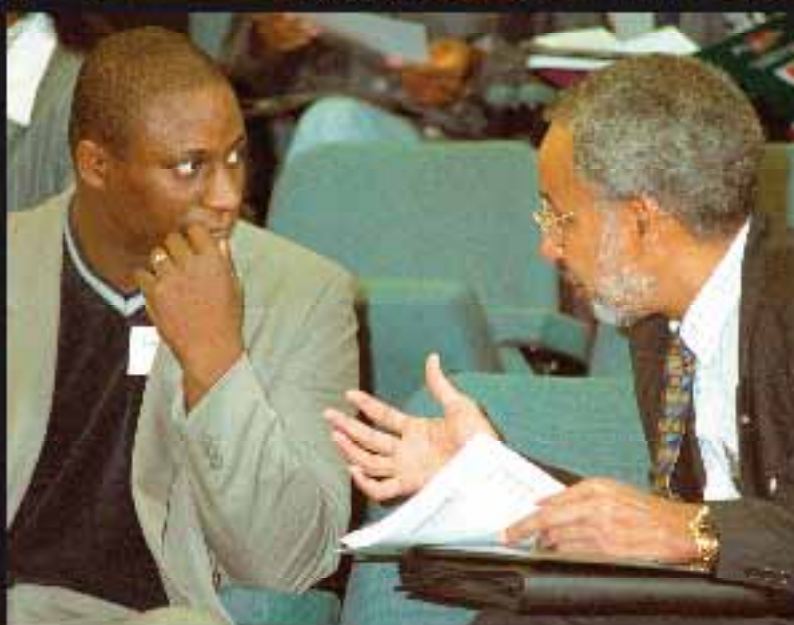


20 April 2009

Jobsupdate

First choice for Manchester City Council vacancies





Delivering diversity and equality

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

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

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

For the fourth year in a row, Manchester City Council is the top local authority in Stonewall's list of Britain's top 100 employers of lesbian and gay people, and we are proud to have been voted 'Employer of the Year' and 'Best Council/Local Authority' for 2008 by readers of the Pink Paper.

Working for Manchester City Council

Jobs Update caught up with Julie Montgomery, who appears on this month's front cover. Here she answers a few questions about her role and why she likes working for the Council...

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

I started working for the Council as a Temporary Gardener in 1978 and progressed onto the Livestock Section in the early 1980s.

Which service do you work for now?

I currently work in Leisure on the Livestock section at the Farm/Animal Centre at Heaton Park.

What does your current role involve?

My daily duties include general animal husbandry, looking after the welfare of a wide variety of livestock, including poultry, rabbits, goats, sheep, donkeys, cattle and alpacas. I also carry out farm tours for schoolchildren, usually under-12s, and help the general public on a daily basis.

What training and development opportunities have you received?

I've attended a few Northern Rural Training sessions, which have involved the handling of stock, feet trimming and general husbandry; these have been very helpful.

What do you like about working for the Council?

I enjoy providing an enjoyable and interesting service for the public, young and old, as well as for schools, especially inner city schools, where many of the children have had little or no contact with animals/birds or open spaces.

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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The last edition of Jobs Update featured Siddiqua Dodman, Business Manager at St Mary's Primary School in Moss Side. To read her case study, please see page 13.

Project Management

Would you like to work for an award-winning organisation on a wide range of projects? Manchester City Council is recruiting results driven, quality focused project managers to work within their Capital Programme Division, with a wide range of posts available at all levels of project management.

The Capital Programme Division has rapidly grown over the last five years and our success has been acknowledged by our sector and beyond with recognition from both national and international organisations such as the Centre for Construction Innovation and the Association of Project Management. These large and complex physical projects involve a range of public and private sector partners and delivery arrangements, representing significant investment.

The Capital Programme Division is responsible for all Manchester City Council capital projects, with an annual spend of £250-300 million and current workforce of 200 staff. If you wish to be part of the rebuilding of the Manchester secondary school estate and other projects we would like to hear from you.

