental Health Professional (AMHP) trainee and contribute to the development of protocols and practice guidelines to best practice.

The post holder will carry a part caseload and will be a practicing AMHP. Participation in AMHP Rota will be 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 22.

Child in Need Co-ordinator x 1 job share post (17.5 hours)

Grade 8 £30,456 to £34,107 (bar at £33,231) pro rata
Ref: NB50597286/16

**Location: QAPMU, Victoria Mill, 10 Lower Vickers Street,
Miles Platting, Manchester M40 7EL**

Hours: 17.5 per week

Permanent

Manchester is a vibrant City, which is recognised both regionally and internationally. Its location, energy and cultural diversity make it a great place to live and work.

Manchester City Council offers excellent conditions and additional benefits, including a generous relocation package, flexible working hours, pension scheme and generous annual leave entitlement.

To support improved outcomes for children we have established a new team of Child in Need Coordinators who provide a City wide independent chairing service for multi agency meetings. We have a vacancy for a job share position to work at the start of the week. Based in the QAPMU you will chair child in need meetings and quality assure services in relation to children in need. You will directly contribute to plans to improve case planning by linking in with the six Common Assessment Framework Coordinators and with the plans for partnership working in the districts.

Within the role you will be able to develop thematic leads and contribute to working groups such as domestic abuse, crime and disorder and local safeguarding fora. If you have an up to date knowledge of relevant legislation, have the ability to analyse complex information and can make balanced judgements to ensure children's needs are met come and join us.

You must have:

- A relevant qualification in social care, health or education
- Experience of chairing professional meetings.

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 22.

Appeals Officer

Grade 6 £22,664 to £25,940 (bar at £25,146)
Ref: NB50596929/16

Location: Room 1018, Town Hall Extension, Manchester M60 2LA

Hours: 35 per week

Fixed-term until 1 October 2009

Manchester Advice are recruiting for an Appeals Officer to represent Manchester residents at welfare benefit and tax credit appeal tribunals.

Manchester Advice is a large, forward looking organisation providing general help and specialist advice across a range of subjects, plus projects tailored to meet the needs of specific local communities. We are looking for an experienced and committed adviser to provide specialist welfare benefits advice and representation. You will carry out casework, give advice face to face and over the phone and represent clients at appeal tribunals.

You need to have:

- Experience of representing at appeal tribunals
- Excellent communication and organisational skills
- Practical experience of giving advice and dealing with complex problem

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 22.

Alcohol Care Manager

Scale 6/SO1 £21,937 to £25,940
Ref: NB50597731/16

Location: Community Alcohol Team, 5th Floor, Mauldeth House, Mauldeth Road, Manchester M21

Hours: 35 per week

Permanent

As an Alcohol care manager you will operate within a community alcohol team, working alongside health colleagues.

Working across the range of alcohol related harm the post holder will be responsible for completing community care assessment, and identification of individual need.

The focus of the post is to support individuals to move towards successfully addressing their alcohol use Bringing a Social care perspective to the team you will support individuals to overcome barriers to accessing treatment and support in areas such as housing, employment and benefit uptake.

You will also be responsible for assessing for residential rehabilitation and structured day care support.

In addition you will provide support to individuals to gain, or remain in their own homes, providing harm reduction support, support with issues of neighbour nuisance and adult safeguarding.

The post holder must be a qualified Social Worker.

The post holder may be required to work flexibly as required by the needs of service users.

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 22.

Community Alarm Service Co-ordinator

Grade 6 £22,664 to £25,940 (bar at £25,146) pro rata
Ref: NB50591302/16

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

Hours: 17.5 per week

Fixed-term until 31 March 2010, Job Share

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

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

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

Apply online www.manchester.gov.uk/jobs. Application forms: 0161 953 2775 or 0161 953 2784. Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 22.

Independent Domestic Violence Adviser

Grade 6 £22, 664 to £25,940 (bar at £25,146)
Ref: NB50591443/16/

Location: Heron House, Lloyd Street, Manchester M60

Hours: 35 per week

Fixed-term until 31 March 2010

Manchester Advice is the City Council's in-house advice service. We are a large, forward looking organisation providing general help and specialist advice across a range of subjects, plus projects tailored to meet the needs of specific local communities.

We are looking for an experienced, committed and enthusiastic Independent Domestic Violence Adviser (IDVA) to provide advice, advocacy and support to people who are experiencing domestic abuse. The key function of this post is to deliver services working across Manchester to individuals at highest risk of harm from domestic abuse. IDVA's work within a multi-agency framework to enable all agencies via the MARAC process to contribute towards keeping victims safe.

You need to have:

- Experience of working with survivors of Domestic Abuse
- Knowledge and understanding of criminal and civil remedies in relation to Domestic Abuse cases
- Knowledge and understanding of relevant social welfare law, rights, housing options and support services in the community
- Excellent communication and negotiation skills, both written and oral
- Excellent personal organisational skills.

You will also need to be a good team player as you will work closely with eight other workers. This post is based within the City's team of Independent Domestic Violence Advisers and plays a key role in meeting the objectives of the City's Domestic Abuse Strategy.

This post will deal exclusively with people who are experiencing Domestic Abuse. It is expected that the applicant will be able to demonstrate an understanding of the impact domestic abuse has on victims and their children, and an awareness of current issues and policy in this area.

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 22.

Housing Adviser

Grade 6 £22,664 to £25,940 (bar at £25,146)
Ref: NB50597405/16

Location: Currently based at Chorlton District Office, 102 Manchester Road, M21 9SZ working city-wide

Hours: 35 per week

Permanent

Manchester Advice is the City Council's in-house advice service. We are a large, forward looking organisation providing general help and specialist advice across a range of subjects, plus projects tailored to meet the needs of specific local communities.

