

External Vacancy Bulletin

Published on Thursday 18/03/2010

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

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 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

Knowledge Library & Information Manager

Employer	Doncaster Metropolitan Borough Council
Salary	Grade 9, £29,236 - £34,549 per annum.
Working Pattern	Full Time, Permanent
Hours	Working 37.00 Hours per week.
Location	Doncaster Royal Infirmary, Thorne Road, Doncaster

Doncaster Council in partnership with Doncaster and Bassetlaw Hospitals NHS Foundation Trust require an innovative and dynamic individual to lead and transform the health knowledge, library and information services for Doncaster.

The successful applicant will be a qualified librarian with extensive management experience and will deal with all aspects of managing the services involved including a team of staff, volunteers, performance, health and safety and service delivery to health professionals, patients, staff and other customers.

The post will report to the Assistant Director Neighbourhoods & Communities (Customer Strategy & Development) and will have the ability to drive, deliver and influence change.

For further information about this post, please contact Margaret Evans on 01302 381395.

Interview's for this post will take place on 16th April 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.

Quote Ref	REC1530
Closing Date	29/03/2010 12:00

To apply online visit www.jobsdoncaster.co.uk

Assistant Manager

Employer	Doncaster Metropolitan Borough Council
Salary	Grade 8 SCP28-34 £23708 - £28636
Working Pattern	Full Time, Permanent
Hours	37 Hours Per Week Flexible working including shifts, sleep in duties, weekends and bank holidays
Location	Don View Residential Home

Don View is a residential home for 25 elderly people with learning disabilities aged 50 and above situated in Scawsby.

There is also a 25 place day centre attached to the establishment which provides day services for the same client group.

We are looking to appoint someone who is highly motivated, has proven management skills and is committed to high standards of care.

The Assistant Manager has shared responsibility for assisting the Registered Manager in the day to day management of the home, staff induction and development and the implementing of appropriate care packages which are "person centered" and responsive to changing needs.

You will need a minimum of three years experience of working within a social care / hospital setting and experience of "acting up" to a senior level.

You will need to have knowledge of CQC policies and standards / relevant national legislation and good practice in management.

For an informal discussion please ring Malcolm Pass (Registered Manager) on 01302 785257.

Interviews for this post will be held on 16 April 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.

Quote Ref	REC1525
Closing Date	23/03/2010 12:00

To apply online visit www.jobsdoncaster.co.uk

Social Workers (Qualified)

Employer	Doncaster Metropolitan Borough Council
Salary	Grade 8/9 SCP 28-41 £23,708 - £34,549 Per Annum
Working Pattern	Full Time, Permanent
Hours	Working 37.00 hours per week
Location	Council House, College Road, Doncaster

With a new Permanent Director of Children's Services, a dynamic management team, and an improved supervision policy, Doncaster Council is focusing on investing substantially in services for children and young people.

Right now, we are looking for experienced candidates to join us and take advantage of ongoing training programmes, fantastic opportunities for professional and career development and an excellent benefits package.

We are interested in hearing from Social Workers who aspire to high standards of practice, and who can help us focus on achieving good outcomes for our children and young people.

We are currently reviewing and strengthening our professional support to social work practitioners, including our training and development plans and post qualifying awards, and we are also strengthening our inter-agency partnerships. We are seeking outward-looking candidates, who can work with others to achieve a focus on all five every child matters outcomes.

Applicants should have a social work qualification or degree, sound technical knowledge and experience of working with children and families.

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. These posts are subject to an enhanced CRB check.

For an informal discussion please contact Sue Hogshaw on (01302) 737740.

The interviews will take place week commencing the 5th April 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.

Quote Ref	REC1502
Closing Date	24/03/2010 12:00

To apply online visit www.jobsdoncaster.co.uk

Senior Practitioners

Employer	Doncaster Metropolitan Borough Council
Salary	Grade 9 SCP 35-41 £29,236 - £34,549 Per Annum
Working Pattern	Full Time, Permanent
Hours	Working 37.00 hours per week
Location	Council House, College Road, Doncaster

With a new Permanent Director of Children's Services, a dynamic management team, and an improved supervision policy, Doncaster Council is focusing on investing substantially in services for children and young people.