Project Manager Level 1

Grade 8 £30,546 to £34,207 (bar at £33,328)
Ref: NB50613582/05

Location: Heron House, 47 Lloyd Street, Manchester, M2 5LE
Hours: 35 per week
Permanent

Project Manager Level 2

Grade 9 £35,079 to £38,575 (bar to £37,665)
Ref: NB50613590/05

Location: Heron House, 47 Lloyd Street, Manchester, M2 5LE
Hours: 35 per week
Permanent

Senior Project Manager Level 3

Grade 10 £39,460 to £41,204
Ref: NB50613632/05

Location: Heron House, 47 Lloyd Street, Manchester, M2 5LE
Hours: 35 per week
Permanent

Programme Manager

PO6 £38,575 to £41,204 plus 20%
Ref: NB50614268/05

Location: Heron House, 47 Lloyd Street, Manchester, M2 5LE
Hours: 35 per week
Permanent

Project Control Officers

Grade 6 £22,730 to £26,016 (bar at £25,220)
Ref: NB50620488/05

Location: Heron House, 47 Lloyd Street, Manchester, M2 5LE
Hours: 35 per week
Permanent

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 14.

Information Communications Technology

MIS Support Officer

SO1/2 £24,402 to £28,353
Ref: NB50608099/16

This post has been evaluated via the NJC Job Evaluation Scheme. The evaluation has not yet been implemented and the grade may be subject to change.

Location: Information Systems Service, Children's Services, 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.

Application forms: 0161 953 2775 or 0161 953 2784.

Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 14.

Finance

Head of Departmental Finance (Schools and Other Education)

£52,491 Ref: SRS/HODF
Rather More Than 2+2

Providing the right financial resources for education in a city as big and vibrant as Manchester is far from a simple classroom exercise. Take on the challenge and you'll be working with our schools and other education providers and partners both strategically and in the support of daily operations. That means not only playing a key role in developing, implementing and operation funding mechanisms but also monitoring how those resources are applied, providing challenge and support where needed. You'll also manage the finance service traded with schools, deputise for the Directorate's Head of Finance, and be a key advisor to officers and elected Members on all issues related to education funding. A qualified CCAB accountant, you'll be well versed in handling large complex budgets in a comparable organisation involved in education related funding. Your knowledge of best practice will be complemented by excellent people management skills, and your analytical ability with innovation, initiative and flexibility.

Application forms telephone: 0161 234 3082. Textphone: 0161 234 3377.
See the Senior Recruitment Service for full details on page 14.
Email: seniorrecruitmentsservice@manchester.gov.uk

Environment

Environment Operative

Grade 4 £16,663 to £18,937 (bar at £18,270)
+ 6.7 % Flexibility payment
Ref: NB50613007/02

Location: Required to work at Cemeteries within Manchester
Hours: 35 per week, rota system working evenings and weekends
Permanent

The Bereavement Services require an experienced grounds maintenance operative who has a knowledge of health and safety issues and is skilled in the following areas:-

- Driving and maintaining work-related vehicles and equipment
- Carrying out general maintenance work of green areas and shrubs
- Grave-digging techniques, including timbering
- Good general written and oral communication with colleagues and members of the public.

The successful applicant must hold a current driving licence and be willing to work on a rota system which will include evenings and weekends. The position will be based at Southern Cemetery but in addition there will be a requirement to work around the City.

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 14.

Managerial

Deputy District Manager

Grade 10 + 10%, £42,417 to £45,312
Ref: NB50613101/16

**Location: Elizabeth House, Victoria Street,
Openshaw, Manchester, M11 2NX**
(must be prepared to work from any designated base)
Hours: 35 per week
Permanent

Our Mandate is to make sure that children living in our city have everything they need to succeed.

We are looking for a Deputy District Manager:

- to manage and develop children's social care services within the district in the context of the legislative framework and Children's Trust arrangements
- to assist District Managers in the delivery of the broader strategic agenda for Children's Services.

You will have the drive to succeed and a desire to work at the heart of the district, ensuring compliance with legislation and Government guidance across a comprehensive range of services aimed at the young.

