

# 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)

## Economy, Places and Skills

### **Highways Maintenance School Crossing Patrol Service Ref: EPS10/0009**

**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 adults cross the roads safely. We need School Crossing Patrols in various areas of Oldham 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.

We currently have vacancies in the following areas of Oldham:

Chadderton, Coppice, Delph, Failsworth, Lees, Shaw, Springhead and Uppermill.

If you would like an informal chat (not application request), please contact Zulfikar Ahmed on 0161 770 4338.

**Salary: £6.38 per hour**

**Hours: 7.30 per week**

**Closing date: 31 December 2010**

## **Economy Skills and Place Shaping**

### **Markets Manager**

**Ref: EPS10/0099**

**Salary: £33,661 - £36,313 p.a. + casual car user allowance**

### **Senior Market Officer**

**EPS10/0100**

**Salary: £24,646 - £26,276 p.a. + casual car user allowance**

The Council's Markets Service is undergoing a number of changes over the coming months. The above posts are required to assist with these future developments whilst managing the existing operations in Oldham, Shaw and Royton.

You will be part of a small but busy front-line team, with responsibility for ensuring efficient delivery of this important income-generating Service.

Key elements of the roles include responsibility for the day-to-day management of both the facilities (e.g. Oldham's Market Hall) and the staff, as well as developing good communication links with market traders on all sites.

The Service operates throughout the week and there is therefore a requirement to work some Saturdays and Sundays.

For an informal discussion (not application requests), please contact Ian Chalmers, Interim Markets Manager on 0161 770 4459 or Mike Street on 0161 770 3455.

**Hours: 36.40 per week**

**Based: Tommyfield Market Hall, Albion Street Oldham**

**Closing date: 18 March 2010**

## **People, Communities and Society**

### **Westwood Primary School**

**Site Manager - Required from 19 April 2010**

**Ref: NT10/0095**

Built in 1872, Westwood Primary School is a beautiful building which is well-loved and looked after by all those who work and learn in it. Based on both sides of Middleton Road, we also have a separate Nursery building which is approximately 10 years old. Serving the Bangladeshi families of the area, we are a happy and hardworking school which prides itself on the outstanding care, guidance and support we offer to all members of our community.

Building on the work of the existing caretaker and following a staffing re-structure, Westwood Primary School now requires a Site Manager to continue and preserve the high quality care such a building deserves. Potential candidates must be aware that there is a cleaning responsibility attached to this post.

The Head Teacher and Governing Body are seeking to appoint a highly motivated and skilled individual who is ready to take on the challenge of such a new role. We can offer our new Site Manager, fantastic children and families, as well as a hardworking, committed and friendly team, who will welcome you into the Westwood Community.

At Westwood Primary School, we are fully committed to safeguarding and the successful candidate will be subject to an enhanced CRB check.

For all informal enquiries, (**not application requests**), or if you would like to come and visit our school, please contact Mrs Nicola Brogan, Head teacher on 0161 627 4257

**Salary: £17,161 - £19,126 p.a. (Scale 4 Point 18 - 21)**

**Hours: 36.40 per week**

**Based: Westwood Primary School, Middleton Road, Oldham OL9 6BH**

**email: [head@westwood.oldham.sch.uk](mailto:head@westwood.oldham.sch.uk)**

**Closing & Short listing date: 17 March 2010, 12 NOON**

**Interviews: 19 March 2010**

**(Please note that the post does not arrive at school until late afternoon, and applications received after the closing date and time will not be considered)**

**Please return completed application forms to the Head Teacher at the school.**

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

**Teaching Assistant – Level 3 within our resourced classes**

**Required from April 2010**

**Ref: NT10/0097**

We are looking for a capable, reliable, motivated and supportive teaching assistant who:

- Is effective in working with children with language and communication disorders, which may include autism;
- Is eager to develop skills and competencies in supporting as above;
- Is committed to working as part of an effective team;
- Enjoys working with colleagues in finding and implementing strategies to enable individual children;

If you are interested in applying for this vacancy and would like to visit or have an informal chat (not application requests) please contact Mrs Caine, Head Teacher on 0161 624 9019.

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

**Please contact the Recruitment Team on 0161 770 4671 for a copy of the school prospectus.**

**Salary: £19,621 - £21,519 p.a. (£14,680 -£16,100 pro rata) + SEN Allowance**

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

**Based at: St Paul's CE Primary School, Hindle Drive, Royton, Oldham OL2 5LU**

**Tel: 0161 624 9019 email: [info@stpauls.oldham.sch.uk](mailto:info@stpauls.oldham.sch.uk)**

**Closing date: 18 March 2010, 12 noon**

**Shortlisting: 22 March 2010**

**Interviews: 30 March 2010**

### **Beal Vale School**

**Business Manager**

**To commence 4 May 2010, or sooner if possible**

**Ref: NT10/0098**

The governors of this successful, welcoming school are seeking to appoint an enthusiastic and energetic School Business Manager. This is an exciting opportunity to work in partnership with the Senior Leadership Team, to continue to improve our service to children, families and our local community.

