

# External Vacancy Bulletin

Published on Thursday 04/02/2010

The range of available jobs changes weekly. For the complete list of up to date vacancies, further information and to apply online, please visit [www.JobsDoncaster.co.uk](http://www.JobsDoncaster.co.uk)

Applications from all sections of the diverse community are welcomed and encouraged. Information can be made available in other languages, or other formats such as Braille or Audio Tape, on request. Please ask a member of our staff for more information, or if you need any other help or advice. They can arrange to speak to you in your own language if you need them to.

This bulletin lists current vacancies within the Council. Full-time vacancies are listed first, followed by, Part-Time, and Term-Time vacancies. The final section "Teaching Support and non-teaching schools vacancies" lists non-teaching roles in Doncaster Schools.

## **WAYS TO APPLY FOR DONCASTER COUNCIL POSTS:**

### **APPLY ONLINE:**

Please apply online utilising all of the supporting information provided. Applying online ensures your personal details remain as secure as possible

### **VIA APPLICATION PACK:**

- i) Download a printable application form and return by post as detailed in the Candidate Information Pack.
- ii) Phone our Recruitment Line on 01302 862610 or email [recruitment@doncaster.gov.uk](mailto:recruitment@doncaster.gov.uk) quoting the vacancy reference.
- iii) Visit our Job Shop at The Mansion House, 2 Priory Place, Doncaster, DN1 1BN

**PLEASE NOTE** - In the interests of Data Protection we no longer accept completed applications via email.

## **WAYS TO APPLY FOR DONCASTER SCHOOL POSTS:**

Please refer to the specific advert for details of how to apply.

**GENERAL GUIDANCE** - To assist you with your application please see our Candidate Information Pack for further details.

## Full Time

### talent year volunteer with CYPS

<b>Employer</b>	Doncaster Metropolitan Borough Council
<b>Salary</b>	Expenses up to £100 per week for living costs, travel etc
<b>Working Pattern</b>	, Temporary
<b>Hours</b>	30 hours per week mainly daytime, some evenings and weekends depending on placement
<b>Location</b>	Various

An exciting opportunity for young people age 16 - 25 to join the second phase of the talent project as volunteers within DMBC Children and Young People's Service.

The programme runs from March 2010 until February 2011.

There are a variety of placements available i.e. Youth Service, Families First, Schools. The volunteers also work towards a level 2 qualification. An allowance of up to £100 per week is available to help towards living costs, travel etc. On successful completion of the programme there is a grant of up to £1500 available to support further education, training or employment.

This is an ideal opportunity for someone within this age range who is considering a career working with children and young people to gain work experience and a relevant qualification.

For an application form and further details contact Fiona Lowery on 01302 862492.

Completed application forms should be returned directly to:

Fiona Lowery  
talent Co-ordinator  
Doncaster Youth Service  
Children & Young People's Service  
Elmfield House  
South Parade  
Doncaster  
DN1 2EH

Interview date is week commencing date 22.2.10

The interview date for this post is shown above. If you have not heard from us by this date, please assume you have not been short-listed for interview for the post. Many thanks for your interest in this vacancy.

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To apply online visit [www.jobsdoncaster.co.uk](http://www.jobsdoncaster.co.uk)

Doncaster Council is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff and volunteers to share this commitment. This post is subject to an enhanced CRB check.

**Quote Ref**                      REC1481

**Closing Date**                19/02/2010 12:00

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To apply online visit [www.jobsdoncaster.co.uk](http://www.jobsdoncaster.co.uk)

## **Craft Apprenticeship**

<b>Employer</b>	Doncaster Metropolitan Borough Council
<b>Salary</b>	
<b>Working Pattern</b>	Full Time, Temporary
<b>Hours</b>	37 Hours per week
<b>Location</b>	Doncaster

Apprentice Intake 2010

Opportunities

DMBC, Trading Services wish to offer the following

- 1 Electrician - 4 year Apprenticeship
- 1 Gas Fitter - 4 year Apprenticeship
- 1 Motor Vehicle Mechanic - 4 year Apprenticeship
- 1 Plumber - 4 year Apprenticeship

St LEGER HOMES OF DONCASTER

- 1 Gas Fitter - 4 Year Apprenticeship
- 1 Plasterer - 3 Year Apprenticeship
- 1 Joiner - 3 Year Apprenticeship
- 1 Plumber - 4 Year Apprenticeship
- 1 Electrician - 4 Year Apprenticeship
- 1 Bricklayer - 3 Year Apprenticeship

Successful applicants can expect on satisfactory completion of the first year, to be offered an Apprenticeship.

