

Issue: 56

Date: 28th March 2011

Have you taken the online assessment for the Internal Jobs Market?

Have you taken the online assessment for the Internal Jobs Market?

Maybe you don't have access to a PC at work or at home or struggle to find somewhere where you won't be interrupted.

If so then the Internal Jobs Market are arranging sessions where you can do the online assessment at a convenient time and location near to you.

Spaces are limited so request a place by calling Recruitment Services on 0191 561 1755.

Internal Jobs Market

The new way for employees to apply for internal jobs.

As all roles will now be filled through the Internal Jobs Market please note, you only need to complete and return one application form (Form 5) to be considered for ALL internal job vacancies now and in the future.

The internal jobs market is a new way of recruiting, offering opportunities to our employees and helping to match them to jobs that suit them best.

As part of our overall drive to improve the way we deliver services, we are looking at what employees are particularly good at to match them with new roles in the organisation.

It is also a way for the council to tackle the looming threat of spending cuts without the need for large-scale redundancy.

The job circular has changed to reflect this new approach and it is now split in to two main sections. The first section is for jobs which are available only to employees through the internal jobs market process and the second is for other roles which are available to current employees as well as external applicants.

Interested in finding out more?

To find out more visit cityweb/ijm, email: ijm@sunderland.gov.uk or call Recruitment Services on 0191 561 1755.

Have you heard about the Switch Team?

The SWITCH Team is a fundamental part of the Business Transformation Programme and will be used as a bridge between the old organizational structure and the more efficient arrangements of the new structure.

If you don't secure a specific role in the new structure following a reorganisation or you don't find another role within the council through the Internal Jobs Market (IJM) before a new structure is implemented, you may be eligible to join the Switch Team.

As a Switch Project Officer you will have the opportunity to take part in a variety of projects across the Council in order to support the changes as well as being able to develop your skills in other areas.

If you would like to find out more, visit the Switch Team intranet page on <http://cityweb/switch> or send your queries to the switch inbox at switch@sunderland.gov.uk

Further information for all posts can be viewed at jobs.sunderland.gov.uk

CHILDREN'S SERVICES

Services for Disabled Children

Quest Support Worker

Scale 5 (SCP 22 - 25) £19,621 - £21,159

37 hours, Permanent

Ref: 50017217

Are you resourceful, resilient, robust and confident? Do you like to make a difference? Can you rise to a challenge? If so, you might want to consider working for Quest.

Quest provides a community based assessment and intervention service for children with a severe learning disability whose behaviour presents a severe challenge to their families and services. You will work with clinical psychologists and other professionals to contribute to the psychological assessment process and the implementation of behavioural guidelines to provide holistic individual packages of support to promote behaviours that have positive outcomes for young people.

A background of work with children and an understanding and knowledge of childcare and behavioural principles are essential.

You will be creative, enthusiastic and motivational in looking at the challenges facing young people and be proactive in contributing to the development of this service.

You will receive a comprehensive induction package and training in addition to formal and on the job supervision.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore will be subject to a Criminal Records check from the Criminal Records Bureau.

For an informal discussion, please contact George Woodward on 0191 566 2190.

This is an internal only post and will be filled via the Internal Jobs Market. To apply for this post please use the application form in the list of documents above and return it to ijm@sunderland.gov.uk

If you have already applied to the Internal Jobs Market (by completing Application Form 5) you will automatically be matched to this vacancy and contacted if you are being invited to interview.

CITY SERVICES

Fleet Service Officer

Scale S01 (SCP 29-31) £24,646 - £26,276

Ref: 50063160

The role will support the fleet and transport manager in the specification and maintenance of vehicles, the management of contracts and the utilisation of the corporate vehicle fleet.

This is an internal only post and will be filled via the Internal Jobs Market. To apply for this post please use the application form in the list of documents above and return it to ijm@sunderland.gov.uk

If you have already applied to the Internal Jobs Market (by completing Application Form 5) you will automatically be matched to this vacancy and contacted if you are being invited to interview.

Further information for all posts can be viewed at jobs.sunderland.gov.uk

PETERLEE TOWN COUNCIL

Town Clerk

Circa £55,000

Peterlee Town Council, which is one of the largest local councils in England, is looking for an exceptional candidate to help deliver a wide range of high quality services to the people of Peterlee.

The Town Clerk is the principal advisor to the Town Council and has overall responsibility for the delivery of all council services. This will encompass managing and leading a staff of over 40 and a budget of approximately £2.5million.

Candidates should have significant management experience and will have worked in local government.

Closing date: Friday 1 April 2011.