Right now, we are looking for experienced candidates to join us and take advantage of ongoing training programmes, fantastic opportunities for professional and career development and an excellent benefits package.

We are interested in hearing from Senior Practitioners who aspire to high standards of practice, and who can help us focus on achieving good outcomes for our children and young people.

We are currently reviewing and strengthening our professional support to social work practitioners, including our training and development plans and post qualifying awards, and we are also strengthening our inter-agency partnerships. We are seeking outward-looking candidates, who can work with others to achieve a focus on all five every child matters outcomes.

Applicants should have a social work qualification or degree, sound technical knowledge and experience of working with children and families.

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. These posts are subject to an enhanced CRB check.

For an informal discussion please contact Sue Hogshaw on (01302) 737740.

The interviews will take place week commencing the 5th April 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.

Quote Ref	REC1503
Closing Date	24/03/2010 12:00

To apply online visit www.jobsdoncaster.co.uk

Social Care Assistant

Employer	Doncaster Metropolitan Borough Council
Salary	Grade 7, £19,621 - £22,958 per annum
Working Pattern	Full Time, Permanent
Hours	Working 37.00 hours per week.
Location	The Council House, College Road, Doncaster

With a new Permanent Director of Children's Services, a dynamic management team, and an improved supervision policy, Doncaster Council is focusing on investing substantially in services for children and young people.

Right now, we are looking for candidates to join us and take advantage of ongoing training programmes, fantastic opportunities for professional and career development and an excellent benefits package.

We are seeking outward-looking candidates, who can work with others to achieve a focus on all five every child matters outcomes.

Applicants should have experience of working with children and families.

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.

These posts are subject to an enhanced CRB check.

For further information relating to the post you can contact Sue Hogshaw on Tel: (01302) 737740.

Interviews for this post will take place week commencing 5th April 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.

Quote Ref	REC1504
Closing Date	24/03/2010 12:00

Drainage Technician

Employer	Doncaster Metropolitan Borough Council
Salary	Grade 5, £15,444 - £16,830 per annum
Working Pattern	Full Time, Permanent
Hours	Working 37.00 hours per week
Location	North Bridge Depot

This is an exiting new post within the newly formed Drainage section.

Do you have a track record in the delivery of council services?

Accountable to the Drainage Engineer, you will work within a team that undertake the delivery drainage revenue and capital works.

Assisting the Drainage Engineer with design and supervision of the construction, maintenance and records of highway drainage and land drainage.

Actively contribute to the efficient, effective and innovative maintenance, supervision and provision of highway drainage and land drainage.

You will need an appropriate civil engineering based qualification or equivalent.

You will have a proven background of high quality customer focused delivery within a proactive health and safety environment.

As a good communicator, both oral and written, you will have a positive professional and responsible attitude and be able to work under pressure whilst ensuring deadlines are met.

You will have IT skills that are relevant to the post.

You must have a willingness & ability to obtain &/or enhance qualifications &/or training for development in this post.

The role be a mixture of office based and site visits.

Some working in confined spaces will be required.

The post is contracted to work 37 hours per week and we offer a flexible working pattern inline with the needs of our customers.

We offer generous holidays, access to discounted leisure facilities and access to a pension scheme.

The post is currentley based at the North Bridge Depot.

To apply online visit www.jobsdoncaster.co.uk

For this role access to a vehicle whilst on council business is essential for which an allowance is payable.

For an informal discussion please contact Jim Blaik on (01302) 736858.

Many thanks for your interest in this vacancy.

Quote Ref	REC1513
Closing Date	25/03/2010 12:00

Drainage Engineer

Employer	Doncaster Metropolitan Borough Council
Salary	Grade 9, £29,236 - £34,549 per annum
Working Pattern	Full Time, Permanent
Hours	37 Hours per week
Location	North Bridge Depot, Doncaster

This is an exciting new position within the newly formed whole service drainage team.