For an Application Pack, call at The Job Shop, 2 Priory Place, Doncaster.

Or Contact Dave Crookes ( Apprentice Coordinator ) on 01302 862659  
Or e-mail [dave.crookes@doncaster.gov.uk](mailto:dave.crookes@doncaster.gov.uk)

Completed applications to be returned not later than 31 March 2010.

<b>Quote Ref</b>	REC1495
<b>Closing Date</b>	31/03/2010 12:00

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To apply online visit [www.jobsdoncaster.co.uk](http://www.jobsdoncaster.co.uk)

## **Assistant Director of Resources (Finance)**

<b>Employer</b>	Doncaster Metropolitan Borough Council
<b>Salary</b>	up to £97,000
<b>Working Pattern</b>	Full Time, Permanent
<b>Hours</b>	Full Time
<b>Location</b>	Doncaster

Think Positive

Assistant Director of Resources (Finance) • up to £97,000

When presented with challenges, Doncaster MBC identifies the cause, but focuses more on the solution. This positive, forward-looking attitude runs right through the Council, and Finance is no exception.

You will draw from your success at senior management level to identify key areas of improvement and develop and implement strategies to move the entire organisation forward. Fiscal management will be a key priority, realigning spend and achieving efficiencies, twinned with the need to oversee strategic change management programmes.

Ultimately, you will work with Directorates across the Council to enhance the perception of finance and create a service that responds to the needs of all colleagues, as well as for the benefit of the community.

To learn more visit [www.resourcingmicrosites.com/thinkpositive](http://www.resourcingmicrosites.com/thinkpositive) or for an informal and confidential discussion please contact our retained consultant at Tribal, Nick Cole on 0121 233 7700.

<b>Quote Ref</b>	REC1493
<b>Closing Date</b>	15/02/2010 12:00

## **OD Consultant**

<b>Employer</b>	Doncaster Metropolitan Borough Council
<b>Salary</b>	Grade 9 Scp 35 - 41£29,236 - £34,549 per annum
<b>Working Pattern</b>	Full Time, Permanent
<b>Hours</b>	Working 37 hours per week
<b>Location</b>	Council House, College Road, Doncaster

Organisational Development are looking to recruit a Consultant to provide leadership and direction on all issues relating to social work education and practice teaching.

The role involves recruiting and supporting suitably qualified practitioners to undertake the supervision and practice teaching of student social workers and the organisation and management of practice placements. You will also be involved in the organisation and delivery of training to students. The post may require you to provide supervision to students without an on-site practice teacher.

For an informal discussion please contact Helen McCay - OD Business Consultant on Tel: (01302) 737077.

Shortlisting for this post will take place week commencing 22nd February 2010. If you have not heard from us by 12th March 2010, please assume you have not been short-listed for interview for the post.

Doncaster Council is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff and volunteers to share this commitment. This post is subject to an enhanced CRB check.

<b>Quote Ref</b>	REC1488
<b>Closing Date</b>	12/02/2010 12:00

## **Programme Manager Policy and Improvement (Adult Social Care)**

<b>Employer</b>	Doncaster Metropolitan Borough Council
<b>Salary</b>	Grade 11 SCP49-52 £41,616 - 44,290
<b>Working Pattern</b>	Full Time, Permanent
<b>Hours</b>	Full Time
<b>Location</b>	Council House, College Road, Doncaster

This key post will lead the policy, quality and improvement agenda as part of the transformation of adult social care. You will have a proven track record in the use of programme and project management techniques to deliver large scale organisational change, excellent communication skills, a good understanding of performance, risk and quality assurance systems and of the national and local drivers for change in Adult Social Care.

For and informal discussion, please contact Michaela Pinchard (01302) 737941

Doncaster Council is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff and volunteers to share this commitment. This post is subject to an enhanced CRB check.

<b>Quote Ref</b>	REC1486
<b>Closing Date</b>	19/02/2010 12:00

## **Joint Commissioning Manager - Learning Disabilities**

<b>Employer</b>	Doncaster Metropolitan Borough Council
<b>Salary</b>	Grade 11 £41,616 - 44,290
<b>Working Pattern</b>	Full Time, Permanent
<b>Hours</b>	Full Time
<b>Location</b>	Council House, College Road, Doncaster

Working across social care and health you will lead the continued development and improvement in a range of joint commissioning activities for people with learning disabilities. You will play a key role in supporting the Learning Disabilities Partnership Board, ensuring effective engagement and involvement of users and carers. You will have a substantial background in social care or health, excellent communication and negotiation skills, be able to think and plan services innovatively and have a sound understanding of principles of programme and project management.