Informal enquiries (not application requests) to: John Richards, Headteacher, on 01706 847185. Informal visits to school are also welcomed by prior arrangement with the Headteacher.

Beal Vale School is committed to safeguarding all pupils and this post is subject to an enhanced Criminal Records Bureau disclosure.

**Salary: £24,646 - £26,276 p.a. (£21,871 - £23,317 pro rata)**

**Hours: 36.40 per week, term time + 15 days**

**Based: Beal Vale School, Salts Street, Shaw, Oldham, OL2 7SY**

**Closing date: 22 March 2010, 4pm**

**Interviews: 30 March 2010**

**Please return all applications to John Richards, Head Teacher at the School.**

### **Coppice Primary School**

**Teaching Assistant Level 3 - Required from 19 April - Fixed term to 31 March 2011 with possible extension due to funding.**

**Ref: NT10/0106**

We are seeking to appoint a qualified teaching assistant to support a key stage 1 statemented child in our school.

You will be required to work alongside the teacher and support staff, assisting the child in their learning and with their behavior so that they make good progress.

We are initially looking for someone who can support the child during the afternoons but this may change to meet the needs of the child

If you are interested in applying for the above vacancy and would like to visit or have an informal chat please contact Mrs Taylor, Head teacher 0161 770 3543 (not application requests).

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

**Salary: £19,621 - £21,519 p.a. (£5,556 - £6,093 pro rata)**

**Hours: 12.30 per week, 1pm – 3.30pm (may increase subject to funding)**

**Closing date: 18 March 2010, 9am**

**Based: Coppice Primary School, Burlington Avenue, Oldham, OL8 1AP**

**Completed applications should be returned to the Headteacher at the school by 18 March 2010 at 9am.**

### **Christ Church CE Primary School**

#### **Midday Supervisor**

We are looking to appoint a friendly, hard working, self-motivated person to our Midday Supervisor team. You will work five days a week, 1 hour each day, 12 noon until 1pm and be responsible for the safety, welfare and good conduct of pupils during the midday break.

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

**Salary: £6.26 per hour**

**Hours: 5 per week, term time only**

**Based: Christ Church CE Primary School, Delph Road, Denshaw, Oldham OL3 5RY**

**Closing date: 25 March 2010**

**For further details and an application form please telephone or write to Mrs Susan Callaghan, Headteacher at the school on 01457 874554.**

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

**Diggle School**

**Teaching Assistant - Level 2, fixed term until July 2010**

**Ref: NT10/0110**

We require a teaching assistant to support a pupil in year 5.

Applications are invited for the job from individuals able to work as part of a team to support the learning and well being of a pupil in school. Particular emphasis will be on working one to one, in a small group and supervising break and lunchtime.

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

**Salary: £15,725 - £19,126 p.a. (£5,430 - £6,604 pro rata)**

**Hours: 15 per week, term time + 5 days**

**Based: Diggle School, Sam Road, Oldham OL3 5PU**

**Closing date: 25 March 2010**

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

**Integrated Youth Services – Sport Development**

**Casual Sport Leaders**

**Ref: PCS10/0003**

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:

- Level 1 or 2 Sports Leaders Award OR Level 1 National Governing Body Award OR equivalent sport/ leisure qualification
- 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: Emma Jenks - 0161 770 4206.

**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: 29 April 2010**

**Integrated Youth Services**

**Casual Youth Workers**

**Ref: PCS10/0004**

We are seeking to appoint enthusiastic and motivated people to join our Integrated Youth Service. Successful applicants will join a team of deliverers to work on a range of youth programmes. The posts will work with young people in a range of positive activities, to provide opportunity for participation. Opportunities are available for work during evening and weekend sessions, as well as holiday periods.

In general you will need:

- Experience of delivering youth work sessions
- Experience of working with young people

- Experience of working in a diverse environment
  - Qualified/working towards NVQ 2 or able to meet requirements for Level 2 competencies
- Informal enquiries (not application requests) to: Catherine Lingard – 0161 770 3298 or Debbie Lyons 0161 770 3297.

**Salary: £7.31 - £8.84 per hour (depending on qualifications and experience)**

**Hours: Various (Evening & Weekends)**

**Based: Various locations across the borough**

**Closing date: 29 April 2010**

### **Integrated Youth Service**

#### **Detached Youth Worker**

**Ref: PCS10/0109**

We are seeking to appoint an enthusiastic, resourceful and motivated person to join our Integrated Youth Service. The successful applicant will work in a range of localities and projects. A half time posts is available.

