

Jobsupdate

First choice for Manchester City Council vacancies



See inside for Greater Manchester Police vacancies



Help 4 Lone Parents

Being a lone parent certainly has its share of day-to-day problems... but nothing proves more challenging for a single parent than the gruelling process of returning to work. However, **Stepping Stones**, a free project helping single parents get back on the career ladder, is here to lend a hand with:

- Friendly advisors with time for you
- Advice on training opportunities
- Help to find childcare
- Interview preparation
- CV and job applications
- Financial help and planning

And the help and guidance doesn't stop there... they offer on-going support and will visit you in your work place and help with any problems you may be facing once you start your new job.

So what are you waiting for... get back on that career ladder!

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

Working for Manchester City Council

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

I started working for the Council 22 years ago as a Clerical Assistant in the Leader of the Council's office.

Which service do you work for now?

I now work for St Mary's CE Primary School in Moss Side.

What does your current role involve?

My current role is the Business Manager for the school and involves strategic and operational management of finances. I support the headteacher with leadership, managerial and administrative complexities. I ensure the smooth and successful running of the school office, line-manage support staff with their professional development, and assist teachers with administrative tasks so they can focus on their teaching. I have planned and arranged for refurbishment of several sites in the school and manage projects of all sizes. My recent key role was to link strong financial management to the school improvement planning process. This is an essential element in achieving the Financial Management Standard in Schools (FMSIS), which is a requirement for all maintained schools. My role for administering a 21st-century school is indeed challenging yet extremely rewarding.

What training and development opportunities have you received?

I have taken every opportunity to train and develop on various software packages by attending training offered by the Council. I have had the chance to complete many qualifications, including my BA Hons degree on a day release basis. As my role develops I continue to seek opportunities to broaden my range of skills, for example I will shortly be taking on an additional role as the qualified Health and Safety officer for the school.

What do you like best about working for the Council?

The skills I have developed working for the Council have prepared me to work at a school that was described as 'more than a school' when it received its Healthy Schools gold award. I feel privileged to work for this Manchester school, have passion and determination and strive to achieve results to a high standard.

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.

Environment

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

Underpinning the city's regeneration is the work of Regulatory and Enforcement Services and we have a number of exciting opportunities in our Public Protection and Specialist Food and Safety Standards teams to continue making Manchester even better.

Principal Public Protection Officer

Grade 8 £30,456 to £34,107 (bar at £33,231)
Ref: NB50605028/02

Location: Manchester Area Office, Gorton
Hours: Working 5 out of 7 days
(will include evenings, nights and some weekends)
Permanent

You will lead and manage a team responsible for all environmental health and public protection issues in a third of the city.

Public protection plays a key role in supporting the regeneration of the city through our contribution to the planning process, the Respect agenda through our work on noise, anti-social activities and licensing enforcement and the cultural and economic prosperity of the city, by ensuring that major events such as the Manchester International Festival and major events such as the Manchester International Festival and major outdoor concerts and events are delivered safely. Partnership working across a range of agencies is key to this role. You will need to be an Environmental Health or Trading Standards professional, or have an Honours degree in a science subject.

These posts attract an Essential Car Users Allowance under the Interim Car Allowances Scheme.

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.

Public Protection Officer x 2 posts

Grade 7 £26,706 to £29,628 (bar at £28,862)
+ 6.7% flexibility payment
Ref: NB50606806/02

Location: Manchester Area Office, Gorton
Hours: Working 5 out of 7 days
(will include evenings, nights and weekends)
Permanent

Primarily, you will work in a designated area of the city, but you will also support the wider Public Protection team. No two days are the same and you will deal with issues as diverse as complaints about a noisy pub or barking dog, safety advice on major concert events, or the investigation of complaints about food premises.

You will need to be an Environmental Health or Trading Standards professional, or have an Honours degree in a science subject.

These posts attract an Essential Car Users Allowance under the Interim Car Allowances Scheme.

We welcome applications from people wishing to job share.

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

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Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 22.

Food and Safety Standards Specialist

Grade 7 £26,706 to £29,628 (bar at £28,862)
Ref: NB50606991/02

Location: Gorton area office, Manchester
Hours: Working 5 out of 7 days (will include evenings, nights and weekends)
Permanent

You will be responsible for service delivery relating to food (both safety and standards) and health and safety across the city including the airport.

You should be a qualified Environmental Health professional, with a flexible attitude, but above all a determination and ability to take action to ensure sustained compliance. Are you a committed individual who would like the opportunity to work across a wide range of issues, and to play an important role in the Council's commitment to reducing health inequalities? The person we are looking for will want to provide a top quality customer-focused service working as part of this busy commercial team.

Manchester is a 24-hour city, so we need people who want to work flexibly in order to meet the needs of our customers. You will work closely with colleagues in other Council departments and a wide range of agencies such as the police, community groups, government departments and local elected members.

If you are up to the challenge and relish the opportunity to work in one of the most vibrant cities in Europe we'd love to hear from you.

These posts attract an Essential Car Users Allowance under the Interim Car Allowances Scheme.

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Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 22.

Pest Control Technician

Grade 5 £19,370 to £21,937 (bar at £21,244)
Ref: NB50608531/02

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

Hours: 35 per week

Permanent

Manchester City Council Pest Control Service is looking to recruit a Pest Control Technician who is suitably qualified, skilled and enthusiastic to deliver a pest control service in the treatment of nuisance and public health pests in a very busy urban environment.

Reporting to the Operational manager (Pest Control), you will have an insight and expertise in urban pest management and will be responsible for the promotion and delivery of the pest control service in accordance to the service business plan.

You must be able to prepare written reports and be familiar with computerised work systems being able to carry out basic inputting and demonstrate your ability to work alone as well as part of a team.

The position demands a high level of technical and interpersonal skills and you will possess as a minimum, the RSPH/BPCA Level 2 Certificate in Pest Control or equivalent.

A current driving licence is essential.

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Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 22.

Management

Highway Network Manager

Salary: £50,000 to £55,000
Ref: SRS/HNET

In a city as big and boldly bustling as Manchester, it's vital that traffic keeps moving - getting where it's going. So we make our highways policy a real priority, creating an approach to road transport that will serve our residents well in the changing transport conditions of the 21st Century. Your task, then, will be to implement highways legislation, develop and put into practice our Network Management Plan and to coordinate an effective approach to real time highway management actions and longer term highway infrastructure improvements - as well as taking on regulatory responsibility.

In addition to extensive highways-related leadership experience, you should have a solid track record of delivering network management services in an urban environment, ideally with both formal management and vocational qualifications. Your local government history should have prepared you to work with other organisations, creating successful partnerships that enhance not only your own performance but also that of your team.

