

Jobs Bulletin

Issue No: 21/10 Date: 28th May 2010

Vacancy Summary

Vacancies marked with ➤ are new this week

Service Group	Post Title	Closing Date
Schools	18160 Teaching Assistant – Bewley Infant School	18/6/2010
	20640 Teaching Assistant – Oakdene Primary School	14/6/2010
	Classroom Teacher – Roseberry Primary School	9/6/2010
	Classroom Teacher (KS2) – Barley Fields Primary School	11/6/2010
	Team Leader for Foundation Stage/KS1 (Teacher) - Layfield Primary School	11/6/2010
	Classroom Teacher - Bewley Infants School	11/6/2010
	Teacher of English – Northfield School & Sports College	7/6/2010
	➤ Teacher of Science - Northfield School	21/6/2010
	➤ 11863 Teaching Assistant – Whinstone Primary	11/6/2010
	➤ 17802 Teaching Assistant – Barley Fields Primary School	18/6/2010
	Classroom Teacher - Yarm Primary	8/6/2010
	Teacher of Modern Foreign Languages, French, (0.6 FTE) – Harrow Gate Primary School	8/6/2010
	➤ Teacher of Science – St Michael's RC School	18/6/2010
	12337 Lunchtime Supervisory Assistant – St Bede's Catholic Primary School	7/6/2010
	Children, Education and Social Care	➤ 13265 Care Assistant
➤ 13267 Cook		7/6/2010
➤ 16597 Parenting Tutor		25/6/2010
➤ 10739 Home Visitor		25/6/2010
15282 Sessional Support Worker		4/6/2010
➤ 30558 Administration Assistant		11/6/2010
Development & Neighbourhood Services	➤ 20707 Trainer/Assessor	7/6/2010
	➤ 13408 Admin/Finance Assistant	9/6/2010
Tees Valley Unlimited		

18160 Teaching Assistant - Bewley Infant School

Grade: Grade F

Bewley Infant School, Low Grange Avenue, Billingham, TS23 3LR Tel: (01642) 371647

2 posts
Term Time Only
Temporary for 1 year

Post 1 - 32.5 hours per week - £12,389.45 - £13,105 annually

Post 2 - 16.25 hours per week - £6,194.72 - £6,552.50 annually

We want to appoint highly competent and enthusiastic Teaching Assistants, one to work full-time in a Year 2 class and one to work afternoons in Year 1.

You must be able to demonstrate -

- An understanding of how your role will support pupil progress
- A commitment to play a full role as a team member of the year group and the whole school community
- An ability to be flexible and adaptable
- An ambition to progress your own career

You would be most welcome to visit us.

To arrange a visit or ask for an application form please contact Mrs. Anderson, School Administrator.

Completed applications should be returned to the School.

Closing date: 18/6/2010

20640 Teaching Assistant - Oakdene Primary School

Grade: Grade F

Salary: £5,718.21- £6,048.46 annually

Working Hours: 15 hours per week

OAKDENE PRIMARY SCHOOL, Low Grange Avenue, Billingham, Stockton on Tees, TS23 3NR Tel: (01642) 560768

Required for October 2010, a L2 Teaching Assistant to support a hearing impaired pupil. (SEN funding has been agreed for 15 hours whilst in nursery and continued support until Y6).

The Governing Body, children and staff of Oakdene Primary School are looking for a creative, skilled and enthusiastic teaching assistant to join our thriving school.

We can offer

- Fantastic pupils and a friendly and nurturing school family
- Support of a team committed to excellence with high expectations (Investors In People Gold, July '09)
- A personalised training programme
- A committed leadership team, friendly and dedicated staff and supportive governing body
- A well resourced school with an outstanding curriculum (OFSTED July'08)

We are looking for someone who

- Aims for excellence at all times
- Has a passion to make a difference, good communicator with a real ability to nurture, inspire and motivate pupils.
- Has experience of working within a primary school supporting children with special educational needs.
- Has experience of working in partnerships with other agencies.

Visits are welcomed and encouraged, please contact the Head Teacher Liz Hopper for an informal chat

The school is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to enhanced criminal records bureau disclosure.

Application forms and further information are available from and should be returned to the School

Closing date: 14/6/2010

Classroom Teacher - Roseberry Primary School

Grade: Main Pay Scale

ROSEBERRY PRIMARY SCHOOL, Billingham, TS23 2HJ. Tel: (01642) 360520

Required for September

A part-time contract 3.5 days week

Required from September we want to appoint an experienced teacher to work in KS1 and KS2 covering management time.

