

# **JOBS**

**With Oldham Council**  
**28/08/2008**

This bulletin contains details of all vacancies advertised this week by Oldham Council.

If you are interested in applying for any of the vacancies visit our website at [www.oldham.gov.uk](http://www.oldham.gov.uk) where job descriptions, person specifications and application forms can be viewed and downloaded. Alternatively other ways to apply are included in the adverts.

We warmly welcome applications from people of all backgrounds, regardless of race, social background, marital status, sex, disability, age or sexuality. Our aim is to ensure that everybody has equal access to vacancies and that appointments are made only on the basis of ability to do the job. The Council has a clearly stated Equal Opportunities Policy which every existing and future employee must uphold.

The Council is vigorously implementing its policy through:

- Publicity
- Training
- Changing attitudes
- Improving recruitment and selection procedures
- Reviewing conditions or requirements placed on jobs
- Monitoring results

The Council has a job sharing policy. Applicants wishing to job share are welcome. Please contact Corporate Recruitment on 0161 770 4677 if you require any information contained in this bulletin in another format.

**Unless otherwise stated, job application packs are available to download at [www.oldham.gov.uk](http://www.oldham.gov.uk), or requests can be made by e-mail to [central.recruit@oldham.gov.uk](mailto:central.recruit@oldham.gov.uk), tel 0161 770 4677 or text 07732 596009.**

*Oldham Council is seeking to achieve a workforce representative of our diverse society and welcomes applications from all sections of the community.*

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## **ADULT AND COMMUNITY SERVICES**

### **MODERNISATION**

**COMMUNITY SUPPORT WORKER (Link Worker)**

**Ref: ACS08/0554**

#### **3 Posts:**

##### **1. Hindko**

*Oldham Council is seeking to achieve a workforce representative of our diverse society and welcomes applications from all sections of the community.*

2. **Punjabi/Urdu**
3. **Bengali- Sylheti**

The post holder will act as the link between the service and adults with disabilities, older people and their families/carers to improve the quality of assessments and the provision of appropriate services. You must be fluent in English and have the ability to communicate effectively and be able to write concise reports and keep records. Undertake development work to remove any barriers to access to services. You will also have the ability to help someone plan in a way that reflects their needs and represent and negotiate on behalf of others and also be able to work within a changing environment, sometimes in a team, but at times alone. You will also be able to work flexible hours, evenings and weekends.

This post is subject to an enhanced disclosure from the Criminal Records Bureau.

**Salary: £16,536 - £20,736 p.a.**

**Hours: 37 per week**

**Based: Initially at Link Centre, Union Street, Oldham**

**Closing Date: 4<sup>th</sup> September 2008**

## **TRAINING INTO EMPLOYMENT**

### **EMPLOYMENT MENTOR**

**Ref: ACS08/0562**

Training into Employment is a Supported Employment Service for adults who are vulnerable or have a disability. We offer a person-led service and provide support in job searching, job training, securing and maintaining employment. We deliver the Workstep Programme on behalf of the Department of Work and Pensions.

It is essential that you have experience in supporting people with disabilities to enter training/employment and that you have one of the following qualifications:

- NVQ level 2 or 3 in Advice & Guidance (or equivalent)
- Diploma in Supported Employment,
- City & Guilds 7307/7407 Adult Teaching Certificate.

An ability to work alone as well as part of a multi disciplinary team is essential, as is the ability to communicate effectively with a wide range of people in a professional manner and the ability to progress and develop people with disabilities.

You may be required to work occasional evenings and weekends.

A Casual Car user allowance is attached to this post.

This post requires you to undertake a check with the Criminal Records Bureau.

**Salary: £18,907 - £22,845 p.a.**

**Hours: 36.40 per week**

**Based: Training into Employment, Falcon Business Centre, Oldham.**

**Closing Date 5<sup>th</sup> September 08**

## **MODERNISATION DIVISION**

### **DOMESTIC**

**Ref: ACS08/0571**

The Link Centre are recruiting for a Domestic Assistant. You will need to have experience in cleaning a public/commercial building while it is occupied and preparing rooms for meetings. You will also need to respond to customers in a respectful and helpful manner, provide some personal assistance needs and work in a non-discriminatory way.