For an informal discussion, please contact Chris Makin (01302) 737736.

Doncaster Council is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff and volunteers to share this commitment. This post is subject to an enhanced CRB check.

<b>Quote Ref</b>	REC1487
<b>Closing Date</b>	19/02/2010 12:00

## Older People's Joint Commissioning Manager

<b>Employer</b>	Doncaster Metropolitan Borough Council
<b>Salary</b>	Grade 11 £41,616 - 44,290
<b>Working Pattern</b>	Full Time, Permanent
<b>Hours</b>	Full Time
<b>Location</b>	Council House, College Road, Doncaster

This key role will lead the continued development and improvement in a range of joint commissioning activity for older people. You will play a key role in supporting the Older Peoples Partnership Board, ensuring effective engagement and involvement of users and carers. You will have a substantial background in social care or health, excellent communication and negotiation skills, be able to think and plan services innovatively and have a sound understanding of principles of programme and project management.

For an informal discussion, please contact Chris Makin (01302) 737736.

Doncaster Council is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff and volunteers to share this commitment. This post is subject to an enhanced CRB check.

<b>Quote Ref</b>	REC1490
<b>Closing Date</b>	19/02/2010 12:00

## **Contracts Team Manager**

<b>Employer</b>	Doncaster Metropolitan Borough Council
<b>Salary</b>	Grade 10 SCP42-48 £35430 - £40741
<b>Working Pattern</b>	Full Time, Permanent
<b>Hours</b>	Full Time
<b>Location</b>	Council House, College Road, Doncaster

This important role will be responsible for the management and development of the contracts function for Adults Social care. You will have a substantial experience in the contracting, monitoring and compliance of services as well as sound management skills. You will also have excellent communication and negotiation skills and a comprehensive knowledge of contracts processes and procedures.

For an informal discussion, please contact Chris Makin (01302) 73773

Doncaster Council is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff and volunteers to share this commitment. This post is subject to an enhanced CRB check.

<b>Quote Ref</b>	REC1491
<b>Closing Date</b>	19/02/2010 12:00

## Part Time

### General Kitchen Assistant

<b>Employer</b>	Doncaster Metropolitan Borough Council
<b>Salary</b>	Grade 3, £2,686 - £2,854 per annum.
<b>Working Pattern</b>	Part Time, Permanent
<b>Hours</b>	Working 8.75 Hours per week. Starting at 11.45am and Finishing at 1.30pm
<b>Location</b>	Mexborough Montague Junior School, Park Road, Mexborough

#### General Kitchen Assistant (under 15 Hours)

As a general kitchen assistant you will be part of a friendly team serving healthy nutritious meals in schools.

Duties will include food service, preparation and clearing of dining areas, washing up and cleaning.

Previous experience and qualifications in food preparation would be an advantage. We will provide support and training including an induction.

We offer a great range of benefits including:

- \* Free meals
- \* On the job training
- \* Term time working (ideal hours for working parents)
- \* A friendly and supportive working environment
- \* Being part of a sociable team where your ideas and views will always be listened to, ensuring everyone makes a difference

You will be enthusiastic, able to work in a team and dedicated to making a difference to improving the health of Doncaster's Youth.

If you care as much as we do then join us and be part of Doncaster Council's commitment to young people achieving their full potential

Type of Meals served Family Service  
Average number of meals per day 210

For further information relating to this vacancy please contact Janet Sylvester on Tel: (01302) 862775.

Interviews for this post will take place on 3rd March 2010. If you have not heard from us by this date, please assume you have not been short-listed for interview for the post.

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To apply online visit [www.jobsdoncaster.co.uk](http://www.jobsdoncaster.co.uk)

Please return completed application forms to Recruitment Team and not direct to the school.

Doncaster Council is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff and volunteers to share this commitment.

This post is subject to an enhanced CRB check.

Many thanks for your interest in this vacancy.

