

# Jobs bulletin

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

Unless otherwise stated in the advert, you can apply online or download a job application pack at [www.oldham.gov.uk](http://www.oldham.gov.uk) or phone 0161 770 4677 or text (name, address and job ref) to 07732 596009

The council is conducting a job evaluation exercise, which may affect the grade and salary of these posts.

We 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.

Oldham Council is a member of NOWpeople. Visit the NOWpeople website and find out about opportunities in councils across the north west – [www.nowpeople.co.uk](http://www.nowpeople.co.uk)

## People, Communities and Society

### **Pupil Service, Access Relief Pupil Escorts (Casual) Ref: CYP09/0003**

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: £6.38 per hour**

**Hours: Various as and when required**

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

### **Burnley Brow Community School**

**Teaching Assistant – Level 2**

**Ref: NT09/0320**

**Required from 1 September 2009 for 12 months**

Group 3 NOR 435

We are looking to recruit a Teaching Assistant, Level 2 to work throughout Key Stage 2. The successful applicant will have experience of working with children in a classroom setting, an NVQ level 2 for Teaching Assistants or equivalent experience and good numeracy and literacy skills. Informal visits to the school are welcome, please telephone 0161 770 3137 to make arrangements (not application requests).

**Salary: £15,570 – £18,937 p.a. (£11,650 – £14,170 pro rata)**

**Hours: 32.30 per week, term time + 5 days**

**Based: Burnley Brow Community School, Victoria Street, Chadderton, Oldham OL9 0BY**

**Closing date: 2 July 2009, 12 noon**

**Shortlisting and Interview date: week commencing 6 July 2009**

**Please return application forms to Mrs Michelle Lee, Headteacher at the school.**

### **St Matthew's CE Infant School**

**Caretaker/Premises Officer**

**Ref: NT09/0323**

We are seeking a conscientious and reliable Caretaker/Premises Officer to be responsible for the cleanliness, maintenance and security of our school.

St Matthew's is a small, friendly school with a caring atmosphere.

You will need to be:

- Flexible
- Obliging
- Able to work as part of a team
- Supportive of our Christian ethos
- Willing to be a keyholder
- Able to work occasional overtime
- Willing to work split shifts

We are very serious about safeguarding the children in our care and this post is subject to a satisfactory enhanced CRB disclosure.

**Salary: £14,587 – £15,291 p.a.**

**Hours: 36.40 per week**

**Based: St Matthew's CE Infant School, Chadderton Hall Road, Chadderton, Oldham OL9 0BN**

**Closing date: 29 June 2009, 5.00pm**

**Please return completed application forms to Patricia Shepherd, Headteacher at the school.**

### **St Martin's CE Primary School**

#### **Teaching Assistant – Level 3**

#### **Required from September 2009, fixed term for 1 year due to funding**

The governors of this church aided school are looking to appoint a suitably qualified and experienced teaching assistant to work within Key Stage 1 and Foundation Stage. We are looking for applicants who have experience of working with children in the primary phase. The successful candidate will have good Literacy and Numeracy skills, knowledge of the National Curriculum/Foundation Stage Curriculum and will be required to support generally in class as well as working with selected individuals and groups of pupils.

Visits to the school prior to application will be welcome.

Due to this post having access to children, candidates will be required to undertake a Criminal Record check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

**Salary: £19,427 – £21,306 p.a. (£14,435 – £15,941 pro rata)**

**Hours: 32.30 per week, term time + 5 days**

**Based: St Martin's CE Primary School, St Martin's Road, Fitton Hill, Oldham OL8 2PY**

**Tel: 0161 770 8303**

**Closing date: 3 July 2009, 4.00pm**

**Interview date: week commencing 6 July 2009**

**Application forms and further details are available from and returnable to Mr G Jackson (Headteacher), St Martin's CE Primary School, St Martin's Road, Fitton Hill, Oldham OL8 2PY.**

### **Our Lady's RC High School**

#### **A Voluntary Aided RC School in the Diocese of Salford**

#### **School Attendance Welfare Officer**

**Ref: NT09/0334**

**11-18 Comprehensive School**

**N.O.R. 1100 (Sixth Form 135)**

**Headteacher: Mr R A Whitaker**

We are looking for an energetic, positive and well organised person to work closely with our Assistant Head (Attendance) and Pastoral Team supporting pupils with attendance issues. An individual who can show real empathy and respect for all our young people, co-ordinate and monitor attendance interventions, closely analyse student attendance data, identify attendance patterns and intervene pro-actively.