Your mandate is to make sure that the children living in your district have everything they need to succeed and to be safe. It won't be easy. The job will involve collaboration with a wide range of services that span professional boundaries, with key agencies and with other stakeholders: GPs, hospitals, voluntary groups, schools, Sure Start and Adult Services. You will work closely with all these and more, forming effective partnerships designed to deliver the highest possible service standards.

Naturally, as the senior social care manager in the district, you will need a relevant professional qualification in social work and a thorough understanding of relevant legislation and policies concerning children. You'll be a leader too: experienced in managing staff and teams, with a track record of inter-agency working at a senior level.

You will need to demonstrate that you have the experience required to maximise the effectiveness of the budgets and other resources you'll be expected to control. Above all, however, we are looking for a genuine commitment to ensure children and families have opportunities to be consulted, and the belief that customers' experience must influence service delivery.

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 14.

Stonewall



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

Other

School Crossing Patroller

Grade 1 £6.76 per hour
Ref: NB50613378/11

Location: Chorlton, Longsight and Burnage areas
Hours: 10 per week, term-time only
Permanent
Part-time.

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

Do you want to be part of a service that plays an essential role in the Chorlton, Longsight and Burnage communities?

If you have answered yes to these questions then we have the ideal job for you working at School Crossing Locations.

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

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

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

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

Hospitality/Catering/ Domestic/Cleaning

Unit Catering Manager

Grade 5 £19,427 to £22,001 (bar at £21,306)
Ref: NB50611781/20

Location: Chorlton High School, Nell Lane, Chorlton, Manchester M21 7SL
Hours: 35 per week
Permanent

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

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

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 14.

Assistant Cook

Grade 2 £7.14 to £7.99 (bar at £7.51) per hour, pro rata
Ref: NB50612513/20

Location: Hall Lane Resource Centre, Hall Lane, Baguley, Manchester M23 8WD
Hours: 25 per week, (5 out of 7 days including alternate week ends)
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.

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 14.

Building Attendant

Grade 2 £13,027 to £14,587 (bar at £13,703)
Ref: NB50596127/16

Location: Brooklands (Sandilands) Sure Start Children's Centre, Manchester M23 9JX
Hours: 35 per week
Permanent

We are looking for a Building Attendant to provide a welcoming service for users of the Children's Centre. The position requires provision of cleaning, minor repairs and maintenance, generally ensuring that all requirements are met in a professional and efficient manner.

You will have responsibility for setting up and clearing away after groups and activities, ensuring that the centre is clean, tidy and welcoming for visitors.

Working as part of a team you will have excellent communication skills, you will be expected to handle telephone and face-to-face enquiries effectively in a warm and friendly manner.

Training would be available to successful candidate.

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 14.

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

Cook

Grade 3 £8.16 to £8.92 (bar at £8.71) per hour
Ref: NB50612775/20

**Location: Hall Lane Resource Centre,
Hall Lane, Baguley, Manchester M23 8WD**
Hours: 25 per week
Permanent

You will be responsible for the running of the kitchen and dining areas, including food preparation, cooking and serving under the direction of the Catering Manager. Attaining quality standards and targets and staff supervision are other key activities. Experience of large scale catering is essential.

You must 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

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 14.

Housing

Research Officer

SO1/2 £24,402 to £28,353

Ref: NB50615161/07

This post has been evaluated via the NJC Job Evaluation Scheme. The evaluation has not yet been implemented and the grade may be subject to change.

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

We are looking for a self-motivated, innovative and resourceful individual to join our team. The Housing Information Unit ensures that the City Council has access to the Research and Statistics and Intelligence it needs to plan and deliver the Housing Strategy and support the Council's strategic objectives. We are also responsible for monitoring and reporting on Performance, and reporting to Government and other agencies on the planning and delivery of our services and strategy. This post offers an exciting opportunity to work on a wide range of projects and contribute to an ambitious work programme.

You will:

- Identify, collate and analyse data and information from a range of sources
- Develop information management systems for efficient storage, retrieval and manipulation of data
- Use Geographical Information Systems (GIS) and other data analysis tools to further understanding of data sets and neighbourhood dynamics
- Produce analysis, reports, maps and information papers for a wide range of audiences.