We are looking for an experienced adviser to provide housing advice and representation across the city to Manchester residents. You will carry out casework, give advice face to face, over the phone and by e-mail and also represent clients at court hearings and tribunals. You will provide consultancy for other advisers and provide training to other agencies.

You need to have:

- Comprehensive knowledge of housing and homelessness legislation, case law, policies, procedures and guidance
- Excellent communication and organisational skills
- Practical experience of giving advice and dealing with complex problems.

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 22.

Housing Adviser

Grade 6 £22,664 to £25,940 (bar at £25,146)
Ref: NB50595377/16

Location: Manchester Civil Justice Centre, 1 Bridge Street West, Manchester, M60 9DJ

Hours: 35 per week

Permanent

Manchester Advice is the City Council's in-house advice service. We are a large, forward looking organisation providing general help and specialist advice across a range of subjects, plus projects tailored to meet the needs of specific local communities.

We are looking for an experienced and enthusiastic adviser to provide housing advice and representation to people at court. This is a new and exciting project and will be based in Manchester's Civil Justice Centre together with a Debt Adviser. You will work closely with the Debt Adviser and be expected to develop our role in the court and relationships with relevant court sections.

You will represent homeowners in mortgage difficulty and tenants of private and social landlords. You will also deal with emergency applications, in particular helping people deal with eviction warrants.

You need to have:

- Comprehensive knowledge of housing and homelessness legislation, case law, policies, procedures and guidance.
- Experience of court representation.
- Excellent communication and organisational skills.

Practical experience of giving advice and dealing with com

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 22.

Debt Adviser

Grade 6 £22,664 to £25,940 (bar at £25,146)
Ref: NB50595393/16

Location: Willow Park Housing Trust, 34 Benchill Road, Wythenshawe, M22 8LF

Hours: 35 per week

Permanent

Willow Park Housing Trust and Manchester Advice are recruiting for a debt adviser to assist Willow Park tenants to maximise their income and take control of their debts. The post will be employed and managed by Manchester Advice, the City Council's in-house advice service, but will be based in Willow Park's offices in Wythenshawe and will work exclusively with tenants of Willow Park Housing Trust.

Manchester Advice is a large, forward looking organisation providing general help and specialist advice across a range of subjects, plus projects tailored to meet the needs of specific local communities.

We are looking for an experienced and enthusiastic adviser to provide debt advice and representation.

You will carry out casework, give advice face to face and over the phone as well as representing clients at court hearings.

You need to have:

- Comprehensive knowledge of debt issues, procedures and enforcement.
- Excellent communication and organisational skills.
- Practical experience of giving advice and dealing with complex problems.

This post will play a key role in delivering financial advice and support to residents of Willow Park Housing Trust, and forms an important part of the Trust's wider financial inclusion strategy.

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 22.

Residential Childcare Worker

Salary: scp 24 – £20,591 to 29 – £24,331
with a qualification bar at 27 or pro rata
Ref: NB50597421/16

Location: Acorns Children's Home, 31 Burton Road, Withington, Manchester, M20 3GB

Hours: 17.5 and 35 hours per week on a rota basis

Acorns is a residential home for up to six young people between the ages of 11-17 years. Our aim is to provide a safe, stable and supportive environment for our young people, whilst promoting their emotional and physical needs. We require two committed individuals to join our staff team in providing a residential service that ensures the best possible outcomes for our young people.

You must be over 21 years, under the national Minimum Standards for Children's Homes, with a minimum of 12 months' experience of working in partnership with children and families. You will work on a rota basis to meet the needs of the young people in our care.

You will require good communication skills and be able to work as an effective member of a team, alongside a range of professionals. You will have a sound understanding of the Every Child Matters agenda, have excellent interpersonal and organisational skills and be able to work calmly under pressure. You will maintain a consistent approach to the management of young people and have effective responses to challenging behaviour.

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 22.

Logistics and Transportation Officer

Grade 4 £16,614 to £18,882 (bar at £18,217)
Ref: NB50596440/17

Location: Zion Arts Centre, Stretford Road, Hulme, Manchester M15 5ZA

Hours: 35 per week

Permanent

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

Are you looking for variety and the chance to work with a friendly team who make a real difference to young people in Manchester?

We are seeking a reliable and enthusiastic person for this new post of Logistics and Transportation Officer. The job is based with Manchester Music Service at the Zion Arts Centre.

Every day will be different and you will be expected to manage your own time whilst meeting many conflicting demands. Sometimes you will be working alone, at other times as part of a team. Much of your day will involve transporting and setting up musical equipment for activity centres and performances around the city. There will also be some office based work requiring basic data input. You will be expected to have good communication and team working skills.

If this sounds an exciting challenge, you could be the person we are looking for.

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 22.

Finance

Lead Auditor

Grade 9 £34,976 to £38,463 (bar at £37,555)
Ref: NB50596157/05

Principal Auditor

Grade 8 £30,456 to £34,107 (bar at £33,231)
Ref: NB50596159/05

Auditor

Grade 7 £26,706 to £29,628 (bar at £28,862)
Ref: NB50596162/05

Auditor

Grade 6 £22,664 to £25,940 (bar at £25,146)
Ref: NB50596243/05/02

Location: Room 606, Town Hall, Manchester

Hours: 35 per week

Permanent

We are seeking enthusiastic qualified and trainee auditors to contribute to development and delivery of the Council's audit service. The Internal Audit Section prides itself on responding to the challenges faced by a dynamic Council and aims to add value and support the Council in achieving its objectives through the provision of high quality audit and advice. There are a number of posts available which offer exciting career opportunities for individuals with varying levels of experience.

