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# Jobs Bulletin

12 March 2010

## Curriculum Leader/Advisory Teacher - Family Learning (Full-time)

Salary £27,849 - £30,011

The Curriculum Leader/Advisory Teacher supports the development of Family Literacy, Language and Numeracy provision across the county and develops and improves the quality of provision.

For more information and to apply on-line please visit [www.cumbria.gov.uk/jobsandcareers](http://www.cumbria.gov.uk/jobsandcareers) or contact (01228) 223480. Please quote job ref CH893e. Closing date 23 March 2010. Interview date 21 April 2010.

## Business Adviser (2 Posts)

1 - Permanent based in the west of the county

1 - Temporary (until December 2010) base to be negotiated.  
Possible secondment opportunity.

Salary: £22,221 - £26,276

You will be required to support childcare providers, Children's Centres and Extended Schools to function as viable businesses without long-term dependence on external funding.

For an informal chat contact Vanessa Connor (01228) 226932.

For more information and to apply on-line please visit [www.cumbria.gov.uk/jobsandcareers](http://www.cumbria.gov.uk/jobsandcareers) or contact (01228) 223480. Please quote job ref CH847e. Closing date 24 March 2010. Interview date 13 April 2010

## Community Care Clerk (Vouchers)

Temporary to end March 2011. 18.5 Hours Weekly.

Salary: £15,725 - £19,126 pro rata

Administer vouchers provided for service users and their carers to purchase Community Care Services, including the processing of payments, issuing vouchers and maintaining computer records.

For more information and to apply on-line please visit [www.cumbria.gov.uk/jobsandcareers](http://www.cumbria.gov.uk/jobsandcareers) or contact (01228) 223480. Please quote job ref SS781e. Closing date 24 March 2010. Interview date 9 April 2010.

## Management Secretary (Full-time, Temporary)

Salary: £15,725 - £16,830 6 Month Secondment

An experienced secretary with good organisational skills required to provide confidential, high quality administrative, clerical and secretarial service to Service and Team Managers.

For more information and to apply on-line please visit [www.cumbria.gov.uk/jobsandcareers](http://www.cumbria.gov.uk/jobsandcareers) or contact (01228) 223480. Please quote job ref SS766e. Closing date 31 March 2010. Interview date 16 April 2010.

Internal Applicants Only

## Cumbria Care County Manager - Care Provision

Temporary for 12 months Based in DALSTON

Salary: £44,426 - £47,418

Responsible for governance in all aspects of in house care provision in Cumbria. Role requires proven track record of strong leadership and management capabilities.

For an informal discussion call Cate Bowman (01228) 227118 during office hours.

For more information and an application pack please contact (01228) 223480 or visit [www.cumbria.gov.uk](http://www.cumbria.gov.uk). Please quote job ref CC196i. Closing date 26 March 2010. Interview date 16 April 2010.

Internal Applicants Only

## Team Manager (Temporary)

Salary: £32,800 - £35,430 FURNESS OLDER ADULTS TEAM

Full time, 37 hours weekly to work across 3 sites. Initially to 21.06.10 but could be extended.

For more information and an application pack please contact (01228) 223480 or visit [www.cumbria.gov.uk](http://www.cumbria.gov.uk). Please quote job ref SS782i. Closing date 26 March 2010. Interview date 20 April 2010.

Internal Applicants Only

## Senior Practitioner WEST CHILDREN LOOKED AFTER TEAM

Salary: £29,236 - £31,754 (£33,661) WHITEHAVEN

Ensuring best practice to meet the needs of west children who are looked after. You must have relevant professional social care/equivalent qualifications.

For more information and an application pack please contact (01228) 223480 or visit [www.cumbria.gov.uk](http://www.cumbria.gov.uk). Please quote job ref CH903i. Closing date 26 March 2010. Interview date 13 April 2010.

Internal Applicants Only

## Children's Trust Board - Research & Intelligence

Officer Salary: £24,646 - £26,276 CARLISLE

To work 37 hours weekly. You will be responsible for supporting the commissioning functions of the unit, for researching and providing key intelligence including information concerning emerging themes and issues.

For more information and an application pack please contact (01228) 223480 or visit [www.cumbria.gov.uk](http://www.cumbria.gov.uk). Please quote job ref CH905i. Closing date 26 March 2010. Interview date 12 April 2010.

## Kitchen Team Member

Hourly Rate £6.280

Culgaith CE School, Culgaith, PENRITH.

5 core hours and 5 variable hours weekly.

For more information and to apply on-line please visit [www.cumbria.gov.uk/jobsandcareers](http://www.cumbria.gov.uk/jobsandcareers) or contact (01228) 223480. Please quote job reference number RE195e. Closing date 26 March 2010. Interview date 20 April 2010.

## Housekeeper (Catering & Cleaning)

CUMBRIA OUTDOORS HAWSE END and FELLSIDE

Hours Negotiable - Salary: £13,589 pro rata

To undertake basic cooking and cleaning at Cumbria Outdoors, Hawse end and Fellside Residential Outdoor Education Centres.

For further details please telephone (01768) 812280 or email [lesley.hill@cumbriacc.gov.uk](mailto:lesley.hill@cumbriacc.gov.uk) to apply on-line please visit [cumbria.gov.uk/jobs](http://cumbria.gov.uk/jobs). For an application pack contact (01228) 223480 or email [recruitment@cumbriacc.gov.uk](mailto:recruitment@cumbriacc.gov.uk) Quote job ref CH901e. Closing date 22 March 2010. Interview date 31 March 2010.



## NATIONAL PROBATION SERVICE

for England and Wales  
Cumbria Probation Area

### **PART-TIME ADMINISTRATIVE ASSISTANT** **Salary £14,049 to £16,420 (Pro Rata)**

We are looking for an enthusiastic and motivated person to work 20 hours weekly, Monday - Wednesday, in the Barrow Probation Office.