You will need

- A creative and innovative approach to problem solving
- A keen understanding of issues impacting on housing, including current Central and Local Government priorities
- The ability to deal with a very varied, changing and demanding workload under pressure
- Knowledge and experience of Research techniques
- Ability to source, collate and analyse data and information from a wide range of sources and present it in various formats depending on the audience
- Excellent IT skills including experience of querying databases, working with spreadsheets or other statistical packages
- Knowledge and experience of GIS would be an advantage.

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 14.

Social/Care/ Community Work/ Educational Support

Learning Strategy Officer

Grade 10 + 10%, £42,417 to £45,312

Ref: NB50615513/17

Location: District Based

Hours: 35 per week

Permanent

- To support, monitor and challenge schools to develop capacity and raise standards
- To contribute to the development and delivery of support to address national and local priorities
- Use a combination of their generic and specialist skills as appropriate, to support the transition between Primary and Secondary, with lead responsibility for a key area: for example, Maths and English.

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 14.

Business Services Manager – Schools Admissions

Grade 9 £35,079 to £38,575 (bar at £37,665)

Ref: NB50618768/17

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

Hours: 35 per week

Permanent

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

We welcome applications from people wishing to job share.

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

Application forms: 0161 953 2775 or 0161 953 2784.

Textphone calls only: 0161 953 2785.

See Recruitment Services for full details on page 14.

**The next issue of Jobs Update
will be published on 11 May 2009.**

Social Worker

CFSW £24,402 to £31,439
Ref: NB50620546/16

Location: City-wide
Hours: 35 per week
Permanent

Are you ready for a challenge?
Then we want YOU.

Manchester is a vibrant, cosmopolitan city and world-class venue in sport, entertainment and culture. We are committed to placing children at the centre of all we do.

Manchester offers Social Workers a unique mix of challenge and support. You will be part of a highly skilled workforce in some of the most deprived inner city areas in the country.

To help you meet the often complex needs of our children and families, Manchester will invest in you. You can expect a professional development package and an infrastructure that enables you to do your job.

We are excited about the district-focus of the multi-agency work in our city. Social Workers have a key role in this and you will influence how we shape our services for the future to keep our children safe.

If you're passionate about improving outcomes for children and families we look forward to hearing 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 14.

Anti Social Behaviour Case Manager

Grade 7 £26,784 to £29,714 (bar at £28,947)
Ref: NB50616211/11

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

Do you understand what impact anti social behaviour has on the lives of residents?
Are you passionate about tackling anti social behaviour in neighbourhoods?
Are you able to empower, champion and protect individuals and communities?
If so, then you may be just what we are looking for.

Manchester City Council's Anti Social Behaviour Action Team require 7 Case Managers to investigate and develop cases involving complaints of anti social behaviour throughout the City's neighbourhoods.

We are looking for individuals who have a knowledge of or experience of applying appropriate legislation in order to take positive action to tackle anti social behaviour.

With an understanding of prevention and intervention measures as well as enforcement action who are willing to demonstrate full commitment to multi-agency working.

We are looking for people who are able to multi-task and work to tight time frames. You will be an articulate and influential communicator with excellent relationship building and negotiation skills as well as the confidence to effectively challenge perpetrators and demonstrate sound judgement and diplomacy in sensitive cases.

Do you believe you have what it takes to be a successful Case Manager?

It is essential that the post holder has a full driving license.

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 14.

Community Alarm Contact Officer Supervisor

Grade 5 £19,427 to £22,001 (bar at £21,306) pro rata
Ref: NB50615174/16

**Location: Carisbrook Resource Centre,
Wenlock Way, West Gorton, Manchester, M12 5LF**
Hours: 17.5 per week, job share
Permanent

The Manchester Contact Service provides the main point of access to Adult Social Care and Children's Services for the people of Manchester. There is an opportunity to join a busy and committed team which provides 24-hour telephone access for a number of services including the Community Alarm Service. This 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.

Out of Hours Contact Service, Access to the out of hours emergency duty service for Adult Social Care and Children's Services, Rapid Response and Intermediate Care Service, Access to 48 hour care provision for the Primary Care Trust.