For lead auditor post successful candidates will hold professional qualifications such as CCAB or MIA, have a proven track record of delivering high-quality audits in the private or public sector, and strong analytical, problem solving and communication skills. Experience in computer audit, fraud investigation, value for money and financial systems would be beneficial.

Candidates for career grade posts will be offered the opportunity to study for an audit qualification with the IIA or CIPFA, or may already be progressing toward achievement of a relevant audit qualification.

Closing date: Friday 27 March 2009.

If you would like to discuss any of these vacancies informally please contact Kathryn Fyfe, Principal Audit Manager on tel 0161 234 1428 or via email to k.fyfe@manchester.gov.uk

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 22.

Marketing/Media

Graphic Designer x 2 posts

Grade 7 £26,706 to £29,628 (bar at £28,862)
Ref: NB50597726/11

Location: m-four group, Town Hall Extension, Manchester M60 2LA

Hours: 35 per week

Permanent

Manchester City Council's in house design service; m-four design are looking to recruit two highly conceptual graphic designers for our studio. Responsible for ideas generation and producing great creative design work.

We're a full service agency so you need to be able to apply yourself across the broadest of spectrum of work from City wide branding and advertising campaigns, international events, public information leaflets, annual reports, websites and interactive DVDs just to mention a few. Not only should you be a great designer, you'll need to be a great team player and be used to working in project teams and liaising with clients.

This is a unique and challenging career opportunity that offers the right candidate the chance to be instrumental in the health, wealth and prosperity of Manchester and our residents. It goes without saying you'll have excellent mac skills and a real passion for understanding and meeting clients objectives whilst always striving to exceed their expectations.

So if you've got a great portfolio, a great attitude and want to be part of an exciting and progressive team then we want 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 22.

Digital Printing Assistant

Grade 3 £14,847 to £16,230 (bar at £15,849)
Ref: NB50597214/11/02

Location: m-four Copy Centre, Town Hall, Manchester M60 2LA

Hours: 35 per week

Fixed-term for 12 months

Are you a highly motivated person who enjoys a challenge and can contribute to team working? If you have significant experience of high volume digital printing then this may be the job for you.

The m-four Copy Centre, situated in the Town Hall, provides high volume black and white and high quality colour digital printing using high specification digital printers together with a range of print finishes.

Computers play an important part in reproduction - therefore you would need to have an extensive working knowledge of printing software packages.

The post offers an excellent package including a 35-hour week flexitime working, opportunities for overtime, 22 days holiday and a final salary pension scheme.

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 22.

Advertising Sales Executive

Grade 5 £19,370 to £21,937 (bar at £21,244)
plus uncapped sales commission
Ref: NB50597725/11

Location: m-four group, Town Hall Extension, Manchester M60 2LA

Hours: 35 per week

Permanent

Are you confident, highly motivated, with excellent communication skills?

Do you have a proven track record in sales and customer services?

Are you target driven and a deadline achiever?

You will be working as part of a small sales team reporting directly to the Advertising Manager of m-four. The two main areas of sales are:

Media Sales

Manchester City Advertising is Manchester City Council's in-house media buying agency.

The Council, along with a number of other public sector organisations is our main client.

In order to provide advice to our media clients, experience and understanding of the advertising industry is essential.

You will be responsible for providing customer care to our existing clients whilst building new, long-term relationships with potential clients.

Advertising Sales

Your role in ad sales will be to maximise income generation from sales in Council publications and a range of other mediums.

A proven record in telesales and field sales is essential.

You will service existing sales customers, proactively seeking out new customers.

You will help to identify and develop new and innovative areas of the business.

Experience of using PC's is essential. A good working knowledge of MS Office, the Internet and MIS Databases is desirable.

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 22.

Hospitality/Catering/ Domestic/Cleaning

Assistant Cook

Grade 2 £7.12 to £7.97 (bar at £7.49) per hour
Ref: NB50596315/20

Location: Old Moat Primary School, Withington, Manchester M20

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 22.

Unit Catering Manager

Grade 4 £16,614 to £18,882 (bar at £18,217)
Ref: NB50596429/20

Location: Ladybarn Primary School, Briarfield Road, Withington, Manchester M20 4SR

Hours: 30 per week. Part time. Term-time only

Permanent

To ensure the cost effective and efficient running of the catering service, maintaining the highest standards of food preparation, presentation and service. You will produce a meal in accordance with the specification and complete the appropriate returns and records.

You must hold a qualification in food preparation and cooking at NVQ level 2; and hold/be willing to work towards a qualification in hospitality supervision at NVQ level 3 or an equivalent qualification.

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 22.

Action for Young People



Manchester City Council is committed to enabling young people to reach their full potential by providing development opportunities, such as work placements and mock interviews, in preparation for work.

Domestic

Grade 1 £12,299 to £12,592 (bar at £12,299)
Ref: NB50597598/16

Location: Acorns Children's Home, Withington, Manchester M20 3GB
Hours: 35 per week

Acorn is a residential home for up to six young people between the ages of 11 – 17 years. Our aim is to provide a safe, stable and supportive environment for these young people, whilst promoting their emotional and physical needs.

You will work as part of our team to ensure the physical environment at Acorns is clean and tidy and as homely as possible.

You will be responsible for carrying cleaning duties to a high standard and helping to meet the basic needs of our young people. You will provide a positive role model for young people in maintaining their environment and helping them work towards basic independence skills.

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 22.