Closing date: 14 April 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

Highway Maintenance and Improvement Manager

Salary: £50,000 to £55,000
Ref: SRS/HMIM

As one of the UK's largest and busiest cities, we have a highways network that rivals any in the country. Keeping it in good order is crucial to the smooth running of life and business in Manchester. How we do that will be up to one person; you. You'll design and manage our highway maintenance and improvement programme, delivered by our in-house contractor. That's going to mean building project teams that work in partnership with Manchester Contracts. And, by bringing visionary leadership to your people, you'll help them to generate continuous improvement in every field from street lighting to winter maintenance. The result will be a service worth promoting... a task which you'll also take on.

Naturally, you'll have extensive, relevant leadership experience as well as a vocational qualification and, ideally, membership of a professional body. You'll also balance great technical and legislative knowledge with the excellent teamwork and communication skills of a manager used to leading from the front, by example.

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

Email: seniorrecruitment@manchester.gov.uk

Teachers

Specialist Teacher (Every Child A Reader – ECAR)

**Salary: Teachers Main Scale (to include Upper Pay Scale)
+ 1st SEN Allowance
2nd SEN Allowance applicable depending on qualifications
and/or experience
Ref: NB50610861/17**

Location: Children's Directorate, Education Services, City Wide

Hours: full-time

Permanent

Manchester City Council is transforming its Education Services and we are 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 outcomes for children. To do this we need the best people who can bring out the best in others.

This is an exciting opportunity in Traded Services to join a team of trained reading recovery teachers and work with the team leader to develop the breadth of our literacy offer to schools. We are looking to recruit an experienced qualified Teacher with proven expertise and experience in leading on Literacy either in a school or at local authority level. You will need to have either a relevant further qualification in this area or be willing to work towards this in the future. The ideal candidate will be an excellent classroom practitioner in foundation stage or any of the key stages. You will be an excellent communicator, with experience and understanding of the skills required to teach children and young people in literacy. Experience of capability and capacity building within schools, along with experience of delivering training is also crucial for this role.

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

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

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Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 22.

Information Communications Technology

Information Systems Service, Children's Services

Schools are required to facilitate the electronic exchange of information both with the Local Authority (LA) and the DCSF. The SIMS and Facility (CMIS) suites of software, currently available to all schools, are recognised as two of the best management information systems (MIS) for this purpose.

The information Systems Service aims to support schools in the use of their systems, and other supported software, to help the administration and management of a school as a contribution to supporting school improvement. The school's MIS enables both schools and the LA's to share basic pupil data as part of the LA's and the school's role in school improvement.

The service offers a number of I.C.T. services including the provision of quality support and training primarily in the use of SIMS.net and Facility.

Are you interested in joining a highly professional team providing I.C.T. support to schools within Manchester City Council?

Do you want to be part of our centre of excellence in I.C.T. support and training? Then you may be interested in one of the following exciting opportunities we have available in the Information Systems Service.

If you would like the opportunity to join a busy and vibrant team and play an active part in this high profile service, we wish to hear from you. All initial enquiries should be directed to Ann Sutton, AEO Head of Information Systems service on 0161 234 7787.

One System Report Writer

SO1/2 £24,331 to £28,270

Ref: NB50609725/16

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

Hours: 35 per week

Permanent

This post provides an exciting opportunity to contribute to the further development of ONE within the department.

Children's Services supporting Education, operates the ONE system from CAPITA Education Services and has been transferring pupil data from schools systems into EMS (Education Management System) since 1997.

We have now purchased the CSS and EPM modules from CAPITA and will be implementing various aspects of the modules' functionality over the next 6 months. Following the move of the current post holder to another position, we are now looking to appoint a permanent replacement. The role is to act as the ONE Report Writer with responsibility for helping maintain the ONE database and, primarily, the reporting function out of the database utilising Crystal Reports and the soon to be introduced SSRS (SQL Server Reporting Services) and/or other database interrogation tools.

The person appointed would be expected to have:

- Experience of importing and processing data from various management information systems.
- Knowledge of CAPITA's ONE SYSTEM, MICROSOFT (MS) Access, MS Excel and other data manipulation tools
- Experience of using "third party" database interrogation tools e.g. Crystal Reports, SSRS, Business Objects
- Experience of handling data files and data in different formats.

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.

Data Collection Assistant

Scale 4 £16,614 to £18,882 (bar at £18,217)

Ref: NB50609693/16

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

Hours: 35 per week

Permanent

The Education Department branches and services has operated the ONE System from CAPITA Education Services since the early 1990s and has been transferring pupil data from schools systems into ONE since 1997.

There is a Data Manager responsible for various activities around the collection of pupil level data from schools and management of that data once imported into the LA's central system.

We now have a vacancy for a permanent full time assistant to support the Data Manager.

The person appointed would be expected to have:

- Basic keyboard skills
- Experience of dealing with customers/clients via the telephone
- Experience of providing help to clients/customers through guidance and support
- Experience of importing and processing data from various management information systems
- Active listening and verbal communication skills for effective interaction with staff at all levels
- Basic knowledge of handling data files and data in different formats.

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Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 22.

MEWAN Infrastructure Manager

PO5 £36,730 to £39,345

Ref: NB50608503/16

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

Hours: 35 per week

Fixed-term until 31 July 2011

Children's Services seeks an Infrastructure Manager to lead the Manchester Education Wide Area Network (MEWAN). An influential and persuasive communicator you will provide leadership and strong management direction in the continuous service delivery improvements, aligned to user needs. Working with the Head of Service your role is to ensure the availability of the MEWAN service and Internet connectivity to schools and other centres of learning for school-age students.

In this dynamic environment we require an inclusive team player who fosters partnerships, demonstrates clear evidence of successful management and motivation of a team ensuring effective service delivery. You will have well-developed project management skills, having led or worked in teams to create service improvements.

The role requires high level experience of designing, implementing and supporting a network based on Open Source UNIX technologies such as Linux, Proxy servers, DNS Web Servers, Firewalls, Filtering systems, Mail Platforms and TCP/IP.

An excellent communicator and negotiator you should be comfortable planning and co-ordinating a range of activities with competing priorities, and working under pressure in order to achieve tight deadlines and within budgets.

Certifications such as ITIL or Prince 2 would be advantageous but not essential.

We welcome applications from people wishing to job share.

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Application forms: 0161 953 2775 or 0161 953 2784.

Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 22.