You will be required to work alongside this busy and committed team supervising the operations within the service. The successful applicant must have proven skills in the supervision 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.

A team of Contact Officers operate a 24/7 rota of these service. You will be required to work a shift pattern which includes earlies, lates nights and bank holidays for which appropriate enhancements are paid.

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 14.

Response and Installation Officers

Grade 4 £16,663 to £18,937 (bar at £18,270) pro rata
Ref: NB50613476/16

**Location: Carisbrooke Centre, Wenlock Way,
West Gorton, Manchester M12 5LF**
Hours: 17.5 per week. Job share
Permanent

We are looking for staff to join our team of Response and Installation Officers based at the Community Alarm Service, Carisbrooke Resource Centre.

Community Alarm provides Social Care Alarms, which promote and sustain independent living for vulnerable people living in the city of Manchester offering help and advise 24 hours day, 365 days per year.

You will be required to work on a rota basis including early, late and night shifts, weekends and bank holidays. You will visit service users in their own homes to install a programmed dispersed unit and respond to activated alarms.

You will handle calls on the electronic Community Alarm system within agreed service guidelines. Full training will be given.

We are looking for someone with good interpersonal and communication skills.

Applicants will need to hold a full, clean driving licence and be over 21 (For insurance purposes)

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 14.

Children and Families Support Worker

Scale 4 £16,991 to £18,937
Ref: NB50620548/16

Location: City-wide
Hours: 35 per week
Permanent

Opportunities now exist to work with children and their families. You will facilitate and supervise contact visits undertaking observation and assessments in accordance with agreed plans and working closely with Social workers, legal professionals and other multi-agency partners.

You will contribute to the continuing assessment of children and families in need and children at risk of harm.

You will assist in returning children to their families in accordance with agreed care plans.

We need you to have:

- Good communication and written skills
- Experience of working with children and families
- Flexibility to work between 8am-8pm including occasional weekends

You must have access to a car and be willing to drive for which an essential car users allowance is payable.

Manchester offers a career progression scheme for all support workers.

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 14.

Multi Discipline Driver

Grade 3 £14,891 to £16,278 (bar at £15,895) pro rata
Ref: NB50612828/02

Location: Kay Street Depot, Openshaw, Manchester M11 2DX
Hours: 20 per week
Permanent

Vacancies have arisen in Community Transport Services for a number of multi discipline drivers. Our drivers provide door to door transport for school pupils and older, vulnerable adults to schools and day centres, as well as a range of smaller services such as courier mail, meals on wheels and stock delivery.

Successful applications will need a full clean driving licence (with DI exemption) be over 21 (for insurance purposes), have good interpersonal skills and be safety conscious with basic knowledge of and sensitivity to the needs of pupils with special needs.

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 14.

Child Care/Play/ Youth Worker

Pre-School Special Needs Practitioner

Scale 6/S01 £22,001 to £26,016 pro rata
Ref: NB50620600/16

This post has been evaluated via the NJC Job Evaluation Scheme. The evaluation has not yet been implemented and the grade may be subject to change.

**Location: Carisbrook Resource Centre,
Wenlock Way, West Gorton, Manchester, M12 5LF**
Hours: 17.5 per week
Temporary until March 2011

This is an exciting opportunity to work in the community with babies and young children who have developmental delay, learning difficulty and disability. Although part of a dynamic team, you will be self-motivating and work individually with families at home to support and guide parental involvement in their child's learning. You will work with professionals from other agencies to meet the needs of the child and the family. You will support the Sure Start Children's Centre's agenda in the delivery of their core offer by supporting transition and inclusion and providing an outreach service to the families in their area.

You will have good organisational skills and good skills in communicating orally, in writing and through the use of IT.

You will have a recognised qualification in early years development. You will have used that experience, post qualification for at least three years working with young children, including those who have learning difficulties, their families and agencies. You will have access to a car, for which a mileage allowance is payable and be expected to travel to families' homes and meetings across the city.

Interviews will be held 12 June 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 14.