For information email: info@qneroo.gov.uk or visit: www.northeastjobs.org for full details

CITY SERVICES

Fleet Manager and Transport Manager

POH/I (SCP 44 - 49) £37,206 - £41,616

Ref: 50062994

Sunderland City Council operates a diverse range of vehicles, plant and equipment which support everyday essential services. We are looking to recruit an experienced and dynamic manager to lead our fleet management and maintenance team. You will also support a review of corporate fleet and transport requirements and will be tasked with coordinating fleet utilisation across the authority.

Applicants must hold a certificate of professional competence in road transport operations (national) and be fully conversant with all relevant statutory requirements.

To apply or to find out more information visit <http://jobs.sunderland.gov.uk> or call 0191 520 5504 (Mon-Fri 8.00am - 6.30pm).

Closing date 11th April

CHILDREN'S SERVICES

Academy 360

Portsmouth Road, Pennywell, Sunderland SR3 9BA

Tel: (0191) 561 6832

Fax: (0191) 534 1187

Email: louise.doran@academy360.co.uk

Web: www.academy360.co.uk

Headteacher: Paul Prest

Teacher

£27,104 per annum

Maternity Cover

Experienced Teacher for Year 3 class. One term only, to start Tuesday 3rd May 2011.

Sunderland Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore will be subject to a criminal record check from the Criminal Records Bureau.

School safeguards and protects its students and staff by being committed to respond in accordance with Sunderland Local Safeguarding Board Procedures.

Please contact Louise Doran (louise.doran@academy360.co.uk) or visit www.academy360.co.uk to download an application form.

Closing date: 8 April 2011.

Further information for all posts can be viewed at jobs.sunderland.gov.uk

**Barnwell Primary School,
Whitefield Estate, Penshaw, Houghton-le-Spring DH4 7RT
Tel: 0191 5536578
Fax: 0191 5536579
Email: barnwell.primary@schools.sunderland.gov.uk
Headteacher: Mrs Janet Foster**

Business Manager

PO D (£27,849 - £30,011)

The Headteacher and Governors are seeking to appoint a School Business Manager to manage, advise and oversee the work of the finance, administrative, management information, ICT, premises and human resource functions of the school. This is a strategic and managerial role and you will be a member of the Senior Leadership Team with a key role in the continued development of the school including extended services.

You will have:

- Excellent communication skills
- Excellent interpersonal and leadership skills
- Excellent ICT skills including the use of SAP and SIMS.
- Previous experience of managing budgets and diverse teams of people
- A relevant professional qualification (e.g. Msc in Business Management, Diploma in School Business Management, accountancy qualification or equivalent)

Informal visits to the school are warmly welcomed by prior appointment with the School Office.

Sunderland Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore will be subject to a criminal record check from the Criminal Records Bureau.

Application forms and further details are available by sending a large stamped addressed envelope to the Headteacher at the school address, to whom completed applications should be returned.

Closing date: 8 April 2011.

Further information for all posts can be viewed at jobs.sunderland.gov.uk

Diamond Hall Infant School & Nursery Unit

Well Street, Millfield, Sunderland SR4 6JF

Tel: (0191) 553 7620

Fax: (0191) 553 7622

Email: diamond.hall.infant@schools.sunderland.gov.uk

Headteacher: Sally Collingwood

Cleaner (2 posts)

Band A (SCP 4-6) £12,145-£12,489 (pro-rata to hours worked)

14.5 hours (after school)

Permanent: All Year Round

Required as soon as possible

We are looking to appoint two flexible, reliable and efficient people to join our team within school to carry out general cleaning of classrooms, corridors, offices, toilets and changing facilities, as required.

The posts will hold alternate shift-work to be swapped on a termly basis, or at the discretion of the Headteacher. The shifts are

- Mon-Thu 3.00pm-6.00pm and Fri 3.00pm-5.30pm; and
- Mon-Thu 4.00pm-7.00pm and Fri 4.00pm-6.30pm
- The later shift will include lone-working.

For further information please contact Sandra Duke, Office Manager on 0191 553 7620.

Sunderland Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore will be subject to a criminal record check from the Criminal Records Bureau.

Application forms and further information are available by sending a stamped addressed large envelope to the above address, or emailing the above address. Applications to be returned to the school

Closing date: 12 noon, Friday 8 April 2011.

Further information for all posts can be viewed at jobs.sunderland.gov.uk

Farringdon Community Sports College
Allendale Road, Sunderland, Tyne & Wear SR3 3EL
Tel: (0191) 553 6013
Fax: (0191) 553 6017
Email: farringdon.school@schools.sunderland.gov.uk
Website: www.farringdonschool.co.uk
Headteacher: Mr Howard Kemp

3 Full Time Autism Spectrum Provision Teaching Assistants

Term-time only, Permanent

Level D (scp 15-17) £16,054-£16,830 (Pro-rata to weeks worked)

Farringdon Community Sports College has been identified as a lead school for developing mainstream AS provision for students of secondary age within Sunderland. The provision opened in September 2007 and is an exciting and innovative development for both the school and Sunderland.