Curriculum Support Manager

PO2 £28,862 to £31,348
Ref: NB50608093/16

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

Hours: 35 per week

Permanent

The Information Systems Service, under the umbrella of Children's Services Directorate, has provided a quality hardware and software support service for school's administration networks for approximately 15 years.

The department is now offering a service to meet growing need from schools, for the support of servers and workstations primarily for the use of the students and teaching staff in the delivery of the curriculum. The person appointed will lead the service and would be expected to have experience of managing a team of engineers involved in the support of curriculum hardware and software in schools.

Experience of working within a school environment, providing technical support, ideally with experience of curriculum software would be an advantage. You will need to be customer-focused and have experience of dealing with customers via the telephone and providing help through guidance and support. A good working knowledge of Windows Operating Systems, including Windows XP Professional, Windows 2000 server and 2003 Server. In addition, a working knowledge of Windows 2000, 2003 and XP in a networked environment 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.

MIS Support Officer

SO1/2 £24,331 to £28,270
Ref: NB50608099/16

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

Hours: 35 per week

Permanent

Are you interested in joining a highly professional team providing I.C.T. support to schools within the Manchester Authority?

Do you want to be part of our centre of excellence in I.C.T. support and training Information Systems offer a number of I.C.T. services including the provision of quality support and training primarily in the use of SIMS.net and Facility? We are very proud to be the only accredited support unit in the country, for both of these systems and require an MIS support officer to continue our high level of customer services.

Candidates must have experience and knowledge of either SIMS.Net or Facility in a supporting role and have a background working in an educational environment. It is also essential that you are customer focused and be able to communicate complex ideas to individuals or groups both orally and in writing. A basic working knowledge of Windows operating systems as well as a working knowledge of adequate and effective back up procedures across networks would also be an advantage.

Experience of providing formal presentations and training as well as assisting in the preparation of supporting documentation is a requirement in this role.

Technical experience within a networked environment and experience of hardware and software installations would also be welcome.

You must be polite, courteous, friendly and have the ability to work under pressure.

We welcome applications from people wishing to job share.

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

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Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 22.

Assistant MIS Support Officer

Scale 5/6 £19,370 to £23,405
Ref: NB50607526/16

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

Hours: 35 per week

Permanent

Are you interested in joining a highly professional team providing I.C.T. support to schools within the Manchester Authority?

Do you want to be part of our centre on excellence in I.C.T. support and training? Information Systems service offers a number of I.C.T. services including the provision of quality support and training primarily in the use of SIMS.net and Facility? We are very proud to be the only accredited support unit in the country, for both of these systems and require an assistant MIS Support Officer to continue our high level of customer services.

Candidates must have knowledge of how MIS can assist management and administrative processes in a school setting. It is also essential that you are customer focussed and be able to communicate complex ideas to individuals or groups both orally and in writing. A basic knowledge of Windows operating systems as well as a working knowledge of Windows operating systems as well as a working knowledge of adequate and effective back up procedures across networks would also be an advantage.

We welcome applications from people wishing to job share.

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Finance

Head of Internal Audit and Risk Management

Salary: circa £60-£65k

Ref: SRS/HOA

Manchester is a world-class city with a world-class future. Under you, our teams will provide an Internal Audit Service to match the best in its class. Your strategy and policy work will support coordinated risk management Council-wide. This will include creating an annual audit plan and an embedded risk management culture as well as managing staff and resources to support key stakeholders.

Qualified to CCAB/IIA or equivalent professional standard with a solid record in relevant fields, you will have a history of achievement that demonstrates exceptional leadership, organisational, communication and practical management skills. Where problems arise, your creativity, sensitivity and judgement will be vital in overcoming them.

Closing date: 14 April 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 Service Group

£41,997 to £47,247
Ref: NB50612166/05

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

Hours: 35 per week

Permanent

The successful applicant will provide financial leadership and expertise to the Trading Services Department within the Neighbourhood Services Strategic Directorate.

This is an exciting and challenging role with a broad remit across a wide variety of services that trade with both internal and external customers. The variety of service include such diverse activities as Markets, Catering, Highway Maintenance, Vehicle Fleet, Street Scene, Bereavement, Cleaning, and Security. Supported by a small team responsibilities include day to day performance reporting and advising, business planning of the service and financial and corporate reporting.

We are seeking a CCAB qualified accountant with post qualification experience gained in a Finance Manager role of a large and complex organisation. The successful applicant will enjoy dealing with managers who will be looking for quality and incisive financial advice and direction.

We welcome applications from people wishing to job share.

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

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Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 22.

Hospitality/Catering/ Domestic/Cleaning

Deputy Head Chef

Grade 5 £19,370 to £21,937 (bar at £21,244)
Ref: NB50610699/20

Location: Town Hall, Manchester M60 2LA

Hours: 35 per week (required to work a minimum of 30 hours/ maximum of 60 in any one week on 5 out of 7 days to meet the needs of the service over a 17 week period. This includes evenings and weekend working)

Permanent

We are looking to recruit an inspirational chef with a passion for food. If you share our aspirations to continually improve catering this could be the job for you. You will be part of a team, which provides a top quality function and banqueting, as well as retail catering for two cafes. You will be somebody with drive and vision that can help move plans forward. You have excellent cookery skills, and the ability to inspire people to deliver results.

We welcome applications from people wishing to job share.

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

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Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 22.

Legal

Solicitor x 2 posts

P02/4 £28,862 to £36,730
Ref: NB5060886/11

Location: Town Hall, Manchester, M60 2LA

Hours: 35 per week

Fixed-term until 31 July 2010

We are looking for 2 motivated, and high quality lawyers to join a well-established and friendly team, which provides legal advice and representation to the Children and Families Division of the Children's Services Department on all matters relating to child welfare and protection.

We have a proven track record in providing high quality support in this challenging but rewarding area of law.

You will be expected to undertake the management of a full caseload of child care matters.

You must be able to work under minimum supervision yet be aware of the situations where you need to consult colleagues or management.

You will be able to demonstrate excellent negotiation, communication and influencing skills and be a good team player.

As this post involves significant amounts of advocacy applicants must be skilled and experienced in this area.

These posts are temporary to cover for the postholders who are on maternity leave.

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 22.

Trainee Legal Officer

Scale 4 £16,941 to £18,882
Ref: NB50612042/11

Location: Town Hall, Manchester M60 2LA

Hours: 35 per week

Permanent

We are looking for an enthusiastic trainee to join our Litigation Section Civil Claims Group and to play an important role, primarily in the defence of claims for compensation made against the City Council.