"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

Specialised Early Years Autism Practitioner x 3 posts

Scale 6/S01 £22,001 to £26,016

Ref: NB50620245/16

This post has been evaluated via the NJC Job Evaluation Scheme. The evaluation has not yet been implemented and the grade may be subject to change.

Location: Wenlock Way, West Gorton, Manchester M12 5LF

Hours: 35 per week

Fixed-term until March 2011

This is an exciting opportunity to continue the very successful model of working with young children who have, or are thought to have, autistic spectrum disorder. You will deliver intensive intervention strategies to children referred to the Pre-school Special Needs Team; support other practitioners in their work with children and be a member of the multi-agency Social Communication Intervention and Assessment Team. The work is carried out in children's own homes and in early years educational settings where you will demonstrate good practice. You will support the Sure Start Children's Centres' agenda in the delivery of their core offer by supporting transition and inclusion. You will have good organisational skills and good skills in communicating orally, in writing and through the use of IT. You will be self-motivating and be able to work in a team.

You will have a recognised qualification that includes early child development. You will have a sound knowledge of autistic spectrum disorder in young children and have experience of delivering appropriate intervention strategies relevant to their need. You will be able to plan and evaluate learning programmes.

You will have access to a car, for which a mileage allowance is payable and be expected to travel to families' homes and to meetings across the city.

Interviews will take place: Thursday 28 May 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 14.

Administrative/ Secretarial/Clerical

Administration Officer Level 2

Grade 4 £16,663 to £18,937 (bar at £18,270)

Ref: NB50610859/20

Location: Room 4009, Town Hall, Manchester, M60 2LA

Hours: 35 per week

Permanent

A well-organised individual is required to carry out a variety of duties based in an office with a focus on customer services. You will use your own initiative to prioritise and organise your workload, as well as organising diaries and meetings for members of the Management Team and taking minutes. A good standard of keyboard, numeracy and literacy skills are required, in addition to having good communication skills and being able to handle difficult situations.

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 14.

Administrative Assistant

Grade 3 £14,891 to £16,278 (bar at £15,895)

Ref: NB50620113/07

Location: Housing Support Service North

133 Sandyhill Road, Higher Blackley, Manchester M9 8JR

Hours: 35 per week

Permanent

The Housing Support Service delivers a floating support service to vulnerable residents in all areas of the city of Manchester, and we are currently looking for a Administrative Assistant to provide clerical support for our North team in Blackley. If you are the successful candidate, you will be based in an office where your organisational skills and ability to thrive in a busy environment will be put to very good use.

You will be familiar with word processing and database packages, and you will have the willingness to develop these skills and learn new ones too.

You will need to be a confident communicator using face to face, telephone, and written techniques during your contact with colleagues and members of the public alike.

Whilst your line manager will guide your work, you will have the ability to prioritise your own workload and undertake your duties with minimal supervision.

If you think you have what we're looking for, we would love 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 14.

Schools

Moston Fields Primary School

Brookside Road, Moston, Manchester M40 9GN

Tel: 0161 681 1801 Headteacher: Mr R Peden

Teaching Assistant

Teaching Assistant Level 2, Grade 3, points 12-16

(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, whilst supporting a child with a Statement of Special Educational Need who is currently in year 2.

The successful candidate will be able to:

- Work under the direction of a team leader whilst using initiative and self motivation
- Work with individuals and small groups of pupils
- Demonstrate some experience with interventions and
- Be willing to 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 both by post and email from admin@mostonfields.manchester.sch.uk

All applications should be returned by Noon on Friday 1 May 2009 to the School Administrator at the above address.

**The Birches Specialist Support Primary School
and Rodney House School**

Parent Support Adviser (PSA x1) Special schools

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

14 hours per week (two days)

The post is based at The Birches in West Didsbury and Rodney House School in Burnage. The schools are closely associated with excellent links and are committed to a cooperative, proactive ethos. Term-time only pro-rata with an additional twenty days (negotiable)

Required ASAP/May 2009

This post is fixed-term until March 2011

This is an exciting and challenging position that involves working in partnership with the two schools.