Staff development activities are encouraged for all post holders and all individuals are expected to seek development, share skills and pro-actively support individual and effective team working. A vibrant, positive, professional culture, built on strong working relationships, is seen as central to our success as we grow as a Pastoral Team and as a School.

**Salary: £19,427 – £21,306 p.a. (£8,716 – £9,559 pro rata)**

**Hours: 20 per week, term time only**

**Based: Our Lady's RC High School, Vaughan Street, Royton, Oldham OL2 5DL**

**Tel: 0161 624 9974**

**Fax: 0161 785 7810**

**Closing date: 7 July 2009**

**Completed applications should be returned to Mr D T R Lomax, Business Manager at the school.**

### **Limeside Primary School**

#### **Teaching Assistant – Level 2**

**Ref: NT09/0335**

#### **Required as soon as possible**

Limeside Primary School is looking for an excellent, committed and experienced level 2 Teaching Assistant to work with an individual child who has a statement of special educational needs. The post is attached to working with this individual child while the child attends the school. It is therefore subject to annual review.

Further details (not application requests) are available from the Headteacher Mrs Helen Arya [head@limeside.oldham.sch.uk](mailto:head@limeside.oldham.sch.uk) or through the general office [info@limeside.oldham.sch.uk](mailto:info@limeside.oldham.sch.uk) or on 0161 681 1756 Visits are welcome and encouraged by appointment. For further information about the school please visit our website on [www.limeside.sch.uk](http://www.limeside.sch.uk)

**Salary: £15,570 – £18,937p.a. (£9,948 – £12,099 pro rata) + SEN Allowance**

**Hours: 27.45 per week, term time + 5 days**

**Based: Limeside Primary School, Third Avenue, Limeside, Oldham OL8 3SB**

**Closing date: 10 July 2009**

**Shortlisting date: 14 July 2009**

**Interview dates: 16 and 17 July 2009**

### **Spring Brook School**

#### **ICT Technician**

**Ref: NT09/0336**

#### **Required from September 2009**

Spring Brook is a special school for primary aged children with social emotional and behavioural needs which accommodates children from all over the Borough.

We are looking to appoint a suitably qualified and committed ICT Technician to join our successful school. The successful applicant will be flexible, creative, enthusiastic and hard working.

You will be required to:

- Provide assistance and advice to teachers in meeting the practical needs of the curriculum.
- Give technical advice to teachers, support staff and pupils
- Maintain hardware and software used by staff and pupils in the school

A willingness to be involved in the life of the school and on occasion to work flexibly is essential.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the successful applicant will be required to have a clear enhanced Criminal Records Bureau disclosure, which will be arranged on your behalf.

**Salary: £22,001 – £23,473 p.a. (£18,573 – £19,816 pro rata)**

**Hours: 36.40 per week, term time + 5 days**

**Based: Spring Brook School, Heron Street, Oldham OL8 4JD**

**Tel: 0161 770 5007**

**Email: [info@springbrook.oldham.sch.uk](mailto:info@springbrook.oldham.sch.uk)**

**Closing date: 8 July 2009**

**Completed applications should be returned to the Headteacher at the school.**

### **Clarksfield Primary School**

**Teaching Assistant – Level 2**

**Ref: NT09/0342**

**Salary: £15,570 – £18,937 p.a. (£5,913 – £7,192 pro rata) + SEN allowance**

**Hours: 16.30 per week, term time + 5 days**

**Teaching Assistant – Level 2**

**Ref: NT09/0344**

**Salary: £15,570 – £18,937 p.a. (£4,300 – £5,230 pro rata) + SEN allowance**

**Hours: 12 per week, term time + 5 days**

**Both posts are required from 1 September 2009**

We wish to appoint two individuals to join the learning support team at Clarksfield Primary School. The persons appointed will work under the guidance, instruction and supervision of designated teachers to implement agreed work programmes with individual pupils in and out of the classroom. Both posts are subject to a satisfactory enhanced CRB disclosure.