Administrative/ Secretarial/Clerical

Macmillan Information Assistant

Grade 3 £14,847 to £16,203 (bar at £15,849) pro rata
Ref: NB50597313/01

Location: Gorton Library, Garratt Way, Manchester, M18 8HE
Hours: 11.5 per week
Fixed-term until 31 March 2011

The Macmillan Information and Support Service at Manchester Libraries offers support and information to all people affected by cancer. As part of a small team formed by this exciting partnership with Macmillan Cancer Support, you will assist in the delivery of appropriate community-based cancer information in Manchester Libraries. You will carry out a range of tasks to support the daily running of the Macmillan Information and Support Service, including helping the information manager in ordering and maintaining of cancer resources and updating information points in libraries across the service as needed. Good IT skills are essential, as well as excellent active listening and verbal communication skills for effective interaction with members of the public, partners and staff.

These posts are funded by Macmillan Cancer Support.

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 22.

Members Services Officer

Grade 4 £16,614 to £18,882 (bar at £18,217)
Ref: NB50596701/11

Location: Town Hall Extension, Manchester M60 2LA
Hours: 35 per week

Permanent

An exciting opportunity has arisen to join the Majority Members Group within Member Services.

Reporting to the Senior Members' Service Officer, this fast paced and exciting role will provide important secretarial and administrative support to the elected Members.

The role will also act as a main point of contact between the elected Members, members of the public and outside bodies such as Government departments and Members of Parliament.

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 22.

Secretary – Coroner's Office

Grade 5 £19,370 to £21,937 (bar at £21,244)
Ref: NB50597729/11

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

Permanent

We are looking for a talented and well-organised individual to provide secretarial support for HM Coroner and the Coroner Services Team.

Death affects people in different ways. It can be a very difficult time for those touched by bereavement. How you interact with those who come into contact with our office and the standard of service that you provide can make a defining impact on how a death is remembered and just how difficult a time it can be.

Working in a busy office you will be required to speak with members of the public who have recently lost their loved ones, carry out the instructions of HM Coroner to organise inquests, schedule meetings, coordinate the availability of our Deputy and Assistant Deputy Coroners, arrange for summonses to be served, process invoices and maintain the Coroner's diary.

There are many conflicting demands on the Coroner's time. Your success will be measured by how efficiently you arrange his workload and make best use of his time.

There is always work to be done and no two days are the same, but the right candidate will take the above in their stride on a daily basis.

We welcome applications from ethnic minority candidates whom are currently under-represented in our office.

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 22.

Regeneration/Housing/ Economic Development

Community Safety Co-ordinator

Grade 8 £30,456 to £34,107 (bar at £33,231)
Ref: NB50584411/11

Hours: 35 per week
(some evening working required for which time off in lieu is given)
Location: Hexagon Tower, Delauneys Road, Manchester M9
Permanent

You will be jointly responsible, alongside the Greater Manchester Police Neighbourhood Inspector for leading and co-ordinating all community safety activity and performance across the wards of Charlestown and Higher Blackley. You will be used to partnership working, have an excellent grasp of detail, and an ability to adapt and learn quickly. This post has an important leadership and co-ordination role, and you will be responsible for implementing work with the ultimate aim of making the area a safer place to live, work and invest. You will have commitment and enthusiasm, and be excited at the prospect of working closely with local people. You will need:

- An understanding of crime, community safety and anti social behaviour issues within a local, regional and national context and the links between community safety and other key programme areas.
- Ability to communicate effectively with a wide range of partners from the public, private, voluntary and community sectors and to show effective negotiation skills.
- Experience of leading a multi agency partnership for the delivery of services and projects
- Experience of leading a multi agency partnership that achieves targets
- Experience of performance managing a multi agency partnership
- An ability to involve local residents in the development and delivery of community safety initiatives
- An understanding of project, financial management, monitoring and evaluation systems.

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 22.

Childcare/Play/ Youth Workers

Centre Worker Level 2 (x 3 posts)

Grade 3 £14,847 to £16,230 (bar at £15,849)
Ref: NB50596941/16

Location: Moss Side Children's Centre, 30 Selworthy Road, Moss Side, Manchester M16 7UH
Hours: 2 posts @ 35 per week and 1 post @ 26.5 per week
Permanent

The successful applicant will need to have a relevant Early Years qualification, NVQ3 or equivalent and experience of working with children. You will be required to work as part of the management team, to assist in the operation of the Centre. You will work with the Children, and the staff ensuring the highest quality of Care and Education is maintained. The role requires you to provide team leadership and motivation for the staff and work in partnership with parents, carers and other professionals.

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 22.

Age Positive

we're supporting

AGE POSI+IVE

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

"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

Childcare Manager

Grade 7 £26,706 to £29,628 (bar at £28,862)
Ref: NB50597732/16

Location: Hallam Road Children's Centre, Newton Heath, Manchester M40 2SY

Hours: 35 per week

Permanent

Working closely with Newton Heath Children's Centre Head of Centre you will be responsible for the day to day management of Hallam Road Children's Centre. You will work closely with the Senior Management Team to ensure that the standards of excellence with regard to the level of care and education are maintained. You will be expected to provide a stable and secure environment for the children and to work closely with parents and professionals to ensure that each child develops to their full potential. As part of the Children's Centre you will play a key role in delivering integrated provision working in partnership with other providers. The successful applicant will have a key role in driving these initiatives forward. The post requires a relevant qualification in childcare or early years education (e.g. NNEB, CSS, CQSW, B.Tec (Nursery Nurse), B.Ed, NVQ3 in childcare).

You must have a management qualification or be committed towards working towards one.

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 22.

Schools

Chapel Street Primary School

Chapel Street, Levenshulme, Manchester M19 3GH

Tel: 0161 224 1269 Fax: 0161 248 4092

Email: admin@chapelstreet.manchester.sch.uk

Cleaner

Grade 1, £11,577 pro rata

3:00pm to 6:30pm (17.5 hours per week)

Permanent

Chapel Street Primary School requires a cleaner to provide high standards of cleanliness and hygiene. Further details and application forms are available from the school office.