The role of the parent Support Advisor (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 and wider opportunities. A good understanding of the complex issues surrounding Special Educational Needs is essential.

Excellent support and induction will be provided for the right candidate.

The post is subject to satisfactory references and an enhanced CRB check.

Prospective candidates need to know that when appointing staff, both The Birches and Rodney House Schools apply a stringent policy on safeguarding children.

**Application forms and details are available from,
The Birches Specialist Support Primary school, Newholme Road, West Didsbury, Manchester, M20 2XZ**

Tel: 0161 448 8895

Email: admin@birches.manchester.sch.uk

Or download from www.thebircheschool.org

For further information or to arrange a visit to the school contact

Andy Pitts on 0161 448 8895 (The Birches) or

Margaret Codd on 0161 224 2774 (Rodney House).

All applications should be returned to The Birches by 12 May 2009 by 12 noon.

Please send applications to The Birches

Interviews will be on Thursday 21 May 2009.

**Seymour Road Primary School
Seymour Road South, Clayton, Manchester M11 4PR
Tel: 0161 370 2616 Headteacher: Mrs B M Artis**

Teaching Assistant (Behaviour/Guidance/Support)

Level 3 Grade 4 (Points 17-21)

Salary: £16,663-£18,937 pro rata

Full Time (35 hours per week), term-time only

Required from 1 September 2009.

We are looking for a dynamic and highly motivated individual to join our team as a Learning Mentor:

- To raise attainment by removing barriers to learning
- To support identified pupils who would benefit from individual/small group work
- To work flexibly to an agreed programme that may relate to social as well as educational issues
- To work as part of a learning support team based in school
- Experience of working with pupils with behavioural/emotional difficulties

Application forms and further details are available from the school office

Closing date: 4 May 2009

Interviews: 18 May 2009

**Armitage C.E.Primary School/St Luke's C.E Primary School/
Medlock Primary School**

Parent Support Adviser (PSA)

APT & C Scale 5 (SCP 22-25) (£18,907-£20,736)

Subject to job evaluation

**Term time only pro-rata with an additional twenty days (negotiable)
Required ASAP/January 2009 – Temporary contract until August 09
Initially the post will be temporary until August 2009 but this is likely to be extended depending upon future funding.**

This is an exciting and challenging position which involves working in partnership across three schools.

The role of the Parents Support Advisor (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 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.

The post is subject to suitable references and CRB check.

Application forms & details are available from the School Administrator at:

Armitage C.E Primary School. Tel: 0161 219 6600

admin@armitage.manchester.sch.uk

All applications should be returned by Friday 14th November to

Armitage C.E Primary School.

Shortlisting: 14 November

Viewing the schools: All shortlisted applicants will have the opportunity to view all three schools prior to interview.

Interview date: Tuesday 25 November at St Luke's C.E Primary School

**Temple Primary School
Smedley Lane, Cheetham, Manchester M8 8SA
Tel: 0161 205 1932 Fax: 0161 205 1047
Email: admin@temple.manchester.sch.uk**

Teaching Assistants (two)

**Salary: TA Level 2. Grade 3. Points 12-16
(£14,847-£16,230 pro rata)**

**Two permanent Teaching Assistants required for September 2009
35 hours per week, term-time only. (Will involve before or after-school hours and flexible lunch breaks)**

We wish to appoint 2 staff to join our highly motivated, hardworking team at our 'outstanding' school, that has an excellent professional development for all staff. The postholders will work in the Foundation Stage and Key Stage 1 classes, supporting children in class and intervention groups out of class.

Further details are available from Mrs Lesley Ashton at the school

Closing date for applications: Friday 8 May.

Interviews from week beginning Monday 18 May

Temple Primary is committed to the safeguarding and well being of all pupils, posts will be subject to references and an enhanced CRB check.