The successful candidate will:

- Have a basic understanding of the Civil Procedure Rules and the law relating to legal liability.
- Have good personal organisational skills, enabling them to handle a personal caseload.
- Have the ability to use initiative and creativity in problem solving.
- Be computer literate and be willing to operate and be trained on the Council's computer systems.

This is an excellent opportunity for the right candidate to join a leading Local Authority Claims team and to make a real difference to the future of the City. 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.

Professional

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.

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See Recruitment Services for full details on page 22.

Marketing/Media

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.

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 22.

Social/Care/ Community Work/ Educational Support

Advice Worker (HIV)

Grade 6 £22,664 to £25,940 (bar at £25,146)
Ref: NB50607339/16

Location: Level 5, Town Hall Extension, Manchester, M60 2AF
Hours: 35 per week
Permanent

Manchester Advice is the City Councils 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 client groups.

We are looking for an experienced and enthusiastic advice worker to work closely with referrers from the Hospitals, George House Trust, and other voluntary sector organisations to assist people living with or affected by HIV. You will carry out casework, give advice face to face and over the phone to help clients maximise their income, take control of their debts and assist them with other social welfare issues such as basic consumer and housing problems.

You will also do some appeal and court representation as well as delivering training courses.

You need to have:

- Comprehensive knowledge of benefit and debt issues.
- 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 clients living with or affected by HIV, and forms an important part of the Council'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.

“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

Extended Schools Remodelling Consultant

Grade 9 £34,976 to £38,463 (bar at £37,555)
Ref: NB50611783/17

Location: 4th floor, Fujitsu Tower, Wenlock Way West Gorton, Manchester M12 5DR

Hours: 35 per week

Fixed-term until 31 March 2011

We are looking for a skilled person with a background in health, education, youth, social care or the voluntary sector along with experience of working with schools. You will work with and support schools across Manchester to meet targets for implementation of the 'Extended Schools Core Offer'. This requires effective multi-agency working with key stakeholders involved in the delivery of integrated children's services as part of the 'Every Child Matters: Change for Children' agenda. The work is fast-paced and pressurised with challenging targets for delivery and requires flexibility, stamina, commitment, confidence and excellent communication skills.

Applicants must possess detailed knowledge and understanding of key policies and legislation related to Extended Schools and school improvement and a good understanding of the barriers to learning. They are also expected to hold a relevant degree or equivalent qualification in a related discipline such as health, education or social care.

The successful candidate will form part of a team alongside six other Remodelling Consultants and will take responsibility for a geographical area as well as taking a strategic lead on a thematic area of work or a specific project.

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.

Crime and Disorder Reduction Specialist

Grade 6 £22,664 to £25,940 (bar at £25,146)
+6.7% out of hours allowance
Ref: NB50609689/02

Location: 1 Hammerstone Road, Hammerstone Road Depot, Gorton, Manchester, M18 8EQ

Hours: 35 per week

Fixed-term until 31 October 2010

We are looking for a highly motivated individual who wants to work in a team that is committed to providing a high quality service for its customers. This is an exciting opportunity to be involved in the enforcement of Consumer Protection legislation within one of the most vibrant cities in Europe.

You will be expected to carry out a range of duties specifically, but not exclusively, in the areas of youth crime and nuisance associated with the sale of age restricted products, door step crime, unscrupulous/bogus tradespeople, disruption of the market for stolen goods and vehicle crime. Previous experience of working within a Consumer Protection environment or having knowledge of Consumer Protection legislation would be an advantage.

Manchester is a busy 24 hour city with its own specific demands and you will need to show sufficient flexibility to respond to these. Some weekend and evening work will be required.

The post carries an essential car allowance. The postholder must have regular access to a vehicle for use at work.

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

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.

Social Worker (Emergency Duty Service)

Salary: CFSW £24,331 to £31,348
Ref: NB50610230/16

Location: Carisbrooke, Gorton, Manchester M19

Hours: 35 per week (Shift/ Out of Hours)

Permanent

Due to the retirement of the post holder Manchester Emergency Duty social work service wish to recruit a qualified social worker.

The EDS is a team of 5 permanent social workers and a team manager assisted by a rota of qualified sessional staff drawn from daytime services.

The post is generic but specifically requires approved mental health practitioner status and the skills to undertake the tasks and duties of child care assessment.

The team is part of the Manchester Contact service that is a 24 hour operation and includes the daytime contact service, out of hours and community alarm services.

It is expected that the new post holder will undertake their duty shifts on site at Carisbrooke and will work in tandem with another EDS colleague and linked by telephone to duty principal managers for Adults and Children's services.

It is expected that the post holder may occasionally work from home and in the coming months there are plans to provide electronic links to newly recently installed client database.

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.

Broker

Scale6/PO1 £21,937 to £29,628
Ref: NB50610853/16

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

Hours: 35 per week

Permanent

The Self Directed Support Team requires a Broker to join the team working in Manchester.

The service has a proven track record of delivering responsive high quality services to a large number of Customers.

The successful candidate will have lead responsibilities for key areas of service development.

Other duties include:

- Providing advice to Customers on the Self Directed Support option following the assessment process.
- Co-ordinating the transition onto Self Directed Support liaising with Care Managers and colleagues from other agencies.
- Consulting with Customers to identify advice and support needs in relation to Independent Living.
- Supporting Customers to complete support plans detailing the use of the Individual Budget allocation.
- Promoting Self Directed Support as an option for Independent Living, both to Customers and others.

Candidates may also be required to work outside of the Manchester area to complete contract work with other authorities.

The scope of this role is extremely varied, challenging, and very rewarding. We would like to hear from you if you feel able to contribute.

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.

Psychology Assistant

Grade 3 £14,847 to £16,230 (£15,849)
Ref: NB50604796/17

Location: Children's Directorate, Education Services, Educational Psychology Service, City-wide

Hours: 35 per week

Fixed-term contract for 6 months from September 2009 until March 2010.

Manchester City Council 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 outcomes for children. To do this we need the best people who can bring out the best in others.

This is an exciting opportunity in Traded Services to join our Educational Psychology Service and play an important supporting role in delivering high quality services to schools within the City. We are looking for someone who is motivated and committed with a good psychology degree to help us meet the challenge of different ways of working and exciting new opportunities.

If you're looking to lay the foundations of a great career in educational psychology, Manchester – with its fantastically diverse population of young people from every demographic – makes a great starting place. Its sheer variety makes for a breadth of experience few other locations can hope to match... while our commitment to providing a quality service is second to none.

You'll make a real contribution to developing a new research and development offer to schools and other customers under the supervision of an Educational Psychologist.

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.

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.