You will normally work morning shifts but there will be times when you are required to work more flexibly to meet service needs. You will need to be able to identify and report hazards and be able to complete paperwork in a concise and accurate manner.

**Salary: £11,737 p.a.**  
**Hours: 19.30 per week**  
**Based: The Link Centre, Oldham**  
**Closing Date: 11<sup>th</sup> September 2008**

## **PERFORMANCE AND QUALITY ASSURANCE**

### **QUALITY ASSURANCE ASSISTANT**

**Ref: ACS08/0572**

An exciting new post has arisen within the Quality Assurance Team aimed at providing a broad-based secretarial and support service to the team, on a day-to-day basis.

The successful applicant will be well versed in dealing with members of the public, and a customer service/complaints background would be desirable. Effective communication, ability to work in a team and meet deadlines, and good organisational skills are key in the delivery of this role.

Informal enquiries (not application requests) to discuss the role can be directed to Katherine Bohan or Paul Duffy on 0161 770 8124/8123.

**Salary: £18,907 to £20,736 p.a.**

**Hours: 36.40 per week**

**Based: Southlink Business Park, Oldham**

**Closing Date: 11<sup>th</sup> September 2008**

**Interview Date: w/c 29<sup>th</sup> September 2008**

## **HERITAGE, LIBRARIES AND ARTS**

**Ref: ACS08/0574**

### **SENIOR LIBRARY ASSISTANT - AND LIFELONG LEARNING CENTRE**

Initially based in the Reference Library at the Oldham Library and Lifelong Learning Centre, you will provide a high quality service to Reference Service users and other library customers.

You will have an understanding of the importance of a reference and information service within a wider library service providing a high quality reference and information service for customers and colleagues, through various resources both in hard copy and online.

You will act as supervisor within the Oldham Library and Lifelong Learning Centre and have experience of public library work, including working with children. You will have the ECDL IT qualification or equivalent and have excellent communication and organisational skills.

You will be able to demonstrate an awareness of the importance of libraries, an interest in books and reading and commitment to equal opportunities

**Hours of Duty: 18.20 pw (Job Share) Monday 8.45-7.00, Wednesday 9.30-5.00, Tuesday 9.00-1.00 (one in four), Saturday 8.40-4.00 (one in four)**

**Salary: £16,536 - £18,430 p.a. (pro-rata)**

**Based: initially in the Reference Library - Oldham Library**

**Closing Date: 18<sup>th</sup> September 2008**

## **CHILDREN YOUNG PEOPLE & FAMILIES**

### **PUPIL SERVICE, ACCESS**

#### **RELIEF PUPIL ESCORTS (CASUAL)**

**Ref: CYP07/0099**

Are you looking for an exciting opportunity for some interesting and rewarding casual, part-time work?

Do you like children?

Have you some experience or knowledge of the needs of children with Special Educational Needs (SEN)?

Are you available to work in the early mornings and late afternoons, often at short notice?

If so, we would be very interested in hearing from you with a view to your joining our pool of Relief Pupil Escorts.

Every day, over 500 young Oldham people, aged from 2 to 19 years, all with SEN, are supported with their journeys to and from their place of education. Many of these are accompanied by Pupil Escorts, who take care of their individual needs whilst on their journeys. Occasionally a permanent Escort is unable to perform their usual duties for a variety of reasons and this is where you can help.

We are always looking to recruit new members for our Relief Pupil Escort Pool in order to ensure that our operational needs can be met each day. Sometimes, you may not be offered any work for a period of time, on other occasions, you may be asked to cover all week for an escort who has had to go into hospital, for example. All work takes place during term time, however some pupils travel to schools in other towns whose school times and holidays may vary slightly from those in Oldham. When a permanent position becomes available, this will normally be filled from within the Relief Pupil Escort Pool.

All successful applicants will be given full training and some of this will take place during school holidays. You will also be picked up and taken back to your home at the start and end of your duties. This post is exempt from the Rehabilitation of Offenders Act 1974 and successful applicants will be required to have a clear enhanced Criminal Records Bureau disclosure, which will be arranged on your behalf.

If you are interested in finding out more, please contact transport team on 770 3209 for an informal discussion. Short listed applicants will be invited for interview.