Candidates will need to be flexible and highly organised as well as having the ability to work effectively with colleagues to share classroom responsibilities.

The school is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to enhanced criminal records bureau disclosure.

Application forms and further details are available from and should be returned to the School.

Closing date: 9/6/2010

Classroom Teacher (KS2) - Barley Fields Primary School

Grade: Main Pay Scale

BARLEY FIELDS PRIMARY SCHOOL, Lamb Lane, Ingleby Barwick, Stockton-on-Tees, TS17 0QP. Tel: (01642) 767051 Fax: (01642) 767308

Required for September 2010

The Governors of the school are seeking to appoint a lively, highly motivated and enthusiastic teacher who will contribute to the growth of this increasingly popular primary school.

The successful candidate will:

- Be an outstanding classroom practitioner
- Have a commitment towards high standard
- Be an excellent team member
- Be able to support and inspire staff

Candidates should state their areas of curriculum interest/expertise and preferred age phase.

As a school we are committed to CPD and will offer opportunities for personal and professional development and support you in your teaching role.

The position is suitable for NQTs and those in the early stages of their teaching career.

Interested applicants are most welcome to contact the school to discuss the post further or to make a visit on a pre-arranged date.

Applicants may visit the school by arrangement on Thursday 27 and Friday 28th May at 4.00pm. Wednesday 9th June at 4.00pm

The school is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to enhanced criminal records bureau disclosure.

For an application form and further information please send a large stamped addressed envelope to the school. Completed application forms should be returned to the Head Teacher

Closing Date: Friday 11th June 2010 @ 12 noon

Closing date: 11/6/2010

Team Leader for Foundation Stage/KS1 (Teacher) - Layfield Primary School

Grade: Main Pay Scale + TLR 2a £2,478

LAYFIELD PRIMARY SCHOOL, Everingham Road, Yarm, TS15 9TF. Tel: (01642) 786153

We are a small but vibrant community school with an integral Children's Centre; our Foundation Stage has elements of outstanding practice.

We need, ideally for September 2010, an enthusiastic, dynamic and committed teacher for the above post. Applications are invited from teachers with good to outstanding experience in Foundation Stage.

This key post forms part of our successful Leadership Team. The successful applicant will be responsible for leading our excellent Foundation Stage Unit, leading both staff and children throughout Foundation Stage and driving up standards throughout the Foundation Stage and Key Stage One (two classes). There is also the opportunity to develop new and innovative working patterns between our childcare provider and ourselves through the flexible delivery of nursery provision. There will also be a curricular lead.

Layfield is a small but happy school. If you are looking for a challenge within a warm, supportive team, come and meet us. We need a teacher who is prepared to play a full part in the life of our school and give their very best in order that we can continue to improve our provision for our children.

The school is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to enhanced criminal records bureau disclosure.

Application forms and further details are available from and should be returned to Mrs H. Ducker.

Closing Date: Friday 11th June 2010 @ 12.00pm

Closing date: 11/6/2010

Classroom Teacher - Bewley Infants School

Grade: Main Pay Scale

BEWLEY INFANTS SCHOOL, Low Grange Avenue, Billingham, TS23 3LH. Tel: (01642) 371647

Required for September
A full time temporary one year contract

For one year only we want to appoint an experienced and excellent teacher to work across school covering PPA (half a day each in a class in Foundation, Year 1 and Year 2 - you do the planning), job-sharing 2 classes (one day each in Reception and Year 1 classes) plus providing non-contact time for the other day and a half.

Needless to say, you will need to have considerable teaching and organisational skills, be flexible, able to work effectively with colleagues to share planning and assessment and, not least, relish the challenge of so much variety each week! Can you?

You will be working within a happy and supportive atmosphere in a school that is constantly looking for ways to improve and raise standards for pupils and staff.

A visit would be most welcome.

Application forms and further details are available from Mrs. Anderson, School Administrator, at the address shown.

Closing Date: Friday 11th June 2010 @ 12 noon

Interview Date: Thursday 17th June 2010

Closing date: 11/6/2010

Teacher of English - Northfield School & Sports College

Grade: Main Pay Scale

NORTHFIELD SCHOOL & SPORTS COLLEGE, Thames Road, Billingham, Teesside, TS22 5EG

Tel: (01642) 557373 Email: northfield.school@stockton.gov.uk

Website: www.northfield.stockton.sch.uk

We require a well qualified, enthusiastic teacher of English from September 2010. In the first instance, the position will be a one year temporary appointment which could be filled on either a full or part-time basis.