The successful applicant will provide word processing and administrative support to staff in the Barrow office. Duties include word processing, general administrative tasks, maintenance of confidential files and papers, note taking at meetings and receipt, distribution and dispatch of mail and reception cover. You will also be required to liaise with colleagues in other agencies e.g. Magistrates Courts and Social Services, on a regular basis.

Applicants must have excellent keyboard skills and knowledge of modern office software packages. A word processing/typing qualification would be an advantage. Previous experience of working in an office and the ability to work as part of a team are essential requirements for this post.

*Application packs can be downloaded from the internet [www.cumbriaprobation.org.uk](http://www.cumbriaprobation.org.uk) or obtained by writing to the National Probation Service Cumbria, Lime House, The Green, Wetheral, Carlisle, CA4 8EW; e-mail [hr@cumbria.probation.gsi.gov.uk](mailto:hr@cumbria.probation.gsi.gov.uk)*

**PLEASE SPECIFY THE TITLE OF THE POST YOU ARE APPLYING FOR**

*Closing date for receipt of completed application forms for the above post is Friday, 26 March 2010.*



Committed to Equality in Employment and Service Delivery



## **BOARD MEMBERS**

**£15.40 per hour**

### **What would you do with Criminals in Cumbria?**



As part of the Ministry of Justice, Cumbria Probation Board works closely with other Criminal Justice Agencies to reduce crime, rehabilitate offenders and protect the public. It is an innovative award-winning organisation, having received local and national recognition for its work.

From the 1st April 2010 Cumbria Probation will become a Trust and we are seeking to recruit two highly motivated new members for the Trust Board.

The Probation Service in Cumbria has an outstanding record of achievement and high level performance. The change to Trust status offers the opportunity for the new Board to build on past performance, in reducing reoffending, and lead the Service in a more competitive public sector environment with emphasis on local engagement and accountability.

In order to achieve this, it will take real leadership and strategic insight; Board Members with integrity who are conversant with financial management; and have the ability to drive change and enhance performance. It will also require an open mind, a commitment to celebrating diversity and, above all, the business acumen needed to make profound, result orientated decisions.

If these are the skills you possess, and you can offer a minimum of two days per month as a Trust Board Member, applying them here will afford the opportunity to play a significant role in transforming the organisation and, as a result, make a significant difference to the lives of people in your community.

Applications in particular are welcome from women and minority ethnic groups as these groups are currently under-represented on the Board. In addition, we would also welcome applications from individuals with private sector, commercial or accountancy experience. It is likely that those appointed will live in Cumbria, or in close proximity or have particular links with the County of Cumbria.

The successful candidates will be required to apply for a disclosure from the Criminal Records Bureau, the cost of which will be met by the Probation Service.

*Application packs can be downloaded from the internet [www.cumbriaprobation.org.uk](http://www.cumbriaprobation.org.uk) or obtained by writing to Cumbria Probation Service, Lime House, The Green, Wetheral, Carlisle, CA4 8EW; e-mail [hr@cumbria.probation.gsi.gov.uk](mailto:hr@cumbria.probation.gsi.gov.uk). Applications will only be considered if the application form is completed and not in the form of individually styled CVs.*

Informal enquires may be made by contacting Richard Rhodes, Trust Chair or Fiona Moore, Secretary to the Trust Board on 01228 560057.

*Closing date is Friday 9th April 2010 and it is anticipated that interviews will take place on the 28th and 29th April 2010.*



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# CALDEW



A BUSINESS AND ENTERPRISE SCHOOL

Dalston, Carlisle, Cumbria CA5 7NN.

Tel: (01228) 710044 Fax: 01228 710390.

E-mail: [office@caldew.cumbria.sch.uk](mailto:office@caldew.cumbria.sch.uk)

Website: [www.caldew.cumbria.sch.uk](http://www.caldew.cumbria.sch.uk)

**We have the following vacancies:**

## **Teacher of ICT**

**Salary: Main Scale**

We are looking for an outstanding and talented teacher of ICT to commence in September 2010 to join our experienced and effective ICT teaching team. The ability to teach across the full age and ability range will be essential and an enthusiasm to promote e-learning across the whole school, desirable.

## **Teacher of Spiritual and Moral Development (RE)**

**Salary: Main Scale**

We are looking for an outstanding and talented teacher to commence September 2010 who has the potential and desire to help develop our successful SMD department, working with a young and dynamic Subject Leader, herself recently appointed.

Caldew is a good school and has appeared in HMC's list of "very successful schools". Our intake for Year 7 in September 2010 is over-subscribed. The school is a specialist college for Business and Enterprise and all departments play a significant role in our plans.

**For further information and application pack contact Mrs H Vasilic at school or see the recruitment section on our website.**

**Closing date for applications for both posts:  
12th April 2010.**

Caldew School is committed to the protection and safety of its pupils. The successful applicant will be required to undertake a criminal record check via the CRB. Caldew School is an equal opportunities employer.

## **IMPORTANT NOTICE JOBS BULLETIN - ADVERTISING CHARGES**

All recruitment adverts that appear within the Jobs Bulletin that have not been placed by the client within other publications, ie local or national newspapers, magazines etc will be charged out at £45.00 ex VAT.

Anything of interest? If the answer is 'yes' then telephone the relevant number at the end of each advert for a chat or an application form. Please remember to quote a reference number.

If you have not heard from us within 4 weeks of submitting your application please assume that on this occasion your application has been unsuccessful

View jobs and apply on line at  
[cumbria.gov.uk/jobs](http://cumbria.gov.uk/jobs)