**Based: Clarksfield Primary School, Grasmere Road, Oldham OL4 1NG**

**Closing date: 3 July 2009**

**Interview date: 8 July 2009**

**Please return completed application forms to the Head teacher Mrs T O'Donnell at the school.**

### **The Blue Coat School, Oldham**

**Support Officer – Admin & Hr**

**Job Ref 128/09**

**NJC Scale 4 Point 18-21 £16,994 - £18,940**

**Permanent, Full Time, Full Year (36.40 hrs per week)**

We require an enthusiastic and experienced individual to work within our Support Staff team. The successful candidate will provide effective administrative/HR support to the Admin/HR Manager and will supervise and quality assure administrative support across the school. Excellent communication, IT, and interpersonal skills are essential with the ability to interpret a wide range of office procedures.

**Full details and application forms are available from the school website. Applications by post should be marked: 'Support Officer – Admin/HR' to Mrs J A Hollis, MA – Headteacher, The Blue Coat School, Egerton Street, Oldham, OL1 3SQ.**

**Email: [vacancies@blue-coat.oldham.sch.uk](mailto:vacancies@blue-coat.oldham.sch.uk) Tel: 0161 785 5071**

**Closing date for applications: 3 July 2009, 1.30pm**

**Interviews will be held: w/c 6 July 2009**

### **Counthill School**

**Headteacher: Mr Davis Lack**

The Governors are seeking to appoint enthusiastic, motivated people for the following positions for September 2009:-

#### **Learning Supervisors (2 posts)**

**Salary: £19,427 - £21,306 (pro rata £15,656 - £17,170)**

**Hours: 35 per week, term time only + 5 days**

Duties will include covering classes for absent teachers, undertaking examination invigilation and assisting Faculties with administration work. You must be adaptable, well organized with excellent ICT and interpersonal skills. Full training will be provided for this post.

#### **Midday Supervisor**

**Salary: £6.26 per hour**

**Hours: 6 ¼ hrs per week, term time only**

Duties will include supervision of students in the Dining Room at lunch time, clearing and cleaning tables etc.

**Based: Counthill Road, Moorside, Oldham, OL4 2PY, Tel: 0161 624 6366, Web:**

**[www.counthill.net](http://www.counthill.net)**

**Closing date for both positions: 3 July 2009.**

**Application forms are available from and returnable to the school.**

**Email: [lferguson@counthill.org.uk](mailto:lferguson@counthill.org.uk).**

**All information can be downloaded from our website**

#### **Early Intervention and Prevention Service**

**Parenting Programme Coordinator**

**Ref: PCS09/0314**

**Fixed Term for 3 years**

Based within the Early Intervention and Prevention service the Parenting Programme Coordinator is required to develop, coordinate and deliver Evidenced Based Parenting Programmes. The successful applicant will have experience of working with parents and families, delivering parenting programmes and will have a detailed understanding of their health, education and social needs. The post holder will also be part of the wider partnership of practitioners developing a Think Family Approach to delivery within Oldham.

Appointment to the post will be subject to an enhanced CRB check and suitable references.

**Salary: £29,714 – £32,475 p.a.**

**Hours: 36.40 per week**

**Based: Centre for Professional Development, Rosary Road, Fitton Hill, Oldham**

**Closing date: 2 July 2009**

**Oldham Pupil Referral Unit  
Teaching Assistant - Level 2  
Required for September 2009**

Oldham Pupil Referral Unit provides educational support to children with a range of needs, which cannot be met solely within a mainstream setting.

We received a very positive Ofsted report in March 2006 and were considered good with outstanding features. The Pupil Referral Unit has recently been designated by the National College of School Leadership as a National Support School and our Head teacher as a National Leader of Education. We are committed to raising standards and providing a positive learning experience for young people in Oldham.

We are seeking to appoint an enthusiastic Teaching Assistant whose role is to support teaching and learning activities and the management of pupils and the classroom under the guidance and instruction of designated teaching staff. The successful candidate will be assigned to work initially in the Science department. However, applicants must also be prepared to work flexibly and support in other curriculum areas as may be required.