<b>Quote Ref</b>	REC1494
<b>Closing Date</b>	12/02/2010 12:00

## General Kitchen Assistant

<b>Employer</b>	Doncaster Metropolitan Borough Council
<b>Salary</b>	Grade 3 £5,371 - £5,708 per annum.
<b>Working Pattern</b>	Part Time, Permanent
<b>Hours</b>	Working 17.50 Hours per week, starting at 10.30am and finishing at 2.30pm
<b>Location</b>	Sprotbrough Orchard Infant School, Sprotbrough, Doncaster

### General Kitchen Assistant

As a general kitchen assistant you will be part of a friendly team providing healthy nutritious meals in schools.

Duties will include basic food preparation, food service and cleaning duties. Previous experience and qualifications in food preparation would be an advantage.

We offer a great range of benefits including:

- \* Free meals
- \* On the job training
- \* Term time working (ideal hours for working parents)
- \* A friendly and supportive working environment
- \* Being part of a sociable teams where your ideas and views will always be listened to, ensuring everyone makes a difference.

You will be enthusiastic, able to work in a team and dedicated to making a difference to improving the health of Doncaster's Youth.

If you care as much as we do then join us and be part of Doncaster Councils commitment to young people achieving their full potential.

Please return completed application forms to the Recruitment Team, please do not return them direct to the school.

Type of meals served - Family Service  
Average Number of Meals Served per Day - 120

For further information relating to the post please contact Janet Sylvester on Tel: (01302) 862775.

Interviews for this post will take place on 25th February 2010. If you have not heard from us by this date, please assume you have not been short-listed for interview for the post.

Doncaster Council is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff and volunteers to share this commitment. This post is subject to an enhanced CRB check

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To apply online visit [www.jobsdoncaster.co.uk](http://www.jobsdoncaster.co.uk)

Many thanks for your interest in this vacancy.

**Quote Ref**                      REC1485

**Closing Date**                12/02/2010 12:00

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To apply online visit [www.jobsoncaster.co.uk](http://www.jobsoncaster.co.uk)

## Activities Coordinator

<b>Employer</b>	Doncaster Metropolitan Borough Council
<b>Salary</b>	Scp 13, £6,332 per annum (Pay Grading Review Pending)
<b>Working Pattern</b>	Part Time, Permanent
<b>Hours</b>	Working 15.00 Hours per week.
<b>Location</b>	Home Covert, The Avenue, Bentley, Doncaster

We very much consider ourselves to be an extended family.

Your job will be to create/maintain interest in various craft/social activities, cultivating, encouraging and extending client interests. Offering support by providing a stimulating and enjoyable atmosphere and environment where clients can reach their full potential.

1. To work as part of a team to provide activities suitable to clients individual needs.
2. To give leadership in the day to day management of an activities programme. Activities are an opportunity that can be used to promote well being occupation and stimulation.
3. To promote / maintain a high standard of service to clients as individuals, and by demonstration to encourage all staff to be similarly involved.
4. To develop/maintain harmonious relationships within the work setting.
5. To assess and identify the individual needs of clients and creatively plan activities tailored to meet their needs, this will include service users with varying limited abilities.
6. To develop mounting good professional relationships with other professionals working in the community and voluntary sector.
7. To organise social activities and entertainment and generally promote the growth and development of clients well being, through a stimulating activity programme.

The rewards for your dedication will be evident-- a sense of achievement through helping vulnerable people, as well as:

- \* Good rates of pay
- \* Opportunity for additional hours of work
- \* Generous holiday entitlements
- \* Discounted leisure facilities
- \* An excellent pension scheme

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To apply online visit [www.jobsdoncaster.co.uk](http://www.jobsdoncaster.co.uk)

previous experience and qualifications are not necessary, although would be an advantage. we will provide extensive support and training including a structured induction. we will also help you achieve qualifications for your future career.

For an informal discussion please contact Ms Carol Morley on Tel: (01302) 875325.

Interviews for this post will take place on 3rd March 2010. If you have not heard from us by this date, please assume you have not been short-listed for interview for the post.

Doncaster Council is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff and volunteers to share this commitment. This post is subject to an enhanced CRB check.

Many thanks for your interest in this vacancy.

<b>Quote Ref</b>	REC1484
<b>Closing Date</b>	08/02/2010 12:00

## Voluntary Befriender

<b>Employer</b>	Doncaster Metropolitan Borough Council
<b>Salary</b>	Reimbursement of costs
<b>Working Pattern</b>	Part Time, Permanent
<b>Hours</b>	A commitment of 4 hours per month.
<b>Location</b>	Doncaster

Could you be a Befriender, volunteering on behalf of Doncaster Council to make a positive difference to local children and young people with disabilities?