Northfield is a high performing specialist school, with both Sport and Training School status, which has been adjudged by Ofsted to be an outstanding school with high and rising standards.

The school is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to enhanced criminal records bureau disclosure.

Please contact, Mrs Andrews, Senior Clerk, for further details or visit the school's website.

Closing date: 7/6/2010

Teacher of Science - Northfield School

Grade: Main Pay Scale

Northfield School & Sports College, Thames Road, Billingham, Teesside, TS22 5EG, Tel: (01642) 557373 Email: northfield.school@stockton.gov.uk Website: www.northfield.stockton.sch.uk

We require a well qualified, enthusiastic teacher of Science from September 2010. In the first instance, the position will be a one year temporary appointment which could be filled on either a full or part-time basis.

Northfield is a high performing specialist school, with both Sport and Training School status, which has been adjudged by Ofsted to be an outstanding school with high and rising standards.

The school is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to enhanced criminal records bureau disclosure.

**Application forms and further information are available by contacting the School or visiting the Schools Website.
Completed applications should be returned to the School.**

Closing date: 21/6/2010

11863 Teaching Assistant - Whinstone Primary

Grade: Grade H

Salary: £15,260.10 - £16,258.15 Annually

Working Hours: 32.5 hours per week

Whinstone Primary School, Lowfields Avenue, Ingleby Barwick, Stockton-on-Tees, TS17 0RJ. Tel: 01642 750318

Permanent

Term Time Only + 5 days

We seek to appoint a suitably qualified and experienced teaching assistant to work in our large and supportive school. A commitment to team working and a flexible approach are essential.

The school is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to enhanced criminal records bureau disclosure.

Additional information regarding this position and an application form are available on our school website www.sbcschools.org.uk/whinstone in the "Employment Opportunities" section. Alternatively information about this post can be obtained by contacting the school office with a stamped and addressed A4 envelope.

Completed application forms should be returned to the school.

Closing Date: 11/06/2010 @ 12.00 noon

Closing date: 11/6/2010

17802 Teaching Assistant - Barley Fields Primary School

Grade: Grade H

Salary: £16,927.58 - £18,034.69 annually

Working Hours: 37 hours per week, Monday - Friday

Barley Fields Primary School, Lamb Lane, Ingleby Barwick, Stockton-on-Tees, TS17 0QP, Tel: (01642) 767051 Fax: (01642) 767308

Required for September 2010, to support children with S.E.N.

Temporary for 2 terms in the first instance

The Governors of the school are seeking to appoint an enthusiastic, well motivated and creative teaching assistant who will contribute to the growth of our school.

The successful applicant will be:

- An experienced practitioner with some experience of speech and language based S.E.N intervention programmes and / or other specialist S.E.N. support would be useful
- Committed to working as a part of a team - Able to motivate children and inspire them to learn
- Able to develop close links with parents and the community

A visit to the school would be welcomed on Thursday 10th June at 4.00 pm

The school is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to enhanced criminal records bureau disclosure.

For an application form and further information please send a large stamped addressed envelope to the school. Completed application forms should be returned to the Head Teacher at the School.

Closing date: 18/6/2010

Classroom Teacher - Yarm Primary

Grade: Main Pay Scale

Yarm Primary School, Spitalfields, Yarm, Stockton on Tees, TS15 9HF

Tel: (01642) 782731 Fax: (01642) 783680 Email:

yarpri.school@stockton.gov.uk

Website: www.yarmprimary.co.uk

Headteacher: Mr Peter Davies

2 posts

Full time - Temporary (1 year initially)

Required September 2010 2 Classroom Teachers to work in a school graded Outstanding by OFSTED (March 2008). One to work in our Early Years Foundation Stage Unit and one to work in Key Stage 2.

The Governors of Yarm Primary School require 2 enthusiastic, adaptable and skilled Class Teachers one of whom will be employed in our Early Years Foundation Stage Unit and the other in Key Stage 2. Applicants will be committed to encouraging learning through creativity and be able to provide an education which allows all children to achieve their potential. They will need to demonstrate excellent primary practice and offer a range of expertise to enhance the curriculum. The ability to develop positive relationships with children, parents and other staff is also of primary importance.

In return we can offer the successful candidate an exciting opportunity to work in a school which ...