Do you have a track record in the delivery of council services?

Accountable to the Senior Engineer, you will work within a team that undertake the delivery of drainage capital and revenue works.

You will have a proven background of high quality customer focused delivery within a proactive health and safety environment.

You will project manage works with other team members and external partners from the initial meeting with clients through change to the closing of accounts on the completion of the scheme.

As an excellent communicator, both oral and written, you will have a positive, professional and responsible attitude and be able to work under pressure whilst ensuring deadlines are met.

You will have excellent IT skills and must have experience in the use of software packages relevant to the post.

Experience of the design & supervision of contracted drainage works.

You must hold an appropriate civil engineering based Degree / HND / HNC or equivalent plus 5 years post qualification and a full membership of an appropriate professional institution.

The role will involve working on site.

The work will involve some work within confined spaces.

The post is contracted to work 37 hours per week and we offer a flexible working pattern inline with the needs of our customers.

We offer generous holidays, access to discounted leisure facilities and access to a pension scheme.

The post is currently based at the North Bridge Depot.

To apply online visit www.jobsdoncaster.co.uk

For this role access to a vehicle whilst on council business is essential.

A driving licence is essential.

For further information about this post please contact Jim Blaik on (01302) 736858.

Quote Ref REC1514

Closing Date 26/03/2010 12:00

Learning Disabilities Carers Support Worker

Employer	Doncaster Metropolitan Borough Council
Salary	Grade 7 SCP 22-27 £19,621-£22,958 Per Annum
Working Pattern	Full Time, Permanent
Hours	Working 37.00 hours per week
Location	Council House, College Road, Doncaster

A new and exciting opportunity has arisen to work in the Community and Carers Development Team. Your role will be to support older carers who care for adults with learning Disabilities.

You will provide emotional support, information and advocacy to carers to empower older carers to develop long term plans. You will proactively identify carers who may not access carers services. The postholder will take an active role in the development of support networks and short term interventions that help and support carers and identify gaps in service provision to inform service planning and commissioning.

The successful candidate will have experience of working in a paid or unpaid capacity, in a health and/or social care setting within the community and will have an understanding of the needs of carers and the needs of adults with learning disabilities.

For an informal discussion please contact Angela Dungworth on (01302) 737824.

The interview date for this post is the 21st April 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.

Quote Ref	REC1531
Closing Date	07/04/2010 12:00

Craft Apprenticeship

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

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

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

To apply online visit www.jobsdoncaster.co.uk

Business Support Unit Team Manager

Employer	Doncaster Metropolitan Borough Council
Salary	Grade 10 PO 42-48 £35,430 - £40,741 Per Annum
Working Pattern	Full Time, Permanent
Hours	Working 37 Hours Per Week
Location	The Council House

We are seeking to appoint a person to manage the Business Support Unit for Adult Services within DMBC.

Reporting to the Service Co-ordinator for Commissioning and Contracts, you will be responsible for the management, leadership and development of a busy team that provides the payment functions for the Directorate.

The chosen candidate will have extensive knowledge of financial procedures as well as sound management skills.

They will also possess good communication skills, be innovative in problem solving and demonstrate leadership and project management ability.

For an informal discussion please contact Chris Makin (Service Co-ordinator) on (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.

Many thanks for your interest in this vacancy.

Quote Ref	REC1526
Closing Date	26/03/2010 12:00

Part Time

General Kitchen Assistant

Employer	Doncaster Metropolitan Borough Council
Salary	Grade 3, £3,130 - £3,870 per annum
Working Pattern	Part Time, Term Time
Hours	12.5 hours per week, term time only. Start 11.30 Finish 14.30
Location	Norton Junior School, Campsall Balk, Norton, Doncaster, DN6 9DG

General Kitchen Assistant

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 - Primary Choice
Average Number of Meals Served per Day - 240

Please ensure application forms are returned to the Recruitment office. Please do not return them direct to the school.