We are seeking to appoint three full time Teaching Assistants to work as part of our professional team dedicated to meeting the needs of students with Autism Spectrum.

You will have a good understanding of the educational, care and additional needs of students with statements of special needs identifying AS. You will be committed to working in partnership with the Local Authority, school teams, parents, governors and the wider community.

Sunderland Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore will be subject to a criminal record check from the Criminal Records Bureau.

Please note that we do not accept CV's. Suitability to work with children will be checked with the Criminal Records Bureau. Application forms and further details are available on the school website under vacancies or by sending a large A4 SAE with a large stamp on to Miss A Parker at the school, to who completed applications should also be returned.

Closing date: 12 noon, Friday 6 May 2011.

Interviews: Friday 13 May 2011.

Further information for all posts can be viewed at jobs.sunderland.gov.uk

Grangetown Primary School
Spelterworks Road, Grangetown, Sunderland SR2 8PX
Tel: (0191) 553 7647
Email: grangetown@schools.sunderland.sch.uk
website: www.grangetown.sunderland.gov.uk
Headteacher: Mr Les McAnaney
NOR: 250 (including Nursery)

Part-time Administrative Assistant

Term-time only, 20 hours per week

Level B (SCP 7-9) £12,787 - £13,589 (pro rata to hours and weeks worked)

Required for September (or sooner if the person appointed is available – a June or July start is possible)

The post is for one year (in the first instance), due to funding reasons, but could be extended if funding allows.

The way the 20 hours are structured across the week will be discussed with the person appointed. A combination of mornings and afternoons is likely.

We wish to appoint a highly motivated Administrative Assistant for our busy, friendly office. We are seeking an enthusiastic person who:

- Has good ICT skills (including typing, word processing)
- Is flexible, efficient and can work calmly and accurately under pressure
- Has excellent organisational and communication (written and verbal) skills
- Can work well as part of our team.

Duties are all linked to providing effective clerical and administrative support for the school, for example: assisting with the collection of monies for trips, dinners etc, maintaining records and office systems as appropriate, answering the telephone, data input, filing, photocopying, sorting mail, liaising with parents and various agencies, sometimes acting as receptionist, and word processing.

Two classroom teachers

MP1-UP3

Required for September 2011

Would you like to be part of a creative, dynamic and supportive team? We'd like to hear from enthusiastic, hard-working teachers who are committed to raising standards and who will be able to contribute to the future success of our school.

One of our vacancies is in Reception (EYFS), and the other is in Year 1. Applications are invited from experienced teachers and from NQT's. It is likely that one of these posts will be permanent, and the other temporary for 1 year (in the first instance).

The successful candidates should:

- Be skilled practitioners with high expectations and a commitment to raising standards
- Have the capacity to inspire and motivate children
- Have excellent classroom management skills and be proficient in planning and in assessment
- Be approachable, with excellent communication skills
- Be prepared to be involved in the wider life of the school.

In return, we offer a place within our highly motivated team, a creative ethos and many good opportunities for professional development

Further information for all posts can be viewed at jobs.sunderland.gov.uk

Teaching Assistant

Required for September

Grade C (SCP 11-13) £14,733 - £15,444 (pro rata to weeks worked)

37 hours per week

This post is for 1 year (fixed term), in the first instance, due to funding. If funding allows, it could be extended.

Our friendly and welcoming school has enthusiastic and well-motivated children, a committed hard working staff, a supportive governing body and well established links with parents and the local community.

We are looking to appoint a highly motivated and committed Teaching Assistant to provide support for pupils and teachers in order to raise standards of achievement. This vacancy will either be in Early Years (Nursery & Reception) or Key Stage 1 (years 1 & 2).

Prospective applicants are encouraged to visit the school. Please contact Margaret Minto, Admin Officer, to arrange an appointment.

Sunderland Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore will be subject to a criminal record check from the Criminal Records Bureau.

With a successful recent Ofsted behind us, Grangetown Primary School is going places! Come and join us on what is sure to be an exciting journey.

Application forms and further details for all three roles are available by sending a large stamped addressed envelope to the Headteacher, Les McAnaney, at the school address, to whom completed applications should be returned. Alternatively, this information may be collected from the school.

Closing date: Thursday 14 April

Shortlisting: Thursday 5 May

Interviews: Thursday 19 May.