- actively encourages CPD training
- is happy and caring
- is successful
- achieves high standards
- develops initiatives to support future success
- works in partnership with all stakeholders to support pupil progress
- believes in maintaining and developing a positive ethos for all

Within our school we have ...

- highly motivated pupils
- a highly motivated and committed staff
- excellent resources

If you have the drive, commitment and enthusiasm to join a successful and popular school please contact our office. Visits to the school are strongly encouraged by prior arrangement.

The school is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to enhanced criminal records bureau disclosure.

Further details and application forms can be obtained from the school. Please e-mail yarpri.school@stockton.gov.uk

Closing Date: Tuesday 8th June 2010 @ 10am

Closing date: 8/6/2010

Teacher of Modern Foreign Languages, French, (0.6 FTE) - Harrow Gate Primary School

Grade: Main Pay Scale

HARROW GATE PRIMARY SCHOOL. Piper Knowle Road, Stockton on Tees, TS19 8DE Tel: (01642) 673984

Temporary post from September 2010 for one year in the first instance

Teacher of Modern Foreign Languages, French, (0.6 FTE) Main Pay Scale

The successful candidate will be a dynamic classroom teacher with enthusiasm, a good sense of humour and a commitment to making learning of MFL enjoyable for all pupils across the school from Reception to Year 6.

You will have a strong commitment to teamwork; working positively with all members of the school community.

Visits to the School are welcome and can be arranged with the School Administrator.

The school is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to enhanced criminal records bureau disclosure.

Application forms and further details are available from and should be returned to the School.

Closing date: 8/6/2010

Teacher of Science - St Michael's RC School

Grade: Main Pay Scale

St Michael's RC School, Beamish Road, Billingham, Stockton-on-Tees, TS23 3DX Tel: (01642) 870003 Fax: (01642) 370618 Email: stmichaelsrcschool.billingham@stockton.gov.uk Website: <http://www.stmichaelsrcschool.org.uk>

Diocese of Hexham and Newcastle
Head Teacher: Mr. J. J. White, MA (Ed)

Age range: 11-16 years
Number on roll: 868

Required from September 2010

St. Michael's is a popular, successful and oversubscribed 11-16 Catholic school.

Governors wish to appoint a well qualified Teacher of Science to cover the maternity leave of a member of staff.

An Ofsted Inspection in January 2009 described St. Michael's as:

- a good and improving school with some outstanding features in its support of student's personal development and well-being
- having very good relationships in lessons that are conducive to learning
- a school where students are enthusiastic learners
- a school where students make good progress and achieve above average standards
having good capacity for future improvement.

The school is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to enhanced criminal records bureau disclosure.

Application forms and further details are available by contacting Angie Gale at school, or by email on Angie.gale@stockton.gov.uk .

Closing Date: Friday 18th June 2010 @ 12 noon

Closing date: 18/6/2010

12337 Lunchtime supervisory Assistant - St Bede's Catholic Primary School

Grade: Grade C

Salary: £1,493.71 - £1,571.29 annually

Working Hours: 5 hours per week, Monday ? Friday

**St Bede's Catholic Primary School, Green Lane, Stockton on Tees, TS19 0DW
Tel: (01642) 678071**

Specific duties and responsibilities will include:

- To supervise the children during the mid day break, including when they are waiting to go for lunch and whilst eating lunch
- To help children who need assistance with their meals, ensuring that they are able to enjoy their meals without undue difficulty or delay
- To support and assist the children in lunchtime leisure and play activities
- To give assistance with the physical care of children over the mid day break.

- To follow agreed procedures for dealing with and reporting incidents during the mid day break
- Take part in training related to the position including "Safeguarding and Child Protection".

The school is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to enhanced criminal records bureau disclosure.

Further details and application forms are available from and should be returned to the Headteacher at the school.

Closing date: 7/6/2010

13265 Care Assistant

Salary: £8,499.99 - £8,886.48 Annually.

Closing Date: 7/6/2010

Benefits & Grade

Grade E

Contract Details

Permanent

Contract Hours

20 hours per week, working 4 days per week on a 2 week rota (including weekends)

Disclosure

The successful applicant will be subject to an enhanced Criminal Records Bureau Disclosure

Job Description

We are looking for an enthusiastic and dedicated person to join the existing team at Rosedale Home for Adults and Older People at Bishopsgarth Stockton on Tees as a Care Assistant.

The role involves the provision of personal, social and therapeutic care to the residents and clients receiving permanent and respite care.