Applicants will need to:

- Have previous experience of working with or caring for school age children, preferably at KS3/4
- Have knowledge and experience of resources preparation to support learning programmes
- Be committed to supporting children to achieve their potential and in particular to helping them overcome barriers in learning
- Have high expectations of children's behaviour and learning
- Have an understanding of inclusion and how it applies within a school setting
- Demonstrate effective ICT skills
- Be able to communicate effectively and sensitively with children and their parents/carers
- Be able to act on their own initiative and also work as part of a team
- Be committed to continuous professional development

The successful candidate must be prepared to work flexible hours as determined by the needs of the pupils and must also be willing to support school functions which occasionally take place outside the normal school day. As the service operates across two sites (Watersheddings/Failsworth) applicants must be willing and able to work at either site as may be required.

We are committed to safeguarding and promoting the welfare of children and therefore, the successful candidate will have to meet the requirements of the person specification in order to be offered this post. They will also be expected to undertake an enhanced CRB disclosure and must have a commitment to safeguarding young people

**Salary: £15,570 – £16,663 (£12,806 – £13,705 pro rata) + SEN**

**Hours: 36.40 per week, term time only**

**Based: Dean Street, Failsworth / Broadbent Road, Watersheddings**

**Closing date: 2 July 2009**

**Interview date: week commencing 6 July 2009**

**Application packs are available from and should be returned to:**

**Mrs Karen Hickie: Pupil Support Centre, Dean Street, Failsworth M35 0DQ,**

**Email: Karen.hickie@oldham.gov.uk or telephone enquires to: 0161 770 8729**

**School Swimming Service – Integrated Youth Services**

**School Swimming Teacher**

**Ref: PCS09/0316**

The School Swimming Service is seeking to appoint an experienced and motivated swimming teacher. Applicants must have a history of high quality swimming teaching with young people. The successful applicant will be responsible for delivering a programme of swimming tuition and aquatic activities to young people across the borough.

Job requirements:

- An ability to work on your own initiative
- Experience of working in a diverse environment
- Experience of delivering swimming sessions to schools
- Excellent organisational skills
- ASA Level 2 (swimming) or equivalent, plus current NARs/RLSS lifeguard qualification

Informal enquiries (not application requests) to Diane Walsh – 0161 770 1642

**Salary: Unqualified Teacher Status, £15,113 – £23,903 p.a. + casual car user allowance**

**Hours: 26 per week, term time only**

**Based: Pools and Sports Centres across Oldham Borough**

**Closing date: 2 July 2009**

**Oldham Pupil Referral Unit**

**Maths Teacher**

**Required from January 2010 or sooner if possible**

Oldham Pupil Referral Unit provides educational support to children with a range of needs, which cannot be met solely within a mainstream setting. We are designated a National Support School and our Head teacher as a National Leader of Education. We are committed to raising standards and providing a positive learning experience for young people in Oldham.

We are seeking to appoint an enthusiastic and highly motivated Maths Specialist to take primary responsibility for leading the Maths curriculum (to GCSE level) across the school and ensure that key numeracy skills are developed throughout the school, through cross-curricular links and opportunities which support pupil development.

The successful candidate will:

- Have experience of teaching Maths at Key Stages 3/4
- Be able to teach across the ability range
- Demonstrate a commitment to continuous improvement and innovation, through imaginative and differentiated lessons, which offer challenge and opportunities for all pupils to achieve their full potential.
- Work collaboratively with a dedicated and supportive staff team
- Be prepared to work flexible hours as determined by the needs of the pupils

As the Service operates on a split site basis, the successful candidate must be willing and able to work flexibly across both sites. Therefore, a valid driving licence and the use of a car is essential. We are committed to safeguarding and promoting the welfare of children; therefore the successful candidate will be expected to undertake an enhanced CRB disclosure.