Being a Befriender involves offering time and support to a child with a disability, to develop a supportive friendship and encourage a positive lifestyle. If you feel that you could help broaden a child's horizon and together embrace new experiences through a variety of social events - then being a Befriender could be the ideal position for you.

You do not need any formal experience of working with children and young people with a disability, but you will need to be:

- 18 years or older
- Have an interest in working with children and young people with a disability
- Be willing to try a range of activities and have a sense of fun
- Be flexible and reliable
- Be able to build supportive relationships with children and young people

Some children and young people with disabilities experience social isolation and find it difficult to enjoy activities in the community. Befrienders will support children and young people in the community to undertake a variety of activities that appeal to both the young person and the Befriender.

To ensure that you give the best you can to the children you befriend, you will be trained, assessed and given continuing support.

If you decide to undertake this role you will find it a very rewarding experience, helping children and young people to enjoy new activities, become more independent and develop new friendships.

In addition, you will have the opportunity to develop a new range of skills and obtain experience that may assist you in future study, paid work, or other volunteering opportunities.

Expenses incurred due to undertaking this role will be reimbursed to you to ensure that you are never out of pocket.

We welcome applications from people from a wide range of backgrounds and experiences.

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To apply online visit [www.jobsdoncaster.co.uk](http://www.jobsdoncaster.co.uk)

If you would be interested in finding out more about this volunteering opportunity then please contact Julie Magee on 734716.

All applicants will be subject to a comprehensive Police check. Applications welcome at any time.

<b>Quote Ref</b>	Volunteer
<b>Closing Date</b>	30/09/2010 23:59

## Independent Visitors Scheme - Volunteers

<b>Employer</b>	Doncaster Metropolitan Borough Council
<b>Salary</b>	Out of Pocket expenses only
<b>Working Pattern</b>	Part Time, Permanent
<b>Hours</b>	Hours which fit around your lifestyle
<b>Location</b>	Doncaster & Surrounding Areas

We are looking to recruit volunteer visitors to work a few hours per week or fortnight supporting children and young teenagers who live in local authority care. You do not need any formal qualifications or prior experience of working with Looked After Children and Young people, but you will need to be:

- \*Good fun and enjoy the company of young people
- \*18 years old or over
- \*Reliable and trustworthy
- \*Able to build and maintain supportive relationships with young people

For some children, earlier relationships with adults have ended in disillusionment. The establishment of a trusting relationship will form one of the main elements of the visiting role. This could be a slow process and will require patient understanding. A minimum commitment of at least two years is required.

Those undertaking this type of work will find it very rewarding – a sense of achievement through helping those in most need in the community. In addition you will have the opportunity to develop skills and experience and will be given every assistance when entering paid work, education or exploring other voluntary work options. Visitors also receive:

- \*Out of pocket expenses
- \*Induction training
- \*Regular on-going support

Doncaster Council is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff and volunteers to share this commitment. This post is subject to an enhanced CRB check.

We welcome applications from people with a wide range of backgrounds and experiences, so if you are interested in being part of the scheme contact Sue Wakefield on (01302) 862312 at the Independent Visitor's Scheme, for further information or an application pack.

Applications welcome at any time.

<b>Quote Ref</b>	IVS
<b>Closing Date</b>	30/09/2010 23:59

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To apply online visit [www.jobsdoncaster.co.uk](http://www.jobsdoncaster.co.uk)

## Term Time

### General Kitchen Assistant

<b>Employer</b>	Doncaster Metropolitan Borough Council
<b>Salary</b>	Grade 3, £3,412 - £3,626 per annum
<b>Working Pattern</b>	Term-time, Permanent
<b>Hours</b>	11.25 Hours per week. Start: 11:30am Finish: 14.15pm
<b>Location</b>	Sandringham Primary School, Intake, Doncaster

As a general kitchen assistant you will be part of a friendly team serving healthy nutritious meals in schools.

Duties will include food service, preparation and clearing of dining areas, washing up and cleaning.

Previous experience and qualifications in food preparation would be an advantage. We will provide support and training including an induction.

We offer a great range of benefits including:

- Free meals
- On the job training
- Term time working (ideal hours for working parents)
- A friendly and supportive working environment
- Being part of a sociable team where your ideas and views will always be listened to, ensuring everyone makes a difference

You will be enthusiastic, able to work in a team and dedicated to making a difference to improving the health of Doncaster's Youth.