Child Care/Play/ Youth Workers

Lead Childcare Practitioner x 2 posts

Grade 5 £19,370 to £21,937 (bar at £21,244)
Ref: NB50597730

Location: Moss Side Children's Centre, 30 Selworthy Road, Moss Side, Manchester M16 7UH

Hours: 35 per week

Permanent

An exciting opportunity has arisen for 2 lead child-care practitioners, the purpose of the job to work as part of a team in a supervisory capacity, to support a consistent approach to good quality child-care practice and ensure that service quality standards are maintained.

You will be responsible for the day to day supervision of centre staff, to ensure a stimulating, stable and secure environment, that offers the optimum opportunity for children's learning and development.

The successful candidate needs to be a positive role model who will take a lead role with the child-care team in planning, organising and initiating the work and routines of the child-care staff and who will be responsible for supervising and mentoring child-care staff and students in supporting the development of a high quality child-care environment.

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 Worker Level 2 (x 2 posts)

Grade 3 £14,847 to £16,230 (bar at £15,849) or pro rata
Ref: NB50610728/16

Location: Benchill Children's Centre, Brookfield Gardens, Benchill, Manchester, M22 8ZZ

Post 1: 35 per week. Post 2: 17.5 per week

Permanent

We require a childcare worker with experience of working with children from six months to five years old.

You must be able to provide a rich stimulating environment which meets all the basic needs of the children in your care. Working as part of an extended team you must be able to monitor, record and plan to meet individual and group needs. You should have the ability to provide positive experiences for children, 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 22.

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

Summer Playworkers

Grade 3 £14,847 to £16,230 (bar at £15,849) pro rata
Ref: NB50610043/16

Location: Wenlock Way Offices, West Gorton, Manchester, M12 5DR
Hours: 30 per week (6 hour per day)

Fixed-term until 13 August 2009.

Manchester Play Team is looking to appoint a pool of play workers to operate in teams across the city to plan and deliver a range of stimulating, challenging and inclusive open access play activities for children and young people 5-14 years during the summer school holidays.

You should have experience of working inclusively with children in this age group within the play work field and have an awareness of issues affecting children and young people. You should enjoy working with children and young people and be able to communicate effectively and support children's individual needs to enable their full participation in all play opportunities.

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.

Inclusion Assistant

Grade 4 £16,614 to £18,882 (bar at £18,217) pro rata
Ref: NB50608740/16

Location: 1st Floor R and D Block, Wenlock Building, West Gorton, Manchester M12, 5DH

Hours: 21 per week

Fixed-term until 31 July 2010

We are looking for an individual with strong communication skills in both English and one of the following community languages: Somali, Urdu, Punjabi, Bengali/Sylheti.

The successful candidate will work within the Equality and Inclusion Team and help 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.
- Possess 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.

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

Secretary Level 2

Grade 6 £22,664 to £25,940 (bar at £25,146)
Ref: NB50579630/05

Location: Town Hall Complex, Manchester M60 2LA

Hours: 35 per week

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

We welcome applications from people wishing to job share.

Closing date: 9 April 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 22.

Local and Family History Research Officer

Grade 4 £16,614 to £18,882 pro rata (bar at £18,217)
Ref: NB50599230/01

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: Central Library, St Peter's Square, Manchester, M2 5PD

Hours: 17.5 per week

Fixed-term contract for 12 months

Are you familiar with local and family history research? Manchester Archives and Local Studies attracts a great many requests for research, and we are looking to extend the offer by providing a premium research service which will be carried out for a fee. Help us to pilot the service and use your research expertise to ensure its success.

We are looking for someone who can set up and promote an in-house research service, carry out research and provide accurate reports both to clients and to library management, using a computer.

As well as your knowledge of family and local history research techniques, you will need to have good communication skills, be committed to providing excellent customer service and be able to plan and organise your work.

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.

The closing date for jobs within the Manchester City Council section, in this issue is 20 April 2009 unless otherwise stated. Please see page 22 for application details.

Information Support Adviser

Grade 4 £16,614 to £18,882 (bar at £18,217)
Ref: NB50612045/16

**Location: Alexandra Centre, Adcombe 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. This includes a brokerage service to help parents to access suitable childcare. We are looking to recruit an Information Adviser to work within a team of seven officers delivering a frontline service. If you are customer focused, enjoy helping people and have excellent communication skills, this could be the job for you.

Applicants must have experience of delivering advice and guidance and accurate keyboard skills.

This post is currently based at the Alexandra Centre but the service will be relocating to Overseas House in the City Centre in Spring 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 22.

Leisure

Assistant Duty Manager x 2 posts

Grade 5 £19,370 to £21,937 (bar at £21,244) pro rata
Ref: NB50610862/15

**Location: Platt Fields (BMX Track),
Platt Field Park, Manchester M15 6FG**

Hours: 11 per week

Permanent

We are seeking experienced, self-motivated individuals for these part-time posts within Manchester Leisure, Community Activity.

Reporting to the Duty Manager, the successful applicants will provide support in the successful running of the new BMX Track situated in Platt Fields Park.

Applicants must display a strong customer care focus and have an understanding of Manchester's community needs to ensure the maintenance of high standards within a people-based service environment.

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 POSITIVE

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

Schools

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

Assistant Headteacher (Outreach and Inclusion)

Required from 1 September 2009

An enthusiastic and experienced teacher to join the Senior Management Team and lead the school in the further development of its role in providing support and guidance for mainstream schools with regard to children with Learning Difficulties, Autistic Spectrum Disorders and Social Emotional and Behavioural Difficulties. The person appointed will also have responsibility for a class within the school in one of the above areas.

Visits to the school are welcome.

All applicants must have an advanced CRB clearance before taking up the post.

Closing date: 21 April 2009 at 12 noon

Interviews will be held on the 1 May 2009

For an application form, job description and further details please contact the administrator at the school: Ms T Hammond.

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

Teaching Assistant

**TA (Behaviour) Level 3
(APT&C 22-25 pro rata and commensurate with experience)**

(temporary post for one year-secondment considered.

Timescale may be extended following review)

Required as soon as possible.

35 hours. Term-time only.

We require a Teaching Assistant to provide education in a specialist unit and transitional support for pupils reintegrating into mainstream primary schools following an exclusion. Line management, training, support and guidance will be provided by Ashgate Specialist Support Primary School.

All applicants must have an advanced CRB clearance before taking up the post.

Closing date: 17 April 2009 at 12 noon

Interviews will be held on 30 April 2009

For an application form, job description and further details contact the administrator at the school.