If you have good communication skills, a flexible approach and a genuine commitment to this client group we would like to hear from you. Experience would be an advantage but is not essential, as relevant training will be provided to the right candidate if necessary.

Application packs are available to download from www.stockton.gov.uk/jobs. Alternatively you can contact the Recruitment Team, Tel: (01642) 526992 or <mailto:recruitment@stockton.gov.uk>

13267 Cook

Salary: £14,100.81 - £14,915.18 Annually.

Closing Date: 7/6/2010

Benefits & Grade

Grade F

Contract Details

Permanent

Contract Hours

31 hours per week, Monday - Sunday working alternate weekends

Disclosure

The successful applicant will be subject to an enhanced Criminal Records Bureau Disclosure

Job Description

We are looking for an enthusiastic and dedicated person to join the existing team at Rosedale Home for Adults and Older People at Bishopsgarth Stockton on Tees as a Cook. You will work within a rota, starting at 7.30am and finishing at 5pm.

The role involves ordering food items and planning, preparing and cooking healthy, nutritional meals for residents and staff. Additional to this is to supervise the kitchen staff, which consists of an assistant cook and four kitchen assistants.

If you have an NVQ level 2 in Food Preparation/Cooking or an equivalent qualification and a Food Hygiene qualification, good communication skills, a flexible approach and a genuine commitment to this client group, we would like to hear from you.

Application packs are available to download from www.stockton.gov.uk/jobs. Alternatively you can contact the Recruitment Team, Tel: (01642) 526992 or <mailto:recruitment@stockton.gov.uk>

16597 Parenting Tutor

Salary: £11,110.50 - £11,854.00 Annually.

Closing Date: 25/6/2010

Benefits & Grade

Grade I

Contract Details

Temporary until 31st March 2011

Contract Hours

18.5 Hours per week, Wednesday, Thursday & Friday

Disclosure

The post is a designated user of ContactPoint and as such the successful applicant will be subject to an enhanced Criminal Records Bureau Disclosure.

Job Description

As a Parenting Tutor you will be responsible for the delivery and assessment of a wide range of learning programmes. Working with families to improve their confidence, motivation, parenting skills and support those families of children with additional needs.

You will work in partnership with the Learning Development Co-ordinator, and alongside other professionals as part of a multi agency team to ensure that all activity for parents, families and their children is tailored to local needs

You will have experience working directly with parents, families or carers and have knowledge of child protection and health services. This post requires someone who is motivated, enthusiastic and can communicate on a wide range of levels.

Application packs are available to download from www.stockton.gov.uk/jobs. Alternatively you can contact the Recruitment Team, Tel: (01642) 526992 or <mailto:recruitment@stockton.gov.uk>

10739 Home Visitor

Salary: £16,830.00 - £17,802.00 Annually.

Closing Date: 25/6/2010

Benefits & Grade

Grade F

Contract Details

Fixed term until 31st March 2011

Contract Hours

37 Hours per week, Monday - Friday (including occasional evenings and weekends)

Disclosure

The post is a designated user of ContactPoint and as such the successful applicant will be subject to an enhanced Criminal Records Bureau Disclosure

Job Description

As a Home Visitor you will work with children aged 0-5 and their families to improve their confidence, motivation, parenting skills and support those families of children with additional needs.

You will work as part of a multi agency team alongside a range of other professionals and undertake work in a number of areas including: health, parenting, speech and language and working with BME communities.

As part of the team you will support families and be responsible for carrying a small caseload of less complex cases and work together with Health Visitors and Family Support Workers to undertake training and assessments for families where Child Protection issues are a concern.

You will have experience working directly with parents and have knowledge of child protection and health services. This post requires someone who is motivated, enthusiastic and can communicate on a wide range of levels.

Application packs are available to download from www.stockton.gov.uk/jobs. Alternatively you can contact the Recruitment Team, Tel: (01642) 526992 or <mailto:recruitment@stockton.gov.uk>

15282 Sessional Support Worker

Salary: £10.59 - £11.26Hourly.

Closing Date: 4/6/2010

Benefits & Grade

Grade G

Contract Details

Casual

Contract Hours

To work as and when required

Disclosure

The successful applicant will be subject to an enhanced Criminal Records Bureau Disclosure

Job Description

We are seeking enthusiastic and dynamic candidates to join Stockton on Tees Youth Offending Service to work directly with young people, supporting them to complete requirements of their orders including interventions addressing their offending behaviour, personal development and payback to the community through reparation schemes. You will be skilled in engaging challenging young people and their families and willing to work flexibly to meet the identified needs for each individual. You will also be involved in supporting and enabling young people to engage effectively one to one and within groupwork.