If you care as much as we do then join us and be part of Doncaster Councils commitment to young people achieving their full potential.

Type of meals served - Primary Choice  
Average number of meals served per day

Please return completed application forms to the recruitment team. Please do not return them direct to the school.

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To apply online visit [www.jobsdoncaster.co.uk](http://www.jobsdoncaster.co.uk)

For further information about this post please contact Janet Sylvester on (01302) 862775.

The interview date for this post is 25 February 2010. If you have not heard from us by this date, please assume you have not been short-listed for interview for the post. Many thanks for your interest in this vacancy.

Doncaster Council is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff and volunteers to share this commitment. This post is subject to an enhanced CRB check.

<b>Quote Ref</b>	REC1492
<b>Closing Date</b>	12/02/2010 12:00

## Teaching Support and Non-Teaching Schools Vacancies

### Site Supervisor

<b>Employer</b>	Doncaster Schools
<b>Salary</b>	Grade 5 Scp 13-17 £15,444 - £16,830 per annum
<b>Working Pattern</b>	Full Time, Permanent
<b>Hours</b>	Working 37.00 Hours per week.
<b>Location</b>	Conisbrough Ivanhoe Community Primary School, Old Road, Conisbrough, Doncaster, DN12 3LR

If you are an enthusiastic, hard working person who takes pride in your work, we have the job for you.

Our Head and Governors are looking to appoint a well-motivated, skilled and practical person to join our school. Our school has a supportive, friendly staff, committed to providing for all of our children a learning environment which is safe, secure and stimulating. As we take a great pride in our school, we require a person who will also show pride and dedication.

This all year round post will include early mornings and late afternoons (split shifts). Emergency call outs may need to be undertaken after hours, during statutory holidays and weekends (additional payments will be made).

The main duties will include:

- \* Security of the buildings and premises, including some evening (ie lettings) and weekend work when necessary
- \* General repairs and maintenance, including heating and lighting
- \* Porterage
- \* Stock control
- \* Fire alarm and water testing (previous experience not essential)
- \* Liaising with contractors, cleaners and other agencies
- \* Working with others to ensure Health and Safety compliance within the site

Visits to our school are warmly welcomed and actively encouraged. Please telephone school (01709 862307) and ask for Christine Foster (School Business Manager) to make an appointment.

As our school is committed to safeguarding and promoting the welfare of children and young people, we expect all staff and volunteers to share this commitment.

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To apply online visit [www.jobsdoncaster.co.uk](http://www.jobsdoncaster.co.uk)

Please returned completed applications directly to school marked for the attention of Christine Foster.

Interviews for this post will take place on 24th February 2010.

Doncaster Council is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff and volunteers to share this commitment.

This post is subject to an enhanced CRB check.

Many thanks for your interest in this vacancy.

<b>Quote Ref</b>	S437
<b>Closing Date</b>	11/02/2010 12:00

## **Pastoral Officer**

<b>Employer</b>	Doncaster Schools
<b>Salary</b>	Grade 6 £14,150 - £16,081 Per Annum Term Time Only
<b>Working Pattern</b>	Full Time, Term Time
<b>Hours</b>	Working 37 Hours Per Week Term Time Only
<b>Location</b>	Hall Cross School

### **PASTORAL OFFICER X 2**

We are seeking two highly motivated individuals to work with children and young people.

The Pastoral Officers will work as a member of the Pastoral Team responsible for student learning, discipline and welfare within a year group.

For an informal discussion about the vacancy please contact David Douglass on 01302 320626.

Hall Cross School is a large successful 11-18 comprehensive school based on two sites within Doncaster. The School caters for over 2,100 students, including over 500 in the sixth form. This makes us one of the largest schools in England.

Application forms for the posts are available from Nichola Bradbury on 01302 320626 or the School website.

Completed applications should be returned direct to the school.

Closing date for applications is 19th February at 12 noon.

Interviews will take place on w/c 1st or 8th March.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced CRB check.

Many thanks for your interest in this vacancy.

<b>Quote Ref</b>	S438
<b>Closing Date</b>	19/02/2010 12:00

## Site Supervisor

<b>Employer</b>	Doncaster Schools
<b>Salary</b>	Grade 5, £15,444 - £16,830 per annum
<b>Working Pattern</b>	Full Time, Permanent
<b>Hours</b>	Working 37.00 Hours per week.
<b>Location</b>	Hatfield Travis C of E Infant & Nursery School, Cuckoo Lane, Hatfield, Doncaster, DN7 6QE

REQUIRED FOR 1ST APRIL 2010

The Governors of this outstanding forward thinking, well regarded Church of England infant and nursery school are seeking to appoint a permanent Site Supervisor.