**The Willows Primary School, Tayfield Road, Woodhouse Park,
Wythenshawe M22 1BQ Tel: 0161 437 4444**

Teaching Assistant

**Level 3, Grade 4 Teaching & Learning,
Points 17-21 (£16,614-£18,882 pro rata)**

To work with the Foundation Stage, with Early Years experience and with Minimum qualification NVQ3 (desirable), 30 hours per week (term-time only)
Closing date 24 April 2009, (to start asap. Subject to CRB clearance).

Please contact the school for an application form, on 0161 437 4444.

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

Teaching Assistant

TA (Behaviour) Level 1
(APT&C 12–16 pro rata and commensurate with experience)

(temporary post for one year—secondment considered.
Timescale may be extended following review)

Required as soon as possible.

35 hours. Term-time only.

We require a Teaching Assistant to provide education in a specialist unit and transitional support for pupils reintegrating into mainstream primary schools following an exclusion. Line management, training, support and guidance will be provided by Ashgate Specialist Support Primary School.

All applicants must have an advanced CRB clearance before taking up the post.

Closing date: 17 April 2009 at 12 noon

Interviews will be held on the 30 April 2009

For an application form, job description and further details contact the administrator at the school.

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

Teacher

(temporary post for one year—secondment considered.
Timescale may be extended following review).

Required as soon as possible.

We require an experienced teacher to provide education in a specialist unit and transitional support for pupils reintegrating into mainstream primary schools following an exclusion. Experience of the primary curriculum is essential and SEBD/SEN experience is very desirable. Line management, training, support and guidance will be provided by Ashgate Specialist Support Primary School.

All applicants must have an advanced CRB clearance before taking up the post.

Closing date: 17 April 2009 at 12 noon

Interviews will be held on 30 April 2009

For an application form, job description and further details contact the administrator at the school.

Claremont Primary School, Claremont Road, Moss Side,
Manchester M14 7NA Tel: 0161 226 2066, Fax: 0161 226 0448,
Email: admin@claremont.manchester.sch.uk

School Administrator/ Receptionist

APTC Scale 5 pending Job Evaluation) Points 22 to 25 pro rata
35 hours per week (term-time only) plus five teacher days

Required as soon as possible.

The school wishes to appoint a School Administrator/Receptionist to join our friendly, supportive, committed and hardworking team.

We are looking for a highly motivated person with excellent organisational skills, with the ability to work calmly under pressure.

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

Closing date: 24 April 2009

Martenscroft Nursery School and Sure Start Children's Centre,
33 Epping Street, Hulme, Manchester M15 6PA,
Tel: 0161 2261266, Principal: Kathy Coates-Mohammed,
Deputy Head and Sure Start Head of Centre: Debbie Keary,
Assistant Head of Operations: Jane Rogers

Outreach Worker

Grade 5: £18,907 to £21,412
35 hours per week all year round

To start as soon as possible subject to a successful CRB check
Temporary contract subject to Sure Start funding until March 2011

An exciting opportunity has arisen for a committed and well-motivated person with excellent communication skills to help us reach those families who might not otherwise access children's centre services.

The role will be varied and will require you to work closely with a wide range of people, including children, parents, workers from other agencies, and managers.

We are looking for people with a variety of skills in engaging with communities. You may be able to communicate in community languages, you may have experience of childcare, education or health.

You will be required to be out and about in the community and be able to use your initiative.

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

Application forms and details are available from Martenscroft Nursery School and SSCC.

Please send an A4 sae to the value of 64 pence.

Closing date: Friday 17 April 2009, 12 noon

Shortlisting: Monday 20 April 2009

Interviews: Monday 27 April 2009

Moston Fields Primary School, Brookside Road, Moston,
Manchester M40 9GN, Tel: 0161 681 1801,
Headteacher: Mr R Peden

Teaching Assistant

Level 2, Grade 3 position. Salary £14,847–£16,230 pro rata
35 hours per week, term-time only (38 weeks)

Required as soon as possible.

We require an enthusiastic, flexible and reliable person to work with class teachers and children throughout both key stages, while supporting a child with a Statement of Special Educational Needs who is currently in year 2.

The successful candidate will be able to:

- Work under the direction of a team leader while using initiative and self-motivation
- Work with individuals and small groups of pupils
- Demonstrate some experience with interventions
- Undertake further professional development.

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

An application form, job description and person specification can be obtained from the school by post, or email admin@mostonfields.manchester.sch.uk

All applications should be returned to The School Administrator at the above address by 12 noon on Friday 8 May 2009.

Oswald Road Primary School, Oswald Road, Chorlton,
Manchester M21 9PL
Telephone: 0161 881 4266
Email: admin@oswaldroad.manchester.sch.uk

Teaching Assistants (three posts)

Scale TA Level (Grade 2) points 8–11
£12,989–£14,545 pro rata

Term-time only
(one post) 25 hours per week
(two posts) 30 hours per week
Temporary 12-month contract

The successful applicants will provide support for students with specific educational needs. Previous experience of supporting learners would be an advantage but is not essential as training will be given.

Please telephone or email for an application form and further details.

The post is subject to enhanced CRB checks.

Closing date for application: Monday 20 April 2009

Interviews: Thursday 30 April 2009

St Barnabas CE Primary School, in partnership with St
Clement's Primary School and Varna Street Primary School

Parent Support Adviser (PSA)

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

Three days per Week
This post is based at Varna Street Primary School working across the cluster.

Subject to Job Evaluation

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

Required ASAP/April 2009

This post is fixed-term until March 2011

This is an exciting and challenging position based at Varna Street Primary School which involves working across cluster.

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 an enhanced CRB check.

Application forms and details are available from Mrs DE Rycroft,
St Barnabas CE Primary School, Parkhouse Street, Openshaw,
Manchester M11 2JX Tel: 0161 223 3593

Email: head@st-barnabas.manchester.sch.uk

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

Please send applications by post or email.

Interviews will be held at Varna Street Primary School on Tuesday 28 April 2009.

St.Wilfrid's RC Primary School, St.Wilfrid Street, Hulme,
Manchester M15 5BJ

Caretaker

Level 1 grade 2 (scp 8) £13,027

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: 13 April 2009.



Flixton Girls' High School

Headteacher: Julie Hazeldine BA(Hons),MSc
Flixton Road, Urmston, Manchester M41 5DR
Email: flixtongirls.admin@trafford.gov.uk
Tel: 0161 912 2949 Fax: 0161 747 9834

Flixton Girls' High school is a developing school in Trafford. We are a specialist Sports College with high aspirations for our students and other stakeholders.