Further information for all posts can be viewed at jobs.sunderland.gov.uk

Hasting Hill Primary School
Tilbury Road, Sunderland SR3 4LY
Tel: (0191) 553 6023
Fax: (0191) 553 6026

Acting Head Teacher: Mrs J Walton

Hasting Hill Primary School currently has a vacancy for:

Lunchtime Care Assistant

Level A (SCP 4-6) £12145-£12489 (pro-rata to hours and weeks worked)

1.25 hours per day term-time only

Offering care and support throughout lunchtime.

Working as a team member under the direction of the Senior Lunchtime Care Assistant and/or teaching staff.

Being responsible for the well being and social interaction of the pupils during lunchtime.

Assisting in the domestic care and general welfare of pupils in respect of toileting and changing; at meal times.

Promoting good order and high standards of behaviour.

Demonstrating flexibility in relation to covering different areas within the school. Assisting on the supervision of other activities during lunchtime including setting out and storing of relevant equipment.

Ensuring the outside and inside areas are left tidy for the afternoon session.

Reporting any accidents and incidents that occur during lunchtime to Senior staff in line with school policies and procedures.

Being watchful of any potentially hazardous situations e.g. slippery floors etc. and reporting concerns to the Senior Lunchtime Care Assistant.

Sunderland Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore will be subject to a criminal record check from the Criminal Records Bureau.

Application forms and further details are available by sending a large stamped addressed envelope to the Headteacher at the school address, to whom completed applications should be returned.

Closing date: 6 April 2011.

Further information for all posts can be viewed at jobs.sunderland.gov.uk

**Diocese of Hexham and Newcastle in Partnership with The City of Sunderland
St Leonard's Roman Catholic Voluntary Aided Primary School
Tunstall Village Road, Silksworth, Sunderland SR3 2BB
Tel: (0191) 553 6288
Fax: (0191) 553 6290
Email: st.leonards.primary@schools.sunderland.gov.uk
Headteacher: Mr P.R.H. Gair B.A. (Hons), M. Ed, N.P.Q.H**

Year 1 Class Teacher to cover a maternity leave

Required for May 2011

Main Pay Scale

The Governors are seeking to appoint a highly committed and enthusiastic classroom practitioner.

Applications are encouraged from NQTs and/or experienced teachers who have a strong commitment towards raising standards.

Visits to the school are welcomed by arrangement.

Sunderland Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore will be subject to a criminal record check from the Criminal Records Bureau.

Application forms and further details are available by sending a large stamped addressed envelope to the Headteacher at the school address, to whom completed applications should be returned.

Closing date: 12 Noon, Monday 11 April 2011.

Interviews: Week beginning Monday 18 April 2011.

Further information for all posts can be viewed at jobs.sunderland.gov.uk



Union Learning Representatives (ULR's)

Learning Styles (positive steps to learning) Project

Are you interested in helping others to develop, while developing yourself. If so then becoming a Union Learning Representative, could offer you the opportunity.

Learning Styles is a new and developing project established by the trades unions UNISON, UNITE, UCATT and GMB. The aim is to build union capacity to organise and promote lifelong learning, increase participation rates and raise skill levels of adults in the workplace.

We aim to develop this project further and would like to invite employees who are members of the above recognised trade unions to become a ULR. Non-members who may be interested in becoming a ULR can contact any of the participating unions or the Learning Project Coordinator (see below) for further advice about joining a union.

The role of the ULR involves helping colleagues to identify their learning needs, promoting learning opportunities, supporting individuals' development, working with training specialists and liaising with appropriate managers over learning issues.

We're interested in hearing from employees in all Directorates and from a wide range of roles who have a genuine interest in their own and others' education, training and development. Training is provided and appropriate facility time will be granted by the employer to undertake this role.

For further details and information please contact:
Howard Fawcett, Union Learning Project Co-ordinator.
Telephone: 01915532730 or 01915532736
Email: learningstyles@btconnect.com



Further information for all posts can be viewed at jobs.sunderland.gov.uk

NOTES

Further information for all posts can be viewed at jobs.sunderland.gov.uk

NOTES

Internal Jobs Market Vacancies

Further information for all posts can be viewed at jobs.sunderland.gov.uk

Sunderland City Council recognises that, in our society, there is discrimination against groups and individuals. The Council has therefore approved an Equal Opportunities in Employment Policy which seeks to ensure that the recruitment, selection, training and promotion of individuals is based solely on criteria of merit and ability, and therefore no individual will be discriminated against.

Disability Discrimination Act

If you would like to request a copy of the Jobs Circular in an alternative medium, such as large print, please contact Ask Personnel, Personnel Services, P.O. Box 113, Civic Centre, Sunderland SR2 7DN or telephone (0191) 553 1755 fax (0191) 553 1748 all requests will be viewed positively.

Sunderland City Council Vacancies are also on display in Sunderland Tourist Information Centre.