To apply online visit 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.

The interview date for this post is 22 April 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.

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

Quote Ref	REC1534
Closing Date	02/04/2010 12:00

General Kitchen Assistant

Employer	Doncaster Metropolitan Borough Council
Salary	Grade 3, £5,827 - £6,192 per annum
Working Pattern	Part Time, Term Time
Hours	20 Hours per week, term time only, Start 10.00am Finish 14.30
Location	Norton Junior School, Campsall Balk, Norton, Doncaster, DN6 9DG

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.

Type of Meals Served - Primary Choice

Average Number of Meals Served per Day - 240

Please return completed application forms to the 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.

The interview date for this post is 22 April 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.

If you would like any further information about this post please contact the Schools Catering Team on (01302) 862775.

Quote Ref REC1535

Closing Date 02/04/2010 12:00

To apply online visit www.jobsdoncaster.co.uk

General Kitchen Assistant

Employer	Doncaster Metropolitan Borough Council
Salary	Grade 3, £4,369 - £4,643 per annum
Working Pattern	Part Time, Term Time
Hours	15 Hours per week, term time only, Start 11.30am - 15.00
Location	Sir Thomas Wharton Community College, Tait Avenue, Doncaster, DN12 1HH

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.

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Type of Meals Served - Cash café
Average Numbers of Meals Served Per Day - 700

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

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.

If you would like any further information about this post please contact Janet Sylvester on (01302) 862775.

To apply online visit www.jobsdoncaster.co.uk

Quote Ref

REC1536

Closing Date

09/04/2010 12:00

To apply online visit www.jobsoncaster.co.uk

General Kitchen Assistant

Employer	Doncaster Metropolitan Borough Council
Salary	Grade 3, £2,941 - £3,125 per annum
Working Pattern	Part Time, Permanent
Hours	Working 10.00 Hours per week, starting at 12.00 noon and finishing at 2.30pm
Location	De Warren Academy, Gardens Lane, Conisbrough, Doncaster

General Kitchen Assistant

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 - Cash Cafeteria
Average Number of Meals Served per day - 500

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

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

Interviews for this post will take place on 14th April 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.

Quote Ref	REC1528
Closing Date	26/03/2010 12:00

Voluntary Befriender

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

To apply online visit 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.

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

Independent Visitors Scheme - Volunteers

Employer	Doncaster Metropolitan Borough Council
Salary	Out of Pocket expenses only
Working Pattern	Part Time, Permanent
Hours	Hours which fit around your lifestyle
Location	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.

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

To apply online visit www.jobsdoncaster.co.uk

Term Time

Cook Basic

Employer	Doncaster Metropolitan Borough Council
Salary	Grade 5 SCP13-17 £13,246-£14,435 Per Annum
Working Pattern	Term-time, Permanent
Hours	Working 36.25 hours per week Start - 7:30am Finish - 3:15pm
Location	McAuley Upper School, Cantley Lane, Doncaster

Working as a Cook Basic you will assist the person in charge of the kitchen to:

- o Prepare and cook healthy nutritious meals for pupils and staff
- o Deputize in the absence of any cook

Previous experience and qualifications in a catering role would be required.

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 - Cash Café
Average Number of Meals Served per Day - 500

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

For an informal discussion please contact Janet Sylvester on (01302) 862775.

The interview date for this post is the 23rd April 2010. If you have not heard from us by this date, please assume you have not been short-listed for interview for the post.

To apply online visit 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.

Many thanks for your interest in this vacancy.

Quote Ref REC1532

Closing Date 01/04/2010 12:00

Cook In Charge

Employer	Doncaster Metropolitan Borough Council
Salary	Grade 6 Scp 17-21 £12,446 - £14,144 Per Annum Term Time Only
Working Pattern	Term-time, Permanent
Hours	Working 31.25 hours per week. Start 8:00 Finish 2:45
Location	Conisbrough Ivanhoe Junior and Infants School, Old Road, Conisbrough

We need flexible, reliable and enthusiastic people to provide healthy, nutritious and balanced meals to pupils and staff in schools.

