



**Hull**  
City Council

## **Current Schools & Council Vacancies**

Issued 06<sup>th</sup> February 2012

For details of all our current vacancies and application information please visit

[www.hullcc.gov.uk/jobs](http://www.hullcc.gov.uk/jobs)

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**The asterisk (\*) attached to each vacancy indicates that people who do not work for the Council can apply for the post.**

### **Equal Opportunities**

Hull City Council is fully committed to achieving fairness and equality in employment and seeks to achieve a workforce which reflects the diversity of the community it serves. No job applicant or employee will be treated less favourably or disadvantaged, either directly or indirectly, on the grounds of gender, gender reassignment, race, nationality or ethnic origin, disability, religion or belief, sexual orientation, age, marital or civil partnership status, pregnancy or maternity or any other unjustifiable reason.

### **Disabled Applicants**

The Council is fully committed to the employment of disabled people and guarantees that all disabled applicants who meet the essential requirements of a post, taking into account reasonable adjustments, will be interviewed.

### **Safer Recruitment**

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

### **How to apply for Advertised Jobs**

#### **School Based Posts – Teaching and Support Staff**

If you wish to apply for any of the Schools' posts advertised in this bulletin please see individual vacancies for details of all application methods.

However, by accessing the recruitment area of the Council's website at

[www.hullcc.gov.uk/jobs](http://www.hullcc.gov.uk/jobs) and clicking onto

'[View and apply for Hull school jobs](#)' you will be able to search for Schools' jobs you are interested in as well as finding details of each job included in this bulletin.

#### **Other Council Posts – Internet Users**

You can enter the recruitment area of the website at

[www.hullcc.gov.uk/jobs](http://www.hullcc.gov.uk/jobs) and by clicking onto '[View Hull City Council jobs](#)'

you will find details of each post included in this bulletin. Attached to the job adverts are a number of documents including an electronic application form.

#### **Applicants are encouraged to apply for vacancies electronically.**

To do this you will need to open the application form and do a file 'save as'.

Once you have completed your application form, please e-mail it to

[recruitmentteam@hullcc.gov.uk](mailto:recruitmentteam@hullcc.gov.uk).

Please leave the applicant number on the application form blank

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- as we will issue an application number.

If you have any difficulty in accessing any of the recruitment information, please call the Business Support Service Desk on 01482 333300

### **Other Council Posts – Non- Internet Users**

If you do not have access to the internet and wish to be sent application details contact (01482) 300300, the opening hours are Monday to Friday - 8.00am til 7.00pm and Saturday - 9.00am til 1.00pm. Please quote the reference number, job title and closing date when requesting an application pack.

### **Alternative Formats**

There is provision for the application form and supporting information to be provided in Braille, tape or large print and your response in these formats will be accepted. For further details please contact the Business Support Service Desk on 01482 333300.

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## Schools Vacancies

### **Administration & Organisation Assistant – Level 2 (CRB)\***

<b>Salary</b>	Grade 3 (Scp 11-14) £8,259-£8,815
<b>Location</b>	St Thomas More RC VA Primary School, St Thomas More Road, Elgar Road, Hull
<b>Hours</b>	25 (Term time only)
<b>Closing Date</b>	27/02/12 12:00
<b>Reference</b>	FEA S362/1060448

Required from March 2012.

OfSTED July 2011: 'In this friendly, safe and welcoming setting, pupils demonstrate good attitudes to learning and behave well. The school works effectively in partnership with others, including with parents and carers'.

We are looking for an adaptable, calm, organised person with a good sense of humour to work as a team player within our busy school office. The successful candidate will possess an NVQ Level 2 in Business & Administration or equivalent qualification. In addition, a competent level of ICT skills is essential.

We would like you to:

1. Undertake reception duties, answering general telephone and face to face enquiries.
2. Assist with pupil first aid/welfare duties, looking after sick pupils and liaising with parents.
3. Provide general clerical/administrative support (photocopying, filing, faxing, sort and distribute mail, complete standard forms and respond to routine correspondence).
4. Maintain manual and computerised records/management information systems (including daily pupil attendance records and school meals records/money).
5. Undertake word processing and other ICT based tasks and be able to operate ICT packages (word, excel, databases, spread sheets and Internet).
6. Maintain stock and supplies (including school uniform) cataloguing and distributing as required.
7. Effectively contribute to the overall ethos, work and aims of our school.

Applicants must support the Catholic ethos of the school.

An opportunity to visit the school will be available on Thursday 16 February 2012. Please telephone the school to make an appointment.