St Bernard's Primary School
Burnage Lane, Burnage, Manchester M19 1DR
Tel: 0161 432 7635
Email: admin@st-bernards.manchester.sch.uk

Parent Support Adviser

APT & C Scale 5 (SCP 22-25) (£19,427-£21,3069)
subject to job evaluation

35 hours per week
Term-time only, pro rata
Required ASAP

This post is fixed-term until August 2011

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

The responsibilities of the post will include:

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

The successful applicant should have:

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

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

Application forms are available from
St Bernard's Primary School, Burnage Lane, Manchester M19 1DR
Telephone: 0161 432 735

Email: admin@st-bernards.manchester.sch.uk

Closing date: Friday 1 May 2009

St. Phillip's C of E Primary School,
Loxford Street, Hulme, Manchester M15 6BT

Caretaker

Level 2 Grade 3 (scp 12-16) £14,891-£16,278.
Pay award pending.

The successful candidate will work under the direction of the head teacher 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, to personally undertake repairs of a general nature. 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: 4 May

Non-Manchester City Council Advertisements



Independent Choices
Greater Manchester

Women's Safety Service Manager

Salary scale: £26,784 to £30,546, NJC points 32 to 37
35 hours per week, (including evenings and weekends)

Women's Safety Workers – one full-time and one part-time
Salary scale: £22,001 to £24,402, NJC points 26 to 29 plus on call enhancements
35 hours and 17.5 hours per week including evenings and weekends.

All posts benefit from a 7% pension contribution and 30 days annual leave entitlement (pro-rata for 17.5 hour post).

The WSS provides support for women whose partner or ex-partner attends the Integrated Domestic Abuse Programme (IDAP) run by the Greater Manchester Probation Service. Independent Choices is a leading voluntary organisation promoting the rights and meeting the needs of women who have experienced domestic abuse.

The posts are open to women only under S7(2) (e) of the Sex Discrimination Act 1975

Closing Date: Monday 27 April at 12 noon

Interviews: Saturday 2 or 9 May

For an application pack contact: Allison Dawes, DLP, Southerly 7, Waterfold Business Park, Bury, Greater Manchester, BL9 7BR. Email: a.dawes@dlp.org.uk

Independent Choices is an Industrial and Provident Society with exempt charity status No. 27923R

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!*

Manchester Adult Education Service

Whatever you're looking for, we can help.

MAES has two IAG – Let's Get Going and NextStep – which together with our internal learner advice team can provide a quality service for our learners and the residents of Manchester, offering the following support:

- Confidential one-to-one advice sessions offering employment and training advice tailored to the individual
- One-to-one support to create CV's.
- Support with researching training opportunities to work towards a realistic job goal
- Ongoing mentoring and practical advice
- Signposting service to other agencies where appropriate.

If you want further details, please contact either:

Brian Shepherd

Let's Get Going

Mob: 07983 590540

Tel: 0800 083 2121

Julie Baum

NextStep

Mob: 07919 004049

Tel: 0161 234 5648

Manchester Adult Education Service
Free course hotline
0800 083 2121

Working for Manchester City Council

In our previous edition of Jobs Update, we caught up with Siddiqua Dodman, to discuss her role at St Mary's School and responsibilities, including organising the schools new signage.

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.

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: 11 May 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: 11 May 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 11 May 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.



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.

Rather More Than 2+2

Head of Departmental Finance

(Schools and Other Education)

£52,491 Ref: SRS/HODF

Providing the right financial resources for education in a city as big and vibrant as Manchester is far from a simple classroom exercise. Take on the challenge and you'll be working with our schools and other education providers and partners both strategically and in support of daily operations. That means not only playing a key role in developing, implementing and operating funding mechanisms but also monitoring how those resources are applied, providing challenge and support where needed. You'll also manage the finance service traded with schools, deputise for the Directorate's Head of Finance, and be a key advisor to officers and elected Members on all issues related to education funding.

A qualified CCAB accountant, you'll be well versed in handling large and complex budgets in a comparable organisation involved in education related funding. Your knowledge of best practice will be complemented by excellent people management skills, and your analytical ability with innovation, initiative and flexibility.

Closing date: 11 May 2009

Application forms and further details are available from:

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

Answerphone: 0161 234 3082

Textphone: 0161 234 3377

Email: seniorrecruitmentservice@manchester.gov.uk

Manchester City Council is an Equal Opportunity Employer



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CITY COUNCIL