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

Closing date for applications: Tuesday 24 March 2009.

Interviews will be held on Tuesday 31 March 2009.

Ashgate Specialist Support Primary School
Crossacres Road, Peel Hall, Wythenshawe,
Manchester, M22 5DR.
Tel: 0161 219 6642.

Teaching Assistant Level 3

APT C scale 5 (SCP 22–25) (£19,370–£21,244)

Permanent post. Term-time only. 35 hours per week. Pro rata.

To start: As soon as possible.

This is an exciting opportunity join the staff team at this successful specialist support primary school. The person appointed will have significant experience of working as a TA3 with children who have either Profound Multiple Learning Difficulties, Severe Learning Difficulties, Autistic Spectrum Disorders or Social Emotional and Behavioural Difficulties.

Teaching Assistant Level 3 (.5 post)

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

Permanent post. Term-time only. 17.5 hours per week. Pro rata.

To start as soon as possible.

This is an exciting opportunity to become a key member of the staff team at this successful inclusive nursery setting at Lyndene Road Sure Start Centre, which provides specialist support and assessment for nursery-aged children with special needs. The person appointed will have significant experience of working as a TA3 with early years children who have significant special educational needs. The inclusive nursery is open each morning during school term-time.

Appointment to these is post is subject to provision of suitable references and an enhanced CRB check.

Application forms, person specification, job description and further details are available from the School Administrator, Ashgate Specialist Support Primary School, Crossacres Road, Peel Hall, Wythenshawe, Manchester, M22 5DR.

Telephone: 0161 219 6642.

All applications should be submitted to the school by 12 noon on 19 March.

Interviews will take place on 25 March.

Green End Primary School

Burnage Lane, Burnage, Manchester M19 1DR

Tel: 0161 219 6650 Headteacher: Lisa Vyas

Teaching Assistants

Level 2 Grade 3 points 12–16 £14,847–£16,230 pro rata)

14 hours per week, term-time only – Thursday and Friday

Post required for April 2009

We are looking for a dynamic and highly motivated individual with significant experience of working with children in a school setting. Excellent literacy and Numeracy skills are essential. The post is to work in Key Stage 1 classes supporting children in class and intervention groups out of class.

Application forms, job descriptions and person specifications for both posts are available from the school by email from admin@greenend.manchester.sch.uk

Closing date: Friday 20 March 2009 at 12 noon.

Medlock Primary School

Wanted to start in April 2009 or as soon after as possible:

Teaching Assistant

Level 2 Salary: Grade 3, points 12–16 (£14,847–£16,230 pro rata)

Temporary, Term-time only.

A Teaching Assistant is required to support a child with a statement of special educational needs. The post is 25 hours per week to support a child in the Foundation Stage.

Closing date: 23 March 2009

Teaching Assistant

Level 2 Salary: Grade 3, points 12–16 (£14,847–£16,230 pro rata)

Temporary, Term-time only.

A Teaching Assistant is required (35 hours per week) to cover a maternity leave for two terms. Summer and Autumn) to support a child with a statement of special educational needs in years 2–3.

Closing date: 23 March 2009

Lunchtime Organiser

Grade 1, Points 6-7 (£12,299–£12,592)

Permanent, Term-time only

Hours: 11.45am–1.15pm, Monday to Friday.

We are looking for a reliable and enthusiastic Lunchtime Organiser to join our lunchtime team at our happy and vibrant school. Duties include playing alongside children during our active lunchtimes and supervision of children during meal periods.

Application form and further details are available from the school office.

Telephone: 0161 273 1830. Email: admin@medlock.manchester.sch.uk

Medlock Primary School, Wadeson Road, Brunswick, Manchester M13 9UJ.

Piper Hill High School

200 Yew Tree Lane, Northenden, Manchester M23 0FF

Tel: 0161 998 4068 Fax: 0161 945 6625

Email: admin@piperhill.manchester.sch.uk

School Admin Support

Scale 2 points 11–13 (£14,545–£15,247)

(Subject to job evaluation)

35 hours per week, 39 weeks pro rata

Start date: March 2009

Piper Hill High School is a school for pupils aged between 11 and 19 years, who have a wide range of needs and complex learning difficulties.

The governors wish to appoint an enthusiastic and committed administrator to join our staff team at Piper Hill School.

The successful candidate will work closely with the headteacher to provide routine general, clerical, administrative and financial support for the school.

Piper Hill High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The successful applicant's appointment will have to meet the requirements of the job description and be subject to satisfactory clearance by the Criminal Records Bureau.

Applicants cannot start until these are received.

Short-listed applicants will be invited to visit the school.

For a job description and further details please telephone the school on 0161 998 4068 or email admin@piperhill.manchester.sch.uk

Closing date for return of applications: 20 March 2009.

Piper Hill High School

200 Yew Tree Lane, Northenden, Manchester M23 0FF

Tel: 0161 998 4068 Fax: 0161 945 6625

Email: admin@piperhill.manchester.sch.uk

School Business Manager

Grade S01 (pt 29–31) £24,331–£25,940 pro rata (subject to job evaluation)

Start date: April 2009

The headteacher and governing body of Piper Hill School are seeking to appoint a School Business Manager whose main responsibilities will be budget planning, facilities management, health and safety and personnel issues.

The successful candidate will be able to demonstrate the ability to operate on a strategic level on financial matters, have excellent organisational skills and the ability to take responsibility. The post is subject to enhanced CRB clearance.

Candidates are welcome to visit the school. Visits should be arranged with the headteacher on 0161 998 4068.

Application forms and further details are available from the school administrator on 0161 998 4068.

Short-listed candidates will be contacted.