We look forward to hearing from you and welcoming you to our pool of Relief Pupil Escorts.

**Salary: £6.02 per hour**

**Hours: Various as and when required**

**Based: To and from various educational establishments**

### **ST JOHN'S C OF E NURSERY/INFANT SCHOOL**

#### **TEACHING ASSISTANT – LEVEL 3**

**Ref: NT08/551**

**Temporary for 1 year (end date 31<sup>st</sup> August 2009)**

St John's C of E Nursery / Infant School is a small friendly school with a caring atmosphere. The Governors are seeking to appoint a hard working, flexible and enthusiastic Teaching Assistant to join our team.

You will need an NVQ Level 3 for Teaching Assistants or equivalent qualification.

For informal visits (not application requests) please contact the Headteacher, Ms. J. Jackson on 0161 681 5270.

**Salary: £18,907 – £20,736 p.a. (£14,146 – £15,515 pro rata)**

**Hours: 32.5 per week, term time plus 5 days**

**Based: St John's C of E Nursery/Infant School, Ashton Road East, Failsworth M35 5PN**

**Closing date: 19<sup>th</sup> September 2008, 12 noon**

**Please return completed application forms to the school.**

### **SPRING MEADOWS CHILDREN'S CENTRE AT LITTLEMOOR**

We are looking to appoint highly motivated, flexible and friendly individuals with the skills and enthusiasm to work with children 0-5yrs and families. You will also work in partnership with a range of organisations from statutory, private, community and voluntary sector to develop services and opportunities to meet the needs of children and families in a particular locality.

**FAMILY SERVICES COORDINATOR**

**Ref: NT08/0566**

**Salary: £23,749 - £25,320 p.a.**

**Hours: 36.40 per week**

We are looking for someone who has:

- The ability to lead and co-ordinate staff workloads
- Detailed knowledge and understanding of current issues and legislation surrounding Children's Centres
- Experience of service coordination, delivery and multi-agency working
- Experience of working with children 0-5yrs and families
- A level 3 qualification in childcare and education, social care, health or community engagement

**ENGAGEMENT WORKER**

**Ref: NT08/0567**

**Salary: £16,536 - £18,430 p.a. (£8,268 - £9,215 p.a. pro rata)**

**Part Time: 18.20 per week**

We are looking for someone who has:

- Experience in working with children 0-5yrs and families
- The ability to plan, deliver and evaluate a range of activities and services in line with the Core Offer
- A level 3 qualification in childcare and education, social care, health or community engagement

If you are interested in applying for any of these posts please contact Julie Hayes at Spring Meadows Children's Centre at Littlemoor on 0161 770 8800/01 for an informal chat (not application forms).

**Based: Across the Waterhead area.**

**Closing date: 12<sup>th</sup> September 2008**

**Interviews will be held on Tuesday 23<sup>rd</sup> September for Family Service Co-ordinator and Friday 26<sup>th</sup> September for Engagement Worker**

**Separate applications for each post need to be completed**

**THE BLUE COAT SCHOOL**

**Based: Egerton Street, Oldham, OL1 3SQ**

**TEACHING ASSISTANT**

**JOB REF: 102/08**

**NJC Scale 5 22-25 £18,907 - £20,736 per annum, pro-rata, pay award & job evaluation outcome pending**

**Temporary to July 2009, Part-time, term time only (26 hours per week, Mon-Fri)**

Blue Coat is a very successful, heavily over-subscribed, Church of England comprehensive school. The Governors wish to appoint an enthusiastic and positive individual to join the school's Learning Support department.

The person appointed will work under the guidance of the Head of Learning Support and subject to the direction and supervision of a teacher to implement agreed work

programs with individual students and groups of pupils in and out of the classroom. S/he will provide support for pupils, teachers and the school. Full details and an application form are available from the school website and should be returned to the Headteacher by 5<sup>th</sup> September 2008, 1.00pm. Email: [vacancies@blue-coat.oldham.sch.uk](mailto:vacancies@blue-coat.oldham.sch.uk) Tel: 0161 785 5071. Interview date: 9<sup>th</sup> September 2008.

## ENVIRONMENTAL SERVICES

### CLEANING SERVICES

#### CLEANERS

Ref: ENV07/0095

Cleaners required to work in all areas of the borough.