For an informal discussion about this post or to obtain an application pack, please contact Mrs K Storer (Administration Manager) at the school or to apply on line please visit [www.hullcc.gov.uk/jobs](http://www.hullcc.gov.uk/jobs)

All applications MUST be submitted on the CES Form – CVs or Hull City Council forms will not be accepted. Applications should be returned to Mrs S Wass, Headteacher at the school.

Interviews: 9 March

St Thomas More RC VA Primary School  
St Thomas More Road  
Elgar Road  
Hull  
HU4 7NP  
Headteacher: Mrs Sue Wass  
Tel: 01482 354093  
Fax: 01482 507657  
E-mail: [admin@st-thomasmore.hull.sch.uk](mailto:admin@st-thomasmore.hull.sch.uk)  
Website: [www.st-thomasmore.hull.org.uk](http://www.st-thomasmore.hull.org.uk)

An offer of employment to this post will be subject to receipt of a satisfactory disclosure from the Criminal Records Bureau.

St Thomas More RC VA Primary 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 School are fully committed to achieving fairness and equality in employment and seeks to achieve a workforce which reflects the diversity of the community it serves.

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## **Teaching Assistant – Level 4 (CRB)\***

<b>Salary</b>	Grade 7 (Scp 27-30) £14,788-£16,408
<b>Location</b>	St Thomas More RC VA Primary School, St Thomas More Road, Elgar Road, Hull
<b>Hours</b>	27.5 (Term time only + 5 training days)
<b>Closing Date</b>	27/02/12 12:00
<b>Reference</b>	FEA S361/1027087

Required from March 2012.

OfSTED July 2011: 'In this friendly, safe and welcoming setting, pupils demonstrate good attitudes to learning and behave well. The school works effectively in partnership with others, including with parents and carers'.

We are looking for an enthusiastic and caring Level 4 practitioner to work with groups of pupils in Foundation Stage, Key Stages 1 and 2 and to provide PPA cover for the class teachers of Years 4 and 6.

We would like you to:

1. Have the ability to assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning.
2. Be able to establish productive working relationships with pupils, act as a role model, set high expectations, promote independence and recognise/reward achievement of self-reliance.
3. Deliver learning activities to pupils within an agreed system of supervision, adjusting activities according to pupil responses/needs.
4. Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence.
5. Be able to use ICT effectively to support learning activities and develop pupils' competence in its use.
6. Effectively contribute to the overall ethos, work and aims of our school.

An opportunity to visit the school will be available on Thursday 16 February 2012. Please telephone the school to make an appointment.

For an informal discussion about this post or to obtain an application pack, please contact Mrs K Storer (Administration Manager) at the school or to apply on line please visit [www.hullcc.gov.uk/jobs](http://www.hullcc.gov.uk/jobs)

All applications MUST be submitted on the CES Form – CVs or Hull City Council forms will not be accepted. Applications should be returned to Mrs S Wass, Headteacher at the school.

Interviews: 9 March

St Thomas More RC VA Primary School

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St Thomas More Road  
Elgar Road  
Hull  
HU4 7NP  
Headteacher: Mrs Sue Wass  
Tel: 01482 354093  
Fax: 01482 507657  
E-mail: [admin@st-thomasmore.hull.sch.uk](mailto:admin@st-thomasmore.hull.sch.uk)  
Website: [www.st-thomasmore.hull.org.uk](http://www.st-thomasmore.hull.org.uk)

An offer of employment to this post will be subject to receipt of a satisfactory disclosure from the Criminal Records Bureau.

St Thomas More RC VA Primary 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 School are fully committed to achieving fairness and equality in employment and seeks to achieve a workforce which reflects the diversity of the community it serves.

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## **Teaching Assistant Level 2 (CRB)\***

<b>Salary</b>	Grade 4 (Scp 15-18) £10,440-£11,160
<b>Location</b>	Northcott Special School, Dulverton Close, Bransholme, Hull
<b>Hours</b>	29
<b>Closing Date</b>	16/02/12 15:00
<b>Reference</b>	FEA S358/1020884

Fixed term contract for 1 year.

Northcott is a Specialist School for Communication and Interaction. It is a special co-educational day school for pupils aged 5 – 16 years. We have a small specialist Autistic Provision while the greater part of the school provides a Protective Environment for pupils with communication, social and emotional difficulties, medical problems and sensory impairments.

A Teaching Assistant Level 2 is required to work within the specialist Autistic Provision from 17 April 2012.

Normal hours are from 8.50 am to 3.35 pm with an hour for lunch. It would be helpful if the successful candidate also undertook lunchtime supervisory work for 2.5 hours per week.

The school is committed to safe recruitment practices. This post is not open to job share.

For further details and to apply online, please visit [www.hullcc.gov.uk/jobs](http://www.hullcc.gov.uk/jobs)

All completed application forms must be returned to the school.