The Council is conducting a job evaluation exercise, which may affect the grade and salary of this post.

Closing date: Friday 20 March 2009.

Interviews: Week beginning 30 March 2009.

Burnage Media Arts College/Levenshulme High School

Parent Support Adviser (PSA x1)

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

35 Hours per week

The post is split between the two schools (17 ½ hrs per week at each school)

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

Required ASAP/April 2009

This post is fixed-term until March 2011

This is an exciting and challenging position, which involves working with two High Schools

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 Lynne Bentley, Personnel Manager, Burnage Media Arts College, Burnage Lane, Manchester M19 1ER
ljrbentley@burnage.manchester.sch.uk

All applications should be returned by Friday 20 March 2009 by 12.00 noon.

Please send completed applications to Lynne Bentley at the above address.

Interviews will be held week commencing 23 March 2009.

**The next issue of Jobs Update
will be published on 30 March 2009.**

Pikefold, Camberwell Park, Crab Lane, St Clares, Bowker Vale and Victoria Avenue

2 x Parent Support Advisers (PSA)

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

**Working 3 days per week, one day at each school, in each cluster.
Term time only pro-rata with an additional ten days (negotiable)
Required ASAP/March 2009**

This post is fixed-term until March 2011

This is an exciting and challenging position which involves working within the north west of Manchester.

The role of the Parent Support Adviser (PSA) is to assist in tackling underachievement by working in partnership with parents and their families in a school context to enable pupils, particularly the most disadvantaged, to have full access to educational opportunities and support any issues that are a barrier to a child's learning.

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

Application forms and details are available from Mary Isherwood, Camberwell Park School, Bank House Road, Blackley M9 8TL.

Telephone: 0161 740 1897.

Email: head@camberwellpark.manchester.sch.uk.

All applications should be returned by 12 noon on 20 March 2009.

Please send applications by post or email.

Interviews will be held on Tuesday 31 March 2009.

Whalley Range 11–18 High School

**A specialist College for Business, Enterprise and Sport
Wilbraham Road, Whalley Range, Manchester, M16 8GW
Tel: 0161 861 9727. Fax: 0161 881 0617.**

Committed to safeguarding and promoting the welfare of children

The school is seeking to appoint enthusiastic and committed individual to the following role:

Parent Support Adviser

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

**Term-time only, pro rata with an additional 20 days (negotiable).
Required ASAP.**

This post is fixed-term until March 2011.

This is an exciting and challenging position that involves working in partnership within the Whalley Range and Trinity High cluster of schools. 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.

For an application form and further details please download the information from our website at www.whalleyrange.manchester.sch.uk

contact the school at the above address or telephone number,

or email: reception@whalleyrange.manchester.sch.uk

Successful applicants will be required to undertake a Criminal Record Check

Closing date for applications: 12 noon on Thursday 26 March 2009.

**Heald Place Primary School
Bishop Bilsborrow Memorial RC Primary School**

Parent Support Adviser (PSA)

**APT and C Scale 5 (SCP 22–25) (£19,370–£21,244 pro rata)
Ref: CW1PSA2**

Term-time plus 20 days during school holidays.

35 hours per week.

To start ASAP. These posts are fixed-term until March 2011.

These posts will work across the following schools in Moss Side and Rusholme.

- Heald Place Primary School
- Bishop Bilsborrow Memorial RC Primary School
- (From September 2009 Bishop Bilsborrow and St Edwards will merge on a new site as The Divine Mercy RC Primary School)

This is an exciting and challenging position, which involves working in partnership across the Moss Side primary school 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 full access to educational opportunities. The post is subject to suitable references and CRB check.

The responsibilities of this 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.
- Demonstrable 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 or the voluntary sector.

**Application packs are available from (please state job reference CW1PSA2):
Mrs Ranju Martin, Headteacher, Heald Place Primary School, Heald Place,
Rusholme, Manchester M14 7PN Tel: 0161 224 7079**

Please send application to the same address.

Deadline: All applications should be returned by Monday 23 March 12 noon

Shortlisting will take place on Tuesday 24 March.

Interviews will take place on Monday 30 March.

**Newall Green Cluster of Schools
(including Newall Green High School)**

Parent Support Adviser (PSA)

APT and Scale 5 (SCP 22–25) (£19,370–£21,244)

Full-time

This post is fixed-term until 31 March 2011.

Secondments will be considered.

This is an exciting and challenging position that 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 full access to full educational opportunities.

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

Application forms and details are available from and should be returned via post or email to: Paula Burbage, Newall Green High School, Greenbrow Road, Wythenshawe, Manchester M23 2SX. Telephone: 0161 234 6420

Email: admin@newallgreenhigh.manchester.sch.uk

All applications should be returned by Monday 9 March 2009 by 12 noon.

**Saint Paul's Catholic High School, Piper Hill High School,
St Anthony's RC Primary School and St Peter's Catholic
Primary School**

Parent Support Adviser (PSA x 1)

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

1 post based at Saint Paul's Catholic High School working in a cluster with Piper Hill High School, St Anthony's RC Primary School and St Peter's Catholic Primary School.

Full-time

Required ASAP/May 2009

This post is fixed-term until March 2011.

Secondments will be considered.

This is an exciting and challenging position, which involves working in partnership with the four schools.

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: Mrs S Motamed,
Saint Paul's Catholic High School, Firbank Road, Manchester M23 2YS.**

Email: s.motamed@st-paulshigh.net.

Telephone: 0161 437 5841.

All applications should be returned by Monday 23 March at 12 noon.

**Please send applications to Mrs S Motamed, Saint Paul's Catholic High School,
Firbank Road, Manchester M23 2YS. Telephone: 0161 437 5841.**

**St James' C of E Primary School
Stelling Street, Gorton, Manchester M18 8LW**

Caretaker

Level 2 Grade 3 (Scp 15) £15,849

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 March 2009.