Informal enquiries to: Suzanne Smith, Business Manager 0161 770 8286

**Salary: QTS + 2 SEN + TLR 2**

**Based: Failsworth / Watersheddings**

**Closing date: 3 July 2009**

**Interview date: week commencing 6 July 2009**

**Application packs are available from and should be returned to:  
Mrs Suzanne Smith, Business Manager at: The Pupil Support Centre, Dean Street,  
Failsworth, M35 0DQ  
Email: [Suzanne.smith@oldham.gov.uk](mailto:Suzanne.smith@oldham.gov.uk) or telephone enquires to: 0161 770 8286**

### **Early Intervention and Prevention**

#### **Extended Services Project Officer**

**Fixed Term until March 2010 (secondment available with agreement from current manager)**

**Ref: PCS09/0326**

Extended Services are looking to appoint a Project Officer to monitor and support Extended Services.

The successful applicant will have:

- knowledge of the Extended Schools agenda
- experience of developing and monitoring projects
- preparing reports, inputting and measuring data
- strong commitment to multi-agency planning

The post holder will be expected to work and travel between schools to gain an understanding of the issues facing schools developing Extended Services and support them to monitor these services

Appointment to the post will be subject to an enhanced CRB check and suitable references. If you are interested in applying for this vacancy and would like an informal chat (not application form) please phone Debbie Holland on 0161 770 8859.

**Salary: £22,001 – £23,473 p.a.**

**Hours: 36.40 per week**

**Closing date: 9 July 2009**

**Interview date: week commencing 20 July 2009**

### **Integrated Youth Services – Sport Development**

#### **Casual Sport Leaders**

**Ref: PCS09/0327**

We are seeking to appoint enthusiastic and motivated people to join our team of part-time Sports Leaders and Coaches. Successful applicants will join a team of deliverers to work on a range of youth and sport programmes. The posts will work with young people in a range of activities, to provide opportunity for participation. Opportunities are available for coaching work during daytime, evening and weekend sessions, as well as holiday periods.

In general you will need:

- Experience of delivering sport activity sessions
- Experience of working with young people
- Experience of working in a diverse environment
- An enthusiasm to work in a sports activity setting

There are also opportunities for Sports Leaders to progress as Sports Coaches and Head of Centres.

**Informal enquiries (not application requests) to: Francesca Evans - 0161 770 3682**

**Salary: £6.81 / £8.42 / £10.18 per hour (dependent on experience)**

**Hours: Various (daytime, evening & weekends)**  
**Based: Centre for Professional Development, Fitton Hill, Oldham**  
**Closing date: 17 July 2009**

**Beever Children's Centre**  
**Daycare Manager**  
**Ref: PCS09/0329**

This is a permanent position. Applications are invited from individuals with experience of operating at a senior level within an early years and childcare environment. You will hold a minimum of a level 3 qualification in Early Years and/or hold a graduate qualification. The Government's long term aim is that you will have graduate status so you will need to be qualified by September 2010 at graduate level. A thorough knowledge of the early years legislative framework and proven experience of planning and developing an appropriate early years curriculum and activities for children aged 0-11 years is essential.

Informal enquiries and visits to the centre are very welcome, please contact the Children's Centre Leader Miss Tracey Harrison on 0161 770 8366 (not application requests).

**Salary: £19,427 – £21,306 p.a.**

**Hours: 36.40 per week**

**Based: Beaver Children's Centre, Moorby Street, Oldham OL1 3QU**

**Closing date: 10 July 2009, 4.00pm**

**Completed applications to be returned to Mrs Ann Buckley at Beaver Children's Centre.**

**Additional Educational Needs Early Years Team**  
**Early Years Advisor – 2 Posts**  
**Ref: PCS09/0337**

We are seeking to appoint two excellent early years practitioners with expertise in working with young children with special educational needs.

If you have successful experience of improving outcomes for young children and their families, have the ability to work on your own initiative and as part of a team, if you want to make a difference for young children who have SEN we want to hear from you.

The successful candidates will have:

- NVQ Level 4 or equivalent in early education or childcare and post qualifying experience of working with young children with special educational needs;
- successful experience of implementing the SEN Code of Practice within the early years;
- ability to meet deadlines and effective time management skills.

You will be required to work with parents and children and services and staff in early years and childcare provision to ensure that each child's needs are clearly identified and met in accordance with national and local processes that are required by the 2001 SEN Code of Practice. Informal enquires (not application requests) to Claire Ward on 0161 770 3283.