Interviews: 9 March

Northcott Special School  
Dulverton Close  
Bransholme  
Hull  
HU7 4EL  
Headteacher: Mrs Gillian Volans  
Tel: 01482 825311  
Fax: 01482 822253  
E-mail: [admin@northcott.hull.sch.uk](mailto:admin@northcott.hull.sch.uk)  
Website: [www.northcottschool.org.uk](http://www.northcottschool.org.uk)

Any offer of employment to the above post will be subject to receipt of a satisfactory disclosure from the Criminal Records Bureau.

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

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## **Teaching Support Assistant Level B (CRB)\***

<b>Salary</b>	Grade 4 (Scp 15-18) £6,299 - £6,734
<b>Location</b>	Alderman Cogan's CE Primary School, Whitworth Street, Hull
<b>Hours</b>	17 hours 30 minutes
<b>Closing Date</b>	10/02/12 15:00
<b>Reference</b>	FEA S360/1027102

Fixed Term until July 2012.

Required as soon as possible, a Teaching Support Assistant for 17.5 hours per week, term time only until July 2012, supporting a child with specific needs.

The successful candidate must be able to support the Christian ethos of the school. Application forms and further information are available from the school. For further details and to apply online, please visit [www.hullcc.gov.uk/jobs](http://www.hullcc.gov.uk/jobs)

All completed application forms must be returned to the school.

Interviews: 17 February

Alderman Cogan's CE Primary School  
Whitworth Street  
Hull  
HU9 3HJ  
Headteacher: Mrs Jeanette Sutherland  
Tel: 01482 376203  
Fax: 01482 783654  
E-mail: [admin@aldermancogan.hull.sch.uk](mailto:admin@aldermancogan.hull.sch.uk)  
Website: [www.aldermancogan.co.uk](http://www.aldermancogan.co.uk)

Any offer of employment to this post will be subject to receipt of a satisfactory enhanced disclosure from the Criminal Records Bureau.

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.

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## **Class Teacher (CRB)\***

<b>Salary</b>	MPS
<b>Location</b>	St Charles RC Primary School, Norfolk Street, Hull
<b>Hours</b>	Full Time
<b>Closing Date</b>	06/03/12 12:00
<b>Reference</b>	FEA T436/1023592

Required for September 2012.

The Governors are seeking to appoint an excellent classroom practitioner. The post is open to both experienced teachers and NQTs.

Applications are invited from enthusiastic teachers who would be committed to supporting the strong Catholic ethos of our school and ensuring that our children make excellent progress.

For further details please visit [www.hullcc.gov.uk/jobs](http://www.hullcc.gov.uk/jobs) or contact the Headteacher by telephone or email.

Visits to the school are warmly welcomed and encouraged by contacting the Headteacher.

Dates for these will be:-

29 February, 3.45pm  
1 March am or 3.00pm – 4.30pm  
2 March 2.00pm – 4.30pm

All application forms must be completed on a CES Form and returned to the school directly.

Shortlisting: 6 March  
Interviews: 14 March

St Charles RC Primary School  
Norfolk Street  
Hull  
HU2 9AA  
Headteacher: Lynda Hoyle  
Tel: 01482 326610  
Fax: 01482 326610  
E-mail: [admin@st-charles.hull.sch.uk](mailto:admin@st-charles.hull.sch.uk)  
Website: [www.st-charlesprimaryschool.co.uk](http://www.st-charlesprimaryschool.co.uk)

Any offer of employment to the above post will be subject to receipt of a satisfactory disclosure from the Criminal Records Bureau.

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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.

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## **Class Teacher (CRB)\***

<b>Salary</b>	MPS
<b>Location</b>	St. Andrew's C.E. Primary School, Grandale, Sutton Park, Hull
<b>Hours</b>	Full Time
<b>Closing Date</b>	24/02/12 16:30
<b>Reference</b>	XTN T437/1023516

Required from September 2011.

St. Andrew's – The 'Rainbow' School invites applicants from enthusiastic risk takers who wish to explore an exciting approach to teaching and learning based on its own 'Rainbow' Curriculum.

Experienced teachers are sought. Opportunities will be available for successful candidates to develop leadership skills.

For further details and to apply online, please visit [www.hullcc.gov.uk/jobs](http://www.hullcc.gov.uk/jobs)

All completed application forms must be returned to the school.

St. Andrew's C.E. Primary School  
Grandale  
Sutton Park  
Hull  
HU7 4BL  
Headteacher: Mr Graham Huckstep  
Tel: 01482 825659  
Fax: 01482 879540  
E-mail: [admin@standrews.hull.sch.uk](mailto:admin@standrews.hull.sch.uk)  
Website: [www.standrews.hull.sch.uk](http://www.standrews.hull.sch.uk)

Any offer of employment to the above post will be subject to satisfactory disclosure from the Criminal Records Bureau (CRB).

