

The Best People : The Best Services

Delivering excellent services to over 620,000 people, we're one of the largest employers in the East Midlands and one of the top performing councils in the country. Through a positive and flexible approach and the desire to achieve results, we are making a real difference to people's lives.

Vacancies

Weekly Bulletin No: 342
w/c: 8th February 2010

The majority of vacancies advertised in this Bulletin are open to members of the public and existing employees of Leicestershire County Council. However priority will be given to any County Council employees who are seeking redeployment because of potential redundancy and to whom the job does not represent a promotion. Any job marked ** is only available to such employees.

Whilst jobs may be advertised on a full-time basis we have a number of options for working flexibly, e.g. job share, term-time working, flexible working hours, etc. These options are subject to operational needs but can be discussed as part of the selection procedure.

Disabled people will be guaranteed an interview if they meet the minimum requirements for the job. We are committed to equality of opportunity in employment and services. If disabled applicants require job details in a different format, please let us know.

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Unless otherwise stated, application forms and further details are available online at www.leics.gov.uk/jobs
If you are unable to access the internet please contact the Employee Service Centre Helpdesk, County Hall, Glenfield, Leicester LE3 8SR. Tel: (0116) 305 8815 (Monday to Thursday 8.30am - 5.30pm) (Friday 8.30am - 4.30pm)
Please quote appropriate reference. Registered with the Criminal Records Bureau and will undertake checks for certain posts.

Free Internet access is available at all Leicestershire libraries and service points

LARGE PRINT OR COPIES ON DIFFERENT COLOURED PAPER ARE AVAILABLE

If you would like a copy please contact: Employee Service Centre Helpdesk, on
(0116) 305 8815



COMMITTED TO EQUALITY OF OPPORTUNITY
IN EMPLOYMENT AND SERVICES.



**Leicestershire
County Council**



Administrative Assistant

£12,833 - £13,862 pa

Ref: 479ASC
Greyfriars, Leicester

30 hours per week temporary until March 2011

Administrative Officer

£7,873 - £8,607 pa

Ref: 478CYPS
County Hall, Glenfield

Temporary Part Time 14.8 hours per week

Assistant Officer In Charge

£17,414 - £19,262 pa

Ref: 477ASC
Barwell

29 hours per week, temporary for 1 year. Shift include weekends, bank holidays and sleep in duties

Officer In Charge

£29,295 - £31,629 pa

Ref: 476ASC
Kirby House,
Leicester Forest East

Temporary for 1 year

Outdoor Education Instructor

£17,568 - £19,125 pro rata

Ref: 482CYPS
Beaumanor Hall

Part time 25 hours per week (1200 hours per annum), temporary for 1 year

Outdoor Education Instructors

£17,568 - £19,125 pro rata

Ref: 481CYPS
Beaumanor Hall

3 posts available

Temporary for 4 months from 1st April to 31st July 2010. 25 hours per week. Flexible working to be agreed according to bookings

School Development Adviser

£54,679 - £57,705 pa

Ref: 475CYPS
County Hall, Glenfield

Strategic Planning Officer

£37,152 - £41,043 pa

Ref: 474ASC
County Hall, Glenfield

Supporting People Contracts and Review Officer

£12,748 - £14,319 pa

Ref: 480ASC
Syston

JOB SHARE - Wednesday, Thursday and Friday - Part Time 18.5 hours - Temporary until 31st March 2011

Job details and application forms for the above posts are available online at www.leics.gov.uk/jobs

If you are unable to access the internet please telephone 0116 305 8815 and quote the job reference number

External Organisations

Business Manager

40 weeks per year

£25,497 - £28,638 pro rata

Ref: BM-GREY

Greystoke Primary School
Narborough

As a 'Regulated Activity' an enhanced CRB is essential

For an application pack and further details please contact the Headteacher telephone 0116 2862286 or email office@greystoke.leics.sch.uk
School website www.greystoke.leics.sch.uk

Closing date: 17th February 2010

Chef/Cook Assistant

40 hours per week, Monday to Friday 9.00 am - 5.00 pm, 51 weeks per year

Salary negotiable (dependant on experience)

Ref: CCA-RPK

Rothley Park Kindergarten
Rothley

A qualified Chef/Cook Assistant, catering for 97 children plus staff. You must hold a Food & Hygiene certificate. Offer healthy meals, accommodating special dietary needs and preferences, allergies. To use own initiative and able to communicate well with adults and children. Must work to the highest standards and hygiene regulations.

As a 'Regulated Activity' an enhanced CRB is essential

For an application form and further details please telephone Narinder Kaur, Nursery Manager on 0116 2303888 or 07813021410

Closing date: 31st July 2010

Community Development Worker

Ref No. 819 - 30 hours per week (over 5 days to include Friday morning)

Ref No. 820 - 18 hours per week (including Friday morning)

Temporary until 31st March 2011

£21,258 pro rata Ref: 819/820

Age Concern Leicester Shire & Rutland
Leicester

Community Development worker for Black & Minority Communities in Mental Health. The aim of these roles is to tackle inequalities in BME mental health by working within diverse communities; highlight areas for improvement; build relationships between service providers and users as well as working with and supporting health professionals, local organisations and BME groups in the mental health sector.

The job will also include an element of working with Child and Adolescent Mental Health Services. You will have excellent interpersonal and communications skills along with a good understanding of minority groups and the barriers and discrimination that surround mental health. You should also be able to work under your own initiative and manage your workload efficiently. Travel within the County is required to fulfil this role therefore the post holder must have full use of a car.

As a 'Regulated Activity' an enhanced CRB is essential

For further information or to download an application pack visit www.ageconcernleics.com/cdw or alternatively telephone 0116 2992252

Closing date: 17th February 2010

Interview date: 2nd and 3rd March 2010

Midday Supervisors

7.5 hours per week, Monday to Friday

Term time only

£14,474 - £15,444 pro rata Ref: GLH2701

Birkett House School

Wigston

We have vacancies for midday supervisors with immediate effect. You will be responsible for toileting, supporting and feeding pupils with special educational needs. You will supervise pupils during their period of break. You will supervise and run structured games and activities with pupils. You should be outgoing, flexible, cheerful and enjoy working with all kinds of people.

As a 'Regulated Activity' an enhanced CRB is essential

For an application pack and further details please email office@birketthouse.leics.sch.uk or telephone 0116 2885802

Closing date: 28th February 2010

Network Manager

£19,683 - £21,519

Ref: NM-NHS

Newbridge High School

Coalville

As a 'Regulated Activity' an enhanced CRB is essential

For further information and an application pack please visit the school website

www.newbridgehs.leics.sch.uk/jobs, telephone 01530 831561 or email

info@newbridgehs.leics.sch.uk

Closing date: 25th February 2010 12 noon

Interview date: w/c 1st March 2010

Senior Science Technician

8.30 am to 4.30 pm term time only plus 7 days

£15,348 pa

Ref: SST-ED

King Edward VII Science & Sport College

Coalville

As a 'Regulated Activity' an enhanced CRB is essential

For an application form and further details please telephone 01530 834925 or email

office@kinged.org.uk official application only please, no CV's

School website www.kinged.org.uk

Closing date: 18th February 2010