**Rodney House School
388 Slade Lane, Burnage, Manchester M19 2HT
Tel: 0161 224 2774 Fax: 0161 224 5186
Headteacher: Mrs Margaret Codd**

Teaching Assistants

**Level 1 Grade 3 (Special/Additional Needs) (three posts)
Points 12–16 (£14,847–£16,230 pro rata)**

Two Permanent (35 hours TTO + 5 days)

One Permanent (5 mornings 20 hours TTO)

The governors seek to appoint well-motivated, flexible and enthusiastic Teaching Assistants to join our committed staff team.

Possessing EYES experience, the successful candidates will be able to demonstrate high standards of literacy, numeracy and ICT skills.

Experience of working with young children with special needs is an advantage.

All posts are subject to references and an enhanced CRB check.

Visits to the school are encouraged and welcomed by appointment.

**Application from, job descriptions and person specifications for all posts are available from the school or by email from
l.lister@rodneyhouse.manchester.sch.uk**

Closing date: Tuesday 24 March 2009.

**St Wilfrid's RC Primary School
St Wilfrid's Street, Hulme, Manchester M15 5BJ
Tel: 0161 226 3339 Fax: 0161 226 3326**

Teaching Assistants

**1 Teaching Assistant Level 2 Grade 3 Points 12–16
(£14,847–£16,230) pro rata**

**1 Teaching Assistant Level 3 Teaching and Learning
Grade 4 Points 17–21 (£16,941–£18,882) pro rata**

35 hours per week, term-time only.

Temporary, to end of July 2009.

These posts are to deliver a short-term intensive language and communications programme for a child.

We need highly motivated team players with excellent literacy and numeracy skills who can take responsibility, and able to contribute to planning, observation and assessments.

All our colleagues work in sympathy with our Catholic ethos.

Full CRB disclosure is a requirement for all staff.

Application packs are available from the school.

Email: head@st-wilfrids-pri.manchester.sch.uk

Closing date: Friday 20 March 2009.

Stonewall



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

Non-Manchester City Council Advertisements

Barlow Moor Community Association

We are a busy community centre which offers a wide range of activities to the local community. We are currently looking for a flexible, experienced part-time Youth Worker for 12 hours per week including Monday and Wednesday evenings.

Salary: £12.25 per hour (£7,644 per annum)

Duties include:

- Consulting with young people and developing positive relationships with them
- Working with existing youth work staff (statutory and voluntary) to support and develop new existing provision
- To develop a programme of activities with the young people that meets their needs

This is a fixed-term contract until September 2010, funded by The Church Urban Fund.

For an application form telephone: 0161 446 4805

Closing date: Monday 30 March 2009

Believe in children



Barnardo's

North West

Project Worker 1

£16,941 – £21,937 pa

Early Intervention Team

We believe in children – and our EI project is a co-ordinated and integrated family support service, offering preventative and early interventions to families with a child under five years of age. Working with your own caseload of 10-12 families, you'll play a key part, helping to strengthen their ability to cope via home visiting and group work. Ideally, you'll have a qualification in Early Years, Health, Education, Youth and Community (or equivalent). Knowledge of relevant child care and child protection legislation and the Sure Start Children's Centre agenda is essential, as is relevant experience in a similar setting.

For further information and to apply, please visit www.barnardos.org.uk/jobs searching for reference NW476.

Closing date: 20th March 2009.

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



GMMPA. The difference is you

BUSINESS SUPPORT OFFICER

Human Resources Department, Old Trafford, Manchester.

Full Time. 9 month Fixed Term Contract.

£16,211 to £20,104 per annum.

Vacancy Ref: **BSO/09/252**

This is an exciting opportunity for a Business Support Officer to be part of a busy team supporting HR developments, and providing administrative support across the whole range of HR functions, including People and Performance, Learning and Development, Health and Safety, and Business Support.

Working closely with colleagues, you will be producing documents and reports using computer-based systems, providing management data, and dealing with telephone calls and visitors to the department. You must be customer focused with a "can do" approach.

Hours of work are 37 per week Monday to Friday within a flexi-time scheme. There is a final salary pension scheme available to all employees.

For a job description and application form call 0161 848 0628 or visit www.gmparecruitment.co.uk

Completed applications must be returned by 20th March 2009.

Applications are welcome from disabled people who, if they meet the essential criteria for the post, will be offered an interview.



INVESTOR IN PEOPLE

"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

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 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

"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



Force Intelligence Asset Recovery Manager

**£35,121 to £36,924 p.a. plus allowances
and final salary pension scheme**

Location: Nexus House, Ashton-under-Lyne

Hours: 36.25 per week

Permanent

You will ensure the provision of a comprehensive intelligence asset recovery service to the Force as directed by Force Command and the Head of Intelligence. Acting as the primary authority in GMP on Asset Recovery Intelligence, you will provide the strategic link with the regional asset recovery team. Using GMP resources, you will develop asset attack opportunities to a level, which directly disrupts organised criminality. You will also manage budgets for the Intelligence Branch.

With experience of consulting with internal and external colleagues at all levels, you have proven ability in all aspects of performance management and in supervising staff. Knowledge of Criminal Law, PACE, NIM, RIPA and Management of Police Information is essential to this role as is detailed knowledge of local and regional crime problems. With investigative ability at SIO level and knowledge of Asset Recovery legislation, you will possess the ability to write complex reports, make presentations and discuss relevant issues with other agencies and Force Command.