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

**Salary: £22,001 – £26,016 p.a.**

**Hours: 36.40 per week**

**Based: 5 Barn Street Oldham OL1 1LP**

**Closing date: 7 July 2009**

Interview date: 14 July 2009

## **Economy, Places and Skills**

### **Environmental Protection**

#### **Student Environmental Health Officer**

**Ref: EPS09/0322**

You will be a student who is near completion of your 1<sup>st</sup> Year BSc Environmental Health Degree (Accredited Course).

We are seeking an enthusiastic, motivated, conscientious individual who will be committed to proactive initiatives, which the department undertakes. You will be well organised, a good communicator, and have the personal skills to liaise tactfully with a wide range of people.

In return we offer:

- Competitive Salary (£11,995)
- Flexible working arrangements
- EHRB registration
- ELP and Professional Examination Fees
- Book Bursary
- Training Course Fees
- All reasonable expenses

Oldham is also fully committed to supporting your training and development.

For further information (not application requests), please contact Catherine Crookall or Alyson Brassington on 0161 770 1833/1829.

**Salary: £11,995 p.a.**

**Hours: 36.40 per week**

**Based: Chadderton Town Hall, Middleton Road, Chadderton, Oldham OL9 6PP**

**Closing date: 2 July 2009**

**Interview date: week commencing 27 July 2009**

## **Performance, Capacity and Services**

### **HR Business Support Service**

#### **Project Support Officers (Management Information & Systems)**

**Ref: SER09/0321**

#### **Secondment Opportunity – Temporary until end December 2009**

We have vacancies for HR Support Officers based within the HR Systems team which is leading on the implementation of VISION the Council's HR and Payroll system.

The role of the HR Support Officer encompasses assisting with the development and implementation of the system and provision of workforce information and analysis including operation of the Helpdesk facility.

You must have experience of compilation, analysis and presentation of management information; maintaining and developing computerised information systems, use of Word, Excel and databases. An understanding of HR policies and procedures, of the Data Protection Act and other relevant legislation is essential. You must also possess effective written and verbal communication skills, be able to work effectively to deadlines and develop a flexible and creative approach to problem solving.

For an informal discussion (not application requests) about the above posts please contact Peter Simpson, Vision Project manager on 0161 770 1145.

**Salary: £22,001 – £23,473 p.a.**  
**Hours: 36.40 per week (Flexitime)**  
**Based: Manchester Chambers, Oldham**  
**Closing date: 2 July 2009**

### **Unified Finance Service**

#### **Accountant – 2 Posts**

**Ref: SER09/0328**

The organisation has two permanent vacancies within the School's Finance Team at accountant level. You will be an AAT Member, or part qualified AAT or equivalent, or be prepared to train to be a member of CIPFA. You will have experience of setting and monitoring budgets, experience of final accounts and grant claim returns, and have undertaken some data/cost analysis. You will have an understanding of accounting principles, financial systems and procedures and have a working knowledge of word and excel computer packages and of financial management techniques, Council standing orders and financial regulations.

**Salary: £22,001 – £29,714 p.a.**  
**Hours: 36:40 per week**  
**Based: Civic Centre, West Street, Oldham**  
**Closing date: 9 July 2009**

### **Marketing and Communications Team**

#### **Senior Communications / Media Officer**

**Ref: SER09/0341**

We are a Council of change and service improvement whose overall aim is to create better life opportunities for Oldham's citizens.

As part of our improvement programme we have an excellent opportunity for someone who has the drive and ambition to play a pivotal role in assisting with the delivery of an effective and proactive communications media and public relations service.

You will be responsible for a team of support officers who will provide a dynamic media relations function to the Council.

You will need to have excellent media and communication skills. The ability to work in a fast changing environment is essential.

The ideal candidate will have substantial experience in leading and motivating a team.

**Salary: £33,328 – £35,953 p.a.**  
**Hours: 36.40 per week**  
**Based: Civic Centre, West Street, Oldham**  
**Closing date: 8 July 2009**  
**Interview date: 14 July 2009**