The purpose of this post is to be responsible for the day to day security, cleanliness, maintenance and development of this site.

Previous experience of school supervisory duties would be desirable but not essential.

The successful candidate would be expected to live on site and take up the compulsory tenancy of the school bungalow.

For further information relating to the vacancy and / or an Application Pack please contact the School on Tel: (01302) 840200 or email: [admin@travis-school.org](mailto:admin@travis-school.org)

All completed Application forms must be returned directly to the school.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced CRB check.

<b>Quote Ref</b>	S439
<b>Closing Date</b>	23/02/2010 12:00

## **Clerical Officer - Examinations**

<b>Employer</b>	Doncaster Schools
<b>Salary</b>	Grade 5 £12,985 - £14,150 Per Annum Term Time Only
<b>Working Pattern</b>	Full Time, Term Time
<b>Hours</b>	Working 37 Hours Per Week Term Time Only
<b>Location</b>	Hall Cross School

We are seeking to appoint an individual to work in our busy exams office at the upper school site.

The successful applicant will be an experienced administrator who has an ability to be flexible and work to a high degree of accuracy under pressure.

For an informal discussion about the vacancy please contact Laura Town on 01302 320626.

Hall Cross School is a large successful 11-18 comprehensive school based on two sites within Doncaster. The School caters for over 2,100 students, including over 500 in the sixth form. This makes us one of the largest schools in England.

Application forms for the post are available from Nichola Bradbury on 01302 320626 or the School website.

Completed applications should be returned direct to the school.

Closing date for applications is 19th February at 12 noon.  
Interviews will take place on w/c 1st or 8th March.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced CRB check.

Many thanks for your interest in this vacancy.

<b>Quote Ref</b>	S440
<b>Closing Date</b>	19/02/2010 12:00

## Science Technician

<b>Employer</b>	Doncaster Schools
<b>Salary</b>	Grade 5 £12,985 - £14,150 Per Annum Term Time Only
<b>Working Pattern</b>	Full Time, Term Time
<b>Hours</b>	Working 37 Hours Per Week Term Time Only
<b>Location</b>	Hall Cross School

We are seeking a Technician to provide support to the Science Department under an agreed system of supervision.

You will provide technician assistance setting up equipment to teaching staffs' requirements and ensuring laboratories meet safety requirements.

For an informal discussion about the vacancy please contact Rhonda Thompson on 01302 320626.

Hall Cross School is a large successful 11-18 comprehensive school based on two sites within Doncaster. The School caters for over 2,100 students, including over 500 in the sixth form. This makes us one of the largest schools in England.

Application forms for the post are available from Nichola Bradbury on 01302 320626 or the School website.

Completed applications should be sent direct to the school.

Closing date for applications is 19th February at 12 noon.  
Interviews will take place on w/c 1st or 8th March.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced CRB check.

Many thanks for your interest in this vacancy.

<b>Quote Ref</b>	S441
<b>Closing Date</b>	19/02/2010 12:00

## Lunchtime Activity Supervisors

<b>Employer</b>	Doncaster Schools
<b>Salary</b>	Grade 4 £1,938 - £2,100 Per Annum Term Time Only
<b>Working Pattern</b>	Part Time, Term Time
<b>Hours</b>	Working 6.15 Hours Per Week Term Time Only
<b>Location</b>	Hall Cross School

We are seeking Lunchtime Activity Supervisors to provide supervision for students during the lunch period at the Upper and Lower School sites – 12:00 p.m. to 1:15 p.m.

For an informal discussion about the vacancy please contact Linda Neale on 01302 535559.

Hall Cross School is a large successful 11-18 comprehensive school based on two sites within Doncaster. The School caters for over 2,100 students, including over 500 in the sixth form. This makes us one of the largest schools in England.

Application forms for the posts are available from Nichola Bradbury on 01302 320626 or the School website.

Completed applications should be returned direct to the school.

Closing date for applications is 19th February at 12 noon.  
Interviews will take place on w/c 1st or 8th March.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced CRB check.

Many thanks for your interest in this vacancy.