St. Andrew's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

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## **Child Supervisory Support Officer – Two posts (CRB)\***

<b>Salary</b>	Grade 1 (Scp 6) £6.45 per hour
<b>Location</b>	Endike Primary School, Endike Lane, Hull
<b>Hours</b>	6 hours 40 minutes
<b>Closing Date</b>	17/02/12 09:00
<b>Reference</b>	FEA S359/1021422

Required as soon as possible.

We are currently looking for 2 members of staff to join our friendly hard working team. The role of our lunchtime staff is to ensure that our children have a happy, active and safe lunchtime by supervising them in the dining hall and interacting with them on our playground.

Further information and an application form are available from [www.hullcc.gov.uk/jobs](http://www.hullcc.gov.uk/jobs) or alternatively from the school.

Visits are most welcome and encouraged.

All completed application forms must be returned to the school.

Interviews: 1 March

Endike Primary School  
Endike Lane  
Hull  
HU6 7UR  
Headteacher: Mrs L Burrows  
Tel: 01482 616461  
Fax: 01482 616460  
E-mail: [admin@endike.hull.sch.uk](mailto:admin@endike.hull.sch.uk)

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.

Any offer of employment to this post will be subject to receipt of a satisfactory disclosure from the Criminal Records Bureau.

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## **EYFS Leader (CRB)\***

<b>Salary</b>	MPS plus TLR 2a £2535 pa
<b>Location</b>	Wold Primary School, Wold Road, Hull
<b>Hours</b>	Full Time
<b>Closing Date</b>	21/02/12 16:00
<b>Reference</b>	T434/1025976

Required from 1 September 2012.

We are looking for an enthusiastic teacher to lead our Foundation Stage.

For an Application Form and to apply online please visit [www.hullcc.gov.uk/jobs](http://www.hullcc.gov.uk/jobs), contact the School Office by telephone on 01482 353259 or e-mail [AJ@WPSCH.COM](mailto:AJ@WPSCH.COM)

Visits to the school are welcome.

All completed application forms must be returned to the school.

Closing date: 21 February, 4.00pm

Wold Primary School  
Wold Road  
Hull  
HU5 5QG  
Headteacher: Mr A Jackson  
Tel: 01482 353259  
Website: [www.wpsch.com](http://www.wpsch.com)

Any offer of employment to the above post will be subject to receipt of a satisfactory disclosure from the Criminal Records Bureau.

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

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## **Key Stage 2 Teacher (CRB)\***

<b>Salary</b>	MPS
<b>Location</b>	Adelaide Primary School, Walker Street, Hull
<b>Hours</b>	Full Time
<b>Closing Date</b>	09/03/12 16:30
<b>Reference</b>	XTN T432/1017231

Required for September 2012.

The Governors are seeking to appoint an enthusiastic and highly motivated teacher who will make a significant contribution to the leadership and development of this caring, happy and successful inner-city school.

The successful applicant will:

- Be an excellent classroom practitioner.
- Have high expectations of achievement and behaviour and be committed to continuous school improvement.
- Have the vision and motivation to inspire others, to raise standards and promote excellence.
- Have good interpersonal skills.
- Support the positive and caring ethos of the school.
- Support partnerships with staff, pupils, parents, governors and the community.

We can offer you:

- A very proud and successful inner-city school, which includes a rich diversity of cultures and languages.
- Significant leadership and CPD opportunities.
- A friendly and supportive staff.
- A friendly ethos which makes it a really attractive place to work.

Successful Ofsted – September 2009 – Outstanding outcomes for individuals and groups of pupils.

Applicant should state curriculum strengths.

Visits to the school are strongly recommended to talk to the head and staff. Please contact the school office for an appointment

To apply for this post online, please go to [www.hullcc.gov.uk/jobs](http://www.hullcc.gov.uk/jobs) or for an application pack please email [admin@adelaide.hull.sch.uk](mailto:admin@adelaide.hull.sch.uk)

Shortlisting w/c 12 March  
Interviews w/c 26 March

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Adelaide Primary School  
Walker Street  
Hull  
HU3 2RA  
Headteacher: Mr B Roberts  
Tel: 01482 223753  
Fax: 01482 322774  
E-mail: [admin@adelaide.hull.sch.uk](mailto:admin@adelaide.hull.sch.uk)

The Council is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment.

Any offer of employment to the above post will be subject to receipt of a satisfactory disclosure from the Criminal Records Bureau.

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## **Catering Manager (CRB)