Teacher of English – 2 posts

1 Full time – required as soon as possible

1 Part-time – 3 days (Monday to Wednesday – Required from September 09)
Both Temporary Maternity Cover

We wish to appoint two outstanding classroom practitioners to join our English Department. This is an exciting opportunity for an innovative and inspirational professional to be part of a team committed to raising standards and deliver high quality teaching and learning in English.

Head of House

With Whole School Responsibility for Emotional Health & Wellbeing
TLR 1b (£8,611)

Required from September 2009 or sooner if available

Applications are welcome from teachers and support staff.

Salary will be paid at scale 6/SOI plus TLR allowance for the successful candidate (Non teacher)

Support staff roles are subject to Job Evaluation - As from the 01 January 2009 the proposed scale is Band 5/6 £20,736 - £25,320 (points 25-31) – Awaiting Final Decision

We wish to appoint an enthusiastic and motivated individual to join our Learner Services Team. The successful candidate will have experience of dealing with young people and their families within an educational setting. You will also have developed excellent skills to communicate effectively young people, staff and families and have the ability to inspire and support others.

For further details of all posts please contact Ann Birtles in the school office on: 0161 912 2949 or email: abirtles@flixtongirls.trafford.sch.uk

Closing date for all posts: 12 Noon Monday 20th April 2009

The school is committed to Equal Opportunities for all and supports a no smoking policy.

We are committed to safeguarding children and all posts are subject to an enhanced CRB check.

Further details can be found at www.crb.org.uk

Stonewall



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

The next issue of Jobs Update
will be published on 20 April 2009.

Local Criminal Justice Development Manager*

£32,310 to £34,233 p.a.

plus final salary pension scheme

Location: Oakland House, Old Trafford

Hours: 36.25 per week

Temporary until 31 March 2011

You will ensure Local Criminal Justice Groups (LCJGs) develop capability and capacity to plan and deliver work in support of Local Criminal Justice Board (LCJB) priorities. You will also support LCJGs to work in collaboration with local Partnerships as well as working to ensure continuous improvement and benefits to all CJS partners.

With experience in Business process improvement and with an understanding of the principles of project management, you will be able to build and maintain professional networks to progress work objectives. The ability to develop relationships with a wide range of stakeholders and to communicate across all levels of the organisation is essential as are IT and analytical skills. Capable of working under pressure and to tight deadlines, you will achieve optimum results.

Reference no: 138

Contact: 0161 856 2398

Administration Officer

£16,095 to £17,190 p.a.

plus final salary pension scheme

Location: Chester House, Old Trafford

Hours: 36.25 per week

Permanent

You will provide administrative support to the delivery of Programmes by developing and maintaining the central programmes and projects library, documenting procedures and providing a word-processing service to the Programme Management office. You will also provide secretarial support to meetings, specifically taking and typing of agendas, minutes and reports.

Having worked previously in a clerical environment and with experience of computerised office systems, you will have carried out duties including word processing, setting up and maintaining efficient filing systems, distribution and control of documents. Using your initiative to identify potential improvements, you will be familiar with working to standard procedures and will possess the ability to produce work to the required standard.

Reference no: 909

Contact: 0161 856 2537

Administrative Assistant

£16,095 to £17,190 pro rata

plus final salary pension scheme

Location: Leigh Operational Communications Room

Hours: 18.125 per week (Monday, Tuesday, Wednesday)

Permanent

You will provide a full administration service to the Operational Communications Room, including purchase ordering, inputting, checking and maintaining various computer systems relating to overtime, mileage and expense claims, preparing reports and typing documents.

Having previous clerical experience you will have the ability to produce accurate written work to a high standard. Experience of record keeping, using computerised systems and inputting information is essential to this role.

Reference no: 134

Contact: 0161 856 1888

Closing date: 5 April 2009

Administrative Assistant

£14,580 to £15,726 pro rata

plus final salary scheme

Location: Bolton

Hours: 25 hours per week (Monday to Friday)

Permanent

You will liaise with internal sections and external organisations to arrange general purchases of goods and supplies. You will receive, store and distribute various supplies e.g. stationery, clothing and equipment and will be responsible for maintenance of the stock room.

You will have carried out duties relevant to the post including, checking, recording, inputting information and associated filing. Experience of software applications is also essential to this role. Although not essential, the ability to lift and handle a variety of items would be desirable and manual handling training will be provided.

Reference no: 132

Contact: 0161 856 5564



Clerical Officer

£14,580 to £15,726 p.a.

plus final salary pension scheme

Location: Bootle Street, Manchester City Centre

Hours: 36.25 per week

Permanent

You will provide support to the unit by undertaking a range of administrative tasks relating to the registration of foreign nationals. This will include collating and updating data received from the Home Office and registering details on to computer.

With experience of checking and recording information, you will have IT skills and be able to produce accurate and concise written work. Experience of dealing with the public and of handling cash is essential.

Reference no: 127

Contact: 0161 856 0387

Mobile Janitor (2 posts)

£14,580 to £15,726 p.a.

plus allowances and final salary pension scheme

Hours: 36.25 per week

Permanent

You will provide an efficient janitorial service including cleaning, general portering and minor maintenance tasks, despatching and receiving laundry, collecting and disposing of refuse and shredding confidential waste throughout Greater Manchester Police.

You must be physically fit, as you will have to lift and carry equipment, have some knowledge of cleaning equipment and materials and be able to carry out minor repairs. You must be capable of basic recording and checking functions. Applicants must possess a full driving licence and have access to a vehicle for work purposes.

Reference no: 142 – based at Openshaw Contact: 0161 856 0525

Reference no: 143 – based at Stockport

Security Escort

£14,580 to £15,726 p.a.

plus final salary pension scheme

Location: Bootle Street, Manchester City Centre

Hours: 36.25 per week

Permanent

You will provide and maintain an efficient security service, including reception into the building and escort from the building of visitors to the International Visitors Registration Office. You will also check and identify all visitors requiring entry to the registration office, ensuring validity of entrance and provide general assistance to members of the public requiring further information.

Working as part of a team and showing a flexible approach to work and schedules, you will be fit to carry out security duties within the complex. The capability to conduct checks of buildings, persons, baggage and equipment is essential as is the ability to demonstrate a polite but assertive attitude.

Reference no: 128

Contact: 0161 856 0387

Security Officer

£14,580 to £15,726 p.a.

plus allowances and final salary pension scheme

Location: Sedgley Park, Prestwich

Hours: 36.25 per week, 24/7 rotating shifts

Permanent

You will provide a security service including reception and switchboard duties, operating CCTV, functioning alarms and instituting emergency procedures. You will also check incoming vehicles and occupant's, maintain a log of visitors, issue visitors passes and direct vehicles to the appropriate parking areas.