<b>Quote Ref</b>	S442
<b>Closing Date</b>	19/02/2010 12:00

## Site Supervisor

<b>Employer</b>	Doncaster Schools
<b>Salary</b>	Grade 5, £15,444 - £16,830 per annum
<b>Working Pattern</b>	Full Time, Permanent
<b>Hours</b>	Working 37.00 Hours per week.
<b>Location</b>	Stirling Primary School, Prospect Place, Doncaster, DN1 3QP

The Head and the Governors are seeking to appoint a well motivated, skilled and practical person to join our school as Site Supervisor.

We are a supportive, friendly staff, committed to ensuring we have a safe, secure but stimulating learning environment for our children.

The principal duties and responsibilities of the post include:

- \* Security of the premises
- \* Maintaining cleanliness and day to day health and safety of the site and premises
- \* Responsibility for boiler firing
- \* Responsibility for energy management
- \* Undertaking general repairs and maintenance
- \* Supervision of cleaning staff
- \* Dealing with lettings

This is a year round post, which will include early mornings, late afternoon and school holiday work. Emergency call outs may need to be undertaken during holidays and weekends for which additional payments will be made.

Visits to school are warmly welcomed. Please telephone the school to make an appointment.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced CRB check.

Application packs are available from school and completed applications need to be returned directly to school.

<b>Quote Ref</b>	S443
<b>Closing Date</b>	19/02/2010 12:00

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To apply online visit [www.jobsdoncaster.co.uk](http://www.jobsdoncaster.co.uk)

## Learning Support Assistant

<b>Employer</b>	Doncaster Schools
<b>Salary</b>	Grade 5 £7,019 - £7,649 Per Annum Term Time Only
<b>Working Pattern</b>	Term-time, Temporary
<b>Hours</b>	Working 20 Hours Per Week Term Time Only
<b>Location</b>	Grange Lane Infant School

We are seeking to appoint a suitable person to support a pupil with complex medical/learning needs.

The child has a statement and the post will remain as long as the pupil is in the school, however, the hours may fluctuate according to the requirements of the statement.

We are looking for someone to join our team who is:

- \* Motivated and keen to learn
- \* Can use their initiative to work independently as well as working as part of a team.
- \* Adaptable, calm, kind and able to build positive relationships with children.

To arrange a visit, please contact the Headteacher, Mrs Jean Taylor on 01302 868378.

For further information, job description and person specification, please contact the school. Application forms can be accessed from [www.jobsdoncaster.co.uk](http://www.jobsdoncaster.co.uk).

Completed application forms should be returned directly to the school.

Grange Lane Infant School,  
Grange Lane, Rossington,  
Doncaster,  
DN11 0QY

Closing date            16 February 2010

Interview date         2 March 2010

This School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced CRB check.

Many thanks for your interest in this vacancy.

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To apply online visit [www.jobsdoncaster.co.uk](http://www.jobsdoncaster.co.uk)

**Quote Ref** S444  
**Closing Date** 16/02/2010 12:00

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To apply online visit [www.jobsoncaster.co.uk](http://www.jobsoncaster.co.uk)

## Administration Assistant

<b>Employer</b>	Doncaster Schools
<b>Salary</b>	Grade 5, SCP 13-17, £7,017 - £7,649 per annum
<b>Working Pattern</b>	Part Time, Term Time
<b>Hours</b>	20 Hours per week, Term Time only
<b>Location</b>	West Road Primary School, West Road, Moorends, Doncaster, DN8 4LH

Tel: 01405 812734

Fax: 01405 740874

Headteacher: Judith Lloyd-Williams BA (Hons) NPQH

Required as soon as possible – Administration Assistant

The school wishes to appoint the following permanent member of staff to the Administrative Team:

Administrative Assistant – Grade 5 – scp 13 to scp 17  
Salary £7019 to £7649 per annum  
20 Hours per week Monday to Friday term time only

The successful candidate will be required to undertake administrative tasks relating to school governance, pupil records and general office duties commensurate with the scale of the post.

The post provides a first class opportunity for continuing professional development.

It is anticipated that the successful applicant will be prepared to be flexible regarding working hours.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced CRB check.

An application form and further particulars are available from the school. Application details are also available on the DMBC website: [www.jobsdoncaster.co.uk](http://www.jobsdoncaster.co.uk)

Please return completed applications directly to the school.

<b>Quote Ref</b>	S445
<b>Closing Date</b>	22/02/2010 12:00

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To apply online visit [www.jobsdoncaster.co.uk](http://www.jobsdoncaster.co.uk)