You will lead a team of staff and be responsible for the day to day running of a kitchen.

We are looking for people who have:-

- * Skills in cooking and baking
- * Experience leading a small team
- * A willingness to train
- * High standards of personal hygiene
- * Good communication skills

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 - Family Service
Average Number of Meals Served per Day - 120

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

For further information relating to this vacancy please contact Janet Sylvester on 01302 862775.

To apply online visit www.jobsdoncaster.co.uk

Interviews for this post will be held on 21st April 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.

Quote Ref REC1533

Closing Date 01/04/2010 12:00

Teaching Support and Non-Teaching Schools Vacancies

Learning Support Assistant

Employer	Doncaster Schools
Salary	Grade 5 scp 13-17 £6142-£6693 per annum
Working Pattern	Term-time, Temporary
Hours	Working 17.5 hours per week, subject to termly review, working term time only
Location	Pitt Street Infant School, Pitt Street, Mexborough S64 0LT

The Governors of Mexborough Pitt Street Infant School are looking to appoint a Learning Support Assistant to support a pupil with a Statement of Educational Needs. The post is initially for 1 term but this may be extended as appropriate according to the needs of the child.

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.

Please phone the school for further details.
Tel: 01709 583271
Email: admin@pittstreet.doncaster.sch.uk

Visitors are warmly welcome.

Application forms, job description and the personal specification are available from www.jobsdoncaster.co.uk and should be returned direct to The Head Teacher, Mrs. P. Brandham, Pitt Street Infant School, Pitt Street, Mexborough, S64 0LT

Closing date Wednesday 24th March
Short listing will take place on Thursday 25th March
Interviews will take place on Thursday 1st April.

Quote Ref	S462
Closing Date	24/03/2010 12:00

Administration Assistant

Employer	Doncaster Schools
Salary	Grade 5, SCP 13-17, £7,019- £7,649 per annum
Working Pattern	Term-time, Permanent
Hours	20 Hours per week term time only
Location	Rosedale Primary School and Additionally Resourced SEN Centre

Required as soon as possible

Rosedale Primary School and Additionally Resourced SEN Centre seek to appoint a Special Educational Needs Administrative Assistant.

We require an enthusiastic, conscientious and hardworking SEN administrative assistant to become part of a strong team committed to the school's excellent inclusive practice and SEN provision.

The successful candidate will be required to undertake administrative tasks relating to the Additionally Resourced Centre and SEN within the school.

We are looking to appoint someone who.....

- Has proven administrative or secretarial experience
- Is computer literate and proficient in the use of Microsoft Office, email and internet.
- has good interpersonal skills and will be able to liaise effectively with parents and other professionals.
- will share our commitment to inclusion – by striving to ensure the best possible learning opportunities and pastoral support for every pupil in our care.
- is willing to learn and undertake relevant training.
- can use their own initiative to work independently as well as working as part of a team.
- is energetic, enthusiastic and passionate.

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. The post is subject to an enhanced CRB check and provision of suitable references.

Applications should be made on the application form which can be downloaded from www.doncaster.gov.uk and should be returned directly to the school via post to Rosedale Primary School, Emley Drive, Scawsby, Doncaster, DN5 8RL or e-mail admin@rosedale.doncaster.sch.uk

Closing Date for Applications: 25th March (midday)

Quote Ref	S463
Closing Date	25/03/2010 12:00

To apply online visit www.jobsdoncaster.co.uk

Site Supervisor

Employer	Doncaster Schools
Salary	Grade 5 Scp 13-17 £15,444 - £16,830 Per Annum
Working Pattern	Full Time, Permanent
Hours	Working 37 Hours Per Week
Location	Waverley Primary School, Douglas Road, Balby, Doncaster, DN4 0UB

The Governing Body of this welcoming and inclusive school is looking to appoint a well motivated, Site Supervisor to join our team.