You will have excellent communication skills, be able to record and check information, persons and buildings and have a flexible approach to work areas and to rostered schedules.

Reference no: 136

Contact: 0161 856 0827

Closing date: 5 April 2009

***Shortlisted applicants will be required to attend a job-related assessment.**

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

Closing date unless otherwise stated: 12 April 2009

Notes

Non-Manchester City Council Advertisements



Play Manager

Salary will be £8.25/h, up to 20 hours per week, term-time only.

Kidszone is a thriving, friendly after school club providing care for children aged 3-11 in Withington, Manchester.

We are currently looking to recruit a Play Manager to lead the club. We require a hard working, flexible and committed individual who understands the need for the provision of excellent child care. This individual must have NVQ Level 3 in Play work or equivalent, and experience of working in a childcare setting. The right person will have excellent interpersonal, organisational, and communication skills, along with the ability to lead and develop staff. Knowledge of EYFS is essential. Responsibilities will include the daily running of the club and staff, planning and preparing activities and liaising with external agencies including Ofsted and Surestart, parents and carers.

For an informal chat or further information about the position please contact Lisa Barber on 0161 445 5439.

To apply send a CV with a covering letter to Kidszone c/o Lisa Barber, 13 Burlington Road, Withington, Manchester, M20 4PY, or by Email to KidszoneStpauls@aol.com

The closing date for applications is 17 April 2009.

Manchester's Multi-Agency Partnership for Disabled Children and Young People

Summer Playschemes 2009

**Rates of pay from £7.75 per hour
Volunteer lunch and travel expenses paid**

Playworkers and Senior Playworkers and Volunteers opportunities for MAP supported playschemes across the city.

**For an application pack please ask for Donna on:
0161 881 8116**

Closing date: Friday 17 April 2009



"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



YOUNG PEOPLE'S SUPPORT FOUNDATION

YPSF, based in Manchester, incorporates **City Centre Project** in the City's Northern Quarter and **Signpost** in Wythenshawe. With its 30-year heritage, it is a high-profile, innovative, voluntary-sector organisation working with socially-disadvantaged young people aged 14 to 25 and, in particular, those primarily disadvantaged by or at risk of homelessness.

YPSF is seeking to engage the following workers...

The following post is based at our Manchester city-centre office:

Young Women's Worker (Maternity Cover). Ref YW2. 35hrs/wk. Scale 5/6 £19,370 – £23,405. We are seeking a suitably qualified and experienced worker to provide one-to-one support & group work with young parents and with those at risk of unplanned teenage pregnancy. This work will contribute to the City's programme of better support for young parents and reduction in teenage conceptions.

The following posts are based at our Wythenshawe office:

Family Support Worker Ref FS3. 35hrs/wk. Scale 5/6 £19,370 – £23,405. We are seeking an experienced worker who can deliver parenting & relationships advice and general advice on a one-to-one/group basis. The focus is to work with young parents to 'break the cycle' of poor parenting by developing an evidence-based client-led individual assessment and support plan.

Young Men's Worker Ref YM4. 17.5hrs/wk. Scale 5/6 £19,370 – £23,405. We are seeking an experienced youth worker to provide a range of youth work activities aimed at supporting young men with issues pertinent to their gender.

Sessional Activities Worker Ref SA5. £37.50 per 3.5-hr session. We are seeking a sessional worker to provide healthy activities for individuals and groups of young people: this will form part of a broader programme of support in their growth & development as young adults and in their transition towards independent living.

YPSF is a keen equal opportunities employer and is committed to delivering high quality, accessible services to young people.

For further information and application details please see our website at www.ypsfc.co.uk or telephone 0161 228 7654/5 quoting the reference of the post in which you are interested.

YOUNG PEOPLE'S SUPPORT FOUNDATION LTD
SUPPORTING YOUNG PEOPLE TOWARDS INDEPENDENT LIVING

Registered Charity No. 1112504

Heritage is about much more than the past

We fund an amazing range of projects. Our goal is to reflect the vibrancy of the many different communities that have shaped Britain's rich heritage. And to make that happen, we need a workforce that's every bit as diverse.



Grants Officer (1 permanent and 1 fixed term)

Based in Manchester

£20,690 - £24,001

You will assess and process grants applications, prepare and present reports and recommendations and post award project monitoring.

For more details about this role and to apply on line, please visit our website www.hlf.org.uk.

Closing date for applications is Monday 13 April 2009

Interviews will be held in Manchester on Wednesday 29 April 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 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

IS SOMEONE YOU CARE ABOUT BEING ABUSED?



Abuse includes:
being bullied, being hit,
being badly looked after,
having your money taken,
being touched where you
don't want to be touched,
being made to feel worried
or scared, being shouted
at, being ignored when
you need help or being
kept apart from friends
and family.

**If you see it, hear it or if it's
happening to you... REPORT IT!**

Contact Adult Social Care on **0161 255 8250** or
Greater Manchester Police on **0161 872 5050**

In emergency call **999**

or speak to any other professional person
who you trust to help you.

For further information, visit our website at
www.manchester.gov.uk/safeguarding

Manchester Safeguarding Adults Board

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.

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: 20 April 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: 14 April 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 20 April 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.





Agenda 2010

Agenda 2010 is a commitment to a ten-year strategy to improve race equality across Manchester. The objective of Agenda 2010 is to close the gap in the quality of life outcomes between Black and Minority Ethnic (BME) communities and the city as a whole.

Agenda 2010 is a partnership made up of the public, private and voluntary sector working together to change how mainstream services work, developing more appropriate ways to addressing how to better meet the needs of everyone within the Manchester community.

The areas identified for priority focus emerged through consultation with BME communities and ongoing engagement through roadshows in local communities and a Manchester conference held every other year.

Agenda 2010 is part of the vision for the city stated in the Community Strategy 2006–2015.

The objectives for Agenda 2010 are set out in a charter. For more detailed information on Agenda 2010 please visit the Manchester Partnership website www.manchesterpartnership.org.uk



Get on Board

As one of the largest employers in the city, we know that we contribute to congestion and pollution when travelling to work and on work business. This is why Manchester City Council has developed a staff travel plan called **Get on Board**. Get on Board is a package of measures and benefits open to all our employees, including interest-free public transport season ticket

and bike loans, discounted public transport tickets and car-sharing. These measures aim to reduce reliance on single occupancy car journeys and the effects our transport has on the local environment and people's health, while giving our employees greater choice and freedom in their method of transport.

**GET ON
BOARD!**


**MANCHESTER
CITY COUNCIL**