Contact: 0161 856 8282

Closing date: 15 March 2009

Reference no: 955

Burglary Crime Researcher

**£20,046 to £21,897 p.a. plus final salary
pension scheme**

Location: Tameside

Hours: 36.25 per week

Temporary for up to 12 months

You will gather information on burglary offenders so that they may be targeted. Researching reports of burglary, you will provide information to assist officers in identifying anomalies and common trends that will link offences and lead to the identification of offenders. You will work closely with Criminal Intelligence Analysts to produce victim, offender and location profiles that can be utilised to reduce burglary.

Having carried out duties involving research, analysis of information and the monitoring of patterns and trends, you will be experienced in the preparation and presentation of reports, producing statistical data, charts and diagrams. Keyboard experience and knowledge of computer applications is also essential as is the ability to input, record and retrieve information.

Contact: 0161 856 9298 or 0161 856 9278

Closing date: 22 March 2009

Reference no: 110

Appointment to all posts is subject to vetting checks, some of which may be enhanced.

Notes

Hints and tips



Interview

An important fact to acknowledge is that you've got to the interview stage. The employer must think it is worth seeing you, and so the interview is your opportunity to demonstrate who you are and what you can do.

Preparation – general:

- Read the application method you used to apply for the job – application form or, where specified, CV and covering letter.
- Research the company – you can find information on the internet, newspapers, the library or from information sent out with the application pack.
- Work out where you are going on the day, how you are going to get there and how long it will take.
- If you have a disability, all employers must make reasonable adjustments for you so it is possible for you to have an interview. If you need the employer to make particular arrangements (eg. to help you get into the building, or a supportive chair), let them know the details before your interview. Sign language interpreters and lip speakers can be provided free of charge. Contact the Disability Employment Adviser (DEA) at your local jobcentre to arrange this, and advise the employer so they can ensure an appropriate room layout for the interview.

Preparing for questions:

- Think about the types of questions you will be asked. They will usually be based on the person specification for the job. Refer to the person specification and think how you would answer a question about each one.
- There will usually be the opportunity to ask questions at some point in the interview – usually at the end – so have a couple prepared.
- What not to ask – how much will I be paid?

- What to ask – will there be training and development opportunities and career progression?
- It is also perfectly fine to take some notes into the interview. Keep these to a minimum, otherwise you could get yourself into a mess with too many pieces of paper.

The interview:

- Make sure you are dressed smartly and appropriately.
- Give full answers, including examples of what you did and what the result was.
- Speak slowly and clearly – nerves will make you rush. If you have a speech impairment, explain this to the panel and speak at a speed you feel comfortable with.
- Ask the interviewers to repeat/reword any questions you are unclear on.
- Listen to the question and answer it.
- Don't be afraid of having a pause before answering.
- The interviewers will take some notes, so don't be put off if they don't maintain eye contact with you all the time.
- At the end of the interview, thank them for their time.

Feedback:

- If you're not successful at the interview stage, ask for feedback. Not all companies provide it, but it costs nothing to ask. What you get back might be useful for future interviews.



MANCHESTER
CITY COUNCIL

Where to apply for jobs with Manchester City Council

Please check the last paragraph of the job you are interested in to find out which department you should contact.

Please make sure you telephone the correct number/department otherwise this will delay your application pack being sent out.

Recruitment Services

Closing date: 30 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: 16 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: seniorrecruitment@manchester.gov.uk



When you have finished with
this magazine please recycle it.

**The next issue of Jobs Update
will be published on 30 March 2009.**

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

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

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





Apply online

Before you start:

- You must register to use the online recruitment system by:
 - Going to the 'jobs and careers' section on the Council's internet page
 - Clicking on 'register as a user'
 - Entering all the details, paying particular attention to the boxes marked with an *
 - Accepting the data privacy statement by ticking the box and then clicking on 'register'
- Once registered you can create a profile to apply for jobs within the Council.

Searching for Council vacancies:

- Go to the 'jobs and careers' section on the Council's internet page
- Click on 'search for jobs'
- If the job reference number is known, then ensure that an * is placed before and after the complete reference number, eg. *NB70707080*
- If the job reference number is not known, then enter as much search criteria as possible into the search options.

The online application form:

- The application form has the following sections:
 - Personal details
 - Work experience
 - Education and qualification details
 - Attachments
 - Equality questionnaire
 - Additional information
 - Covering letter
- All the boxes marked with an * must be completed
- If you require any assistance at any point about completing the application form, then refer to the 'help and advice' pages on the Council's jobs internet page
- Once the application form has been completed, you can use it to apply for any job within the Council
- As part of the application, you must include a covering letter. This letter must change for each job you apply for within the Council and should:
 - Detail your suitability for the job and show how you meet the requirements of the job
 - Include your experience gained through work, school, college, at home, voluntary work and through your hobbies.





Don't let sickness or disability stop you from working

The Stepping Stones project is an exciting opportunity for the residents of Manchester. Stepping Stones will provide you with:

- One-to-one confidential personal advice, conducted in a professional yet informal setting, where you can discuss your issues
- Financial support to help you back into work and training
- Ongoing support
- Support with learning, for occupationally related and other courses.

Our advisers will visit you in work or training if you wish and keep in touch, so that if any unforeseen problems arise once you start work we are still there to help.

If you feel you're not quite ready to take up formal training, why not try a taster workshop first, which will help boost your confidence before you move on?

They offer:

- Lots of free training opportunities
- Help with basic and key skills
- Fast track access to New Deal for Disabled People
- Help to liaise with other agencies where appropriate on your behalf
- Advice about assistance with childcare
- Support in claiming other financial incentives and grants available once you return to work.

They can also help you with things like speaking to potential employers, sorting medical issues, debt or housing.

If you're interested in the project or would like further information, please call us on **0800 783 1080** or visit **www.stepsingstonesintowork.org**