We are a supportive, friendly staff, committed to ensuring we have a safe secure and stimulating learning environment for our children. We take great pride in our school and require a person who will show pride and dedication.

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

Previous experience is desirable, but not essential as training will be provided.

For further information relating to the vacancy and / or an Application Pack please contact the school on Tel: (01302) 853326 or email: admin@waverley.doncaster.sch.uk.

Visits to the school are warmly welcomed. Please ring the school to arrange. Application forms may also be downloaded from www.jobsdoncaster.co.uk.

PLEASE RETURN COMPLETED APPLICATIONS DIRECT TO THE SCHOOL.

Waverley Primary School,
Douglas Road,
Balby,
Doncaster,
DN4 0UB

Closing date - Wednesday, 24th March 2010

Interviews will take place week commencing Monday, 29th March 2010. It is envisaged that the successful candidate will take up the post as soon as is mutually convenient.

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.

Quote Ref S465
Closing Date 24/03/2010 12:00

To apply online visit www.jobsdoncaster.co.uk

Assessment Support Assistant

Employer	Doncaster Schools
Salary	Grade 4 SCP 10-12 £6,468-£7,011 Per Annum
Working Pattern	Term-time, Permanent
Hours	Working 20.00 hours per week Term time only plus 5 days
Location	Sir Thomas Wharton Community College, Tait Avenue, Edlington, Doncaster

11 - 18 mixed comprehensive
1117 on roll
Headteacher: Mrs M McCorry

Sir Thomas Wharton Community College requires an Assessment Support Assistant to assist the Data Manager in all aspects of their duties.

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.

Please contact the school for further information and an application pack by telephone, or email.
Details and the application form is available from DMBC or the school's web site, but must be returned to the school:

Sir Thomas Wharton Community College
Tait Avenue
Edlington
Doncaster
DN12 1HH

Telephone: 01709 864100
Email: c.firth@sirthomaswharton.doncaster.sch.uk

Closing date for applications is noon on Tuesday 23 March 2010.

Many thanks for your interest in this vacancy.

Quote Ref	S466
Closing Date	23/03/2010 23:59

Office Manager

Employer	Doncaster Schools
Salary	Grade 6, SCP 17-21 (£14,515 - £16,496)
Working Pattern	Term-time, Permanent
Hours	37 Hours per week, term time only plus 5 days
Location	Sir Thomas Wharton Community College

11 - 18 mixed comprehensive, 1117 on roll
Headteacher: Mrs M McCorry

We are seeking an experienced and well qualified Office Manager to develop administrative systems and procedures. This is a new post and provides an exciting opportunity for a enthusiastic and self motivated person.

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.

The application form and details are available from DMBC and the school web site or by telephone and must be returned to the school.

Telephone: 01709 864100

Email: c.firth@sirthomaswharton.doncaster.sch.uk

Closing date for applications is noon on Tuesday 23 March 2010.

Quote Ref	S467
Closing Date	23/03/2010 12:00

Examinations Support Assistant

Employer	Doncaster Schools
Salary	Grade 5 SCP13 – 17 £10799 - £11769
Working Pattern	Term-time, Permanent
Hours	30 hours per week Term Time only plus 5 days
Location	Sir Thomas Wharton Community College, Tait Avenue, Edlington, Doncaster, DN12 1HH

11 - 18 mixed comprehensive, 1117 on roll
Headteacher: Mrs M McCorry

Sir Thomas Wharton Community College requires an Exams Support Assistant to assist the Exams Officer in all aspects of their duties.

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.

Please contact the school for further information by telephone, or email.

Details and the application form is available from www.jobsdoncaster.co.uk or the school's web site but must be returned to the school.

Telephone: 01709 864100
Email: c.firth@sirthomaswharton.doncaster.sch.uk

Closing date for applications is noon on Tuesday 23 March 2010.

Completed applications to be returned directly to the school.

Quote Ref	S468
Closing Date	23/03/2010 12:00

To apply online visit www.jobsdoncaster.co.uk