10 or 20 hours per week worked as follows;

7am - 9am & 3.30pm - 5.30pm (approximately)

Don't delay - phone today.

For Child Protection Purposes An Enhanced CRB Disclosure will be required for this post.

**Salary: £6.01 per hour**

*Please note - This is an ongoing recruitment drive. If you have previously applied for this vacancy, please do not re-apply. If you have not heard anything regarding the outcome of your application please telephone the Recruitment Team on 0161 770 4677 for information/feedback.*

### TRAFFIC AND TRANSPORTATION

#### SCHOOL CROSSING PATROL

**STOP** - do you want to make a real difference in your local community? Many of our lollipop signs are lying about waiting to help children and people cross the roads safely.

We need School Crossing Patrols in all areas of Oldham borough to cover the early mornings and late afternoons.

Full training and a uniform is provided and you are paid during school holidays.

For Child Protection Purposes an Enhanced CRB Disclosure will be required for this post.

**Salary: £5.94 per hour (pay award pending)**

**Hours: 7½ hours per week. Various hours available**

Why not visit our website @ [www.oldham.gov.uk/scp](http://www.oldham.gov.uk/scp) to find out more and see if there's a vacancy near your home?

If you feel you fit the bill and would like an informal chat, please contact Zulfikar Ahmed or Margaret Duffy on 770 4338 or email the [lollipopteam](mailto:lollipopteam).

## REGENERATION

### BOROUGHWIDE STRATEGY DIVISION

#### ASSISTANT TRANSPORT POLICY OFFICER

Ref: REG08/0564

Applications are invited for the above position from individuals with experience in transportation planning or the transportation policy field, or from individuals with a

degree in a relevant discipline. Responsible to the Transportation Policy Officer, you will assist in the development and implementation of local transport strategies and the preparation of key policy documents such as the Greater Manchester Local Transport Plan. You will also be involved in preparing funding bids, developing and monitoring the Council's transport capital programme, and undertaking public consultation exercises.

**Informal enquiries (not application forms) to:** Joanne Betts on 0161 770 4346

**Salary: £27,594 - £29,728 p.a. (pay award pending)**

**Hours: 36.40 per week**

**Based: Oldham Business Centre**

**Closing Date: 2<sup>nd</sup> September 2008**

**Interview Date: 9<sup>th</sup> September 2008**

## **STRATEGY & RESOURCES**

### **OLDHAM PARTNERSHIP**

**SENIOR LAA COMMISSIONING OFFICER – HMR & HOUSING Ref: SAR08/0568**

**Salary: £28,172 – £34,140 p.a. (subject to career progression scheme)**

**Hours: 36.40 per week**

**LAA COMMISSIONING OFFICER – HMR & HOUSING**

**Ref: SAR08/0569**

**Salary: £23,749 – £27,597 p.a. (subject to career progression scheme)**

**Hours: 36.40 per week**

Two exciting opportunities have arisen for posts within the Commissioning Unit of the Oldham Partnership and are subject to a career progression scheme.

Partnership working is now seen as one of the most effective ways to shape and deliver real change.

Recognised as one of the best practitioners of partnership working, we're the Local Strategic Partnership for Oldham, negotiating its Local Area Agreement and commissioning cross-cutting, multi-agency services to ensure its delivery. As well as the Local Area Agreement, the partnership has responsibility for managing other major regeneration programmes, including Housing Market Renewal (HMR). As one of 9 pathfinders in the country, Oldham and Rochdale Partners In Action are in an exciting phase of delivering this national initiative at a local level. Consistently delivering against targets over the past 5 years, Oldham and Rochdale have been awarded £90M of HMR investment over the next 3 years to continue delivering housing market transformation.

For a professional like you, this is a unique opportunity to make a significant contribution to a true success story.

The successful candidates will have a very good knowledge of funding for physical housing regeneration and an awareness of the social issues effecting Oldham. With experience in managing/monitoring major housing regeneration schemes, you should also have an understanding of project/programme management, performance management and have excellent organisational and communication skills.

**Based: Oldham Business Centre, Cromwell Street, Oldham**

**Closing Date: 19<sup>th</sup> September 2008**