The YOS has moved into an integrated youth support structure and we therefore require the successful candidate to be flexible in his/her approach and adaptable to organisational change.

This is an excellent opportunity to make a difference to young people who offend, contributing to the key outcomes from Every Child Matters.

This post requires flexible working during evenings and weekends including Friday and Saturday nights. You should have a current UK driving licence and use of a vehicle for this post.

If you would like to discuss this exciting opportunity further, please contact: Dave Walker, Restorative Justice Co-ordinator on (01642) 527597

Application packs are available to download from www.stockton.gov.uk/jobs. Alternatively you can contact the Recruitment Team, Tel: (01642) 526992 or <mailto:recruitment@stockton.gov.uk>

30558 Administration Assistant

Salary: £14,733.00 - £15,444.00 Annually.

Closing Date: 11/6/2010

Benefits & Grade

Grade D

Contract Details

Temporary until 31st March 2011

Contract Hours

37 hours per week, Monday - Friday

Job Description

Adult Social Care Training and Development is looking to recruit an efficient and organised individual to provide administrative support to the team. You will be the initial point of contact via email and telephone for training enquiries, including requests for applications and enrolment.

You will be responsible for the administration of booking forms, using the PSE training module, raising of requisitions and maintaining budget spreadsheets.

You will have good ICT skills, and be familiar working with on-line processes. Good communication skills are essential, as is the ability to self manage work-load and work as part of a team.

In return we will offer you a small but friendly and professional work environment. The post is based at Ideal House in Thornaby.

For an informal discussion please contact Janet Hayes, Commissioning Manager on (01642) 528362.

Application packs are available to download from www.stockton.gov.uk/jobs. Alternatively you can contact the Recruitment Team, Tel: (01642) 526992 or <mailto:recruitment@stockton.gov.uk>

20707 Trainer/Assessor

Salary: £12,282.56 - £13,085.87 Annually.

Closing Date: 7/6/2010

Benefits & Grade

Grade H

Contract Details

Temporary for 2 years

Contract Hours

22.5 hours per week, Monday - Friday

Disclosure

The successful applicant will be subject to an enhanced Criminal Records Bureau Disclosure

Interview Date

Interviews are expected to be held week commencing 21st June 2010

Job Description

A Trainer/Assessor is required for our Child Care training section.

The assessor would work with a group of trainees following NVQ courses in the relevant subject to their particular work placement and would also provide support towards key skill qualifications and the delivery of under-pinning knowledge.

The successful applicant should be qualified to D32/33 (or A unit) standard, and preferably a basic teaching qualification but training would be available for candidates with the relevant professional experience. A minimum of 1 years experience within a training environment would be preferred but training can be given.

The Stockton Borough Council's Tees Achieve is a well established provider of Work Based Learning which works closely with other Council Departments and local Employers. Recent inspection findings have graded all provision as good or satisfactory.

Further details are available from the job description and person specification and if you wish to discuss the post please contact Joanne Gentle on (01642) 528112.

Application packs are available to download from www.stockton.gov.uk/jobs. Alternatively you can contact the Recruitment Team, Tel: (01642) 526992 or <mailto:recruitment@stockton.gov.uk>

13408 Admin/Finance Assistant

Salary: £13,189.00 - £13,874.00 Annually.

Closing Date: 9/6/2010

Benefits & Grade

Grade C

Contract Details

Temporary until 31st March 2011

Contract Hours

37 hours per week, Monday - Friday

Interview Date

Tuesday 22nd June 2010

Job Description

The post is in the Administration/Finance team within Tees Valley unlimited in Middlesbrough. The team provides a full range of support functions to the Unit.

The role includes typing, the booking of rail travel, conferences and hotel accommodation and other routine administration tasks with potential to undertake finance tasks.

To be successful you will possess excellent communication and organisational skills and have a good working knowledge of using Microsoft Word and Excel. The ability to work as part of a team and on your own is essential. Previous experience of working in an office environment, in a similar role, is desirable.

For an informal discussion about the post please telephone Irene Sams on (01642) 264803 or email to irene.sams@teesvalley-jsu.gov.uk

Only candidates shortlisted for interview will be contacted.

Application packs are available to download from www.stockton.gov.uk/jobs. Alternatively you can contact the Recruitment Team, Tel: (01642) 526992 or <mailto:recruitment@stockton.gov.uk>