In general you will need:

- Experience of delivering youth work sessions
- Experience of engaging young people
- Experience of working in a diverse environment
- Qualified/working towards NVQ 3 Youth Work

Informal enquiries (not application requests) to: Catherine Lingard on 0161 770 3298.

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

**Salary: £20,387 to £23,252 (pro rata)**

**Hours: 18.20 per week (will include some daytime, 4 evenings per week & weekend working)**

**Based: Various locations across the Borough**

**Closing date: 19 March 2010**

**Shortlisting date: 23 March 2010**

**Interview date: 8 April 2010**

### **Safeguarding and Vulnerable Children**

#### **Senior Social Work Practitioner**

**Ref: PCS10/0116**

You will find a culture where high quality supervision and training is taken very seriously. We are proud of the robust links between the frontline, senior managers and training, where we respond swiftly to national and local need. Join us in Oldham and embrace the unique opportunity to practice within a culturally rich environment.

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

**Salary: £31,754 - £34,549 p.a.**

**Hours: 36.40 per week**

**Based: Royton Town Hall, Rochdale Road, Oldham OL2 6GQ**

**Closing date: 25 March 2010**

**Neighbourhoods, Supporting People Team  
Supporting People Officer (Service Development)**

**Ref: PCS10/0118**

Oldham Council is committed to ensuring that vulnerable people achieve and maintain independence. Innovative service development, effective commissioning and strong contract management are key elements in ensuring that support services match identified need and produce desired outcomes.

We require a Supporting People Officer to undertake service planning and contract management, ensuring that services are strategically relevant, high quality and cost effective.

You will need experience of social care, housing, health, or Supporting People funded services, along with experience of planning new services.

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

**Salary: £28,636 - £30,851 p.a.**

**Hours: 36.40 per week**

**Based: Meadowbank, Tweedale Way, Chadderton, Oldham, OL9 8EH**

**Closing date: 25 March 2010**

**Safeguarding Children  
Local Safeguarding Children Board Manager**

**Ref: PCS10/0119**

This is a permanent post which is to continue to develop and support the work of the LSCB. Safeguarding children is a priority for Oldham and this is an exciting opportunity to be at the forefront of developing multi-agency working to improve the outcomes for children, young people and their families. Applicants for the above position will have a recognised social work qualification or recognised qualification in any other discipline represented on the LSCB or equivalent standard of police training. Applicants will need to have an extensive experience of child protection work post qualification and experience of developing and implementing policies and strategies within organisations.

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

**Salary: £35,430 - £38,042 p.a.**

**Hours: 36.40 per week**

**Based: Initially at 10, Whitney Court, Southlink Business Park Oldham**

**Closing date: 25 March 2010**

## Other Organisations

### Job or Secondment Opportunity.

**Oldham Volunteering Agency Coordinator**

**Oldham Volunteering Agency Development Officer**

**Oldham Volunteering Agency Project Assistant**

**Initially to 31<sup>st</sup> March 2011 (potential to be extended)**

Are you passionate about volunteering and want to shape a new service for Oldham?

### **Oldham Volunteering Agency Coordinator**

**NJC scale SO2 points 32 to 34 (£27,052-£28,636) 35 hours per week**

The successful candidate will have considerable knowledge and experience of working with volunteers and volunteer recruiting organisations. You will have demonstrable project management experience and have a creative and pro-active approach to your work. You will be required to work with a range of people, partners and organisations to make the Oldham Volunteering Agency a success. You will manage a small team within Voluntary Action Oldham.

### **Oldham Volunteering Agency Development Officer**

**NJC scale SO1 points 29 to 31 (£24,646- £26,276) 35 hours per week**

The successful candidate will have experience working with volunteers and volunteer recruiting organisations. This role is all about working with people and so you'll need to have excellent interpersonal skills and enable others to develop opportunities whether by supporting individuals or organisations.

### **Oldham Volunteering Agency Project Assistant**

**NJC Scale 4 points 18 to 21 (£17,161-£19,126) 35 hours per week**

The successful candidate will provide administrative and organisational support to the Oldham Volunteering Team. You will enjoy working in a busy environment as part of a small team and be good at turning your hand to most things and working under your own initiative. You need to have a flexible and friendly approach to your work.

Job packs available to download at [www.vaoldham.org.uk](http://www.vaoldham.org.uk) or telephone 0161 633 6222 for packs to be sent by post. For informal enquiries please ring Liz Windsor-Welsh. Closing date for applications is **12.00 noon on 18<sup>th</sup> March.** Interviews are expected to take place on 29, 30 March or 1 April.

We are striving to be an equal opportunities employer.  
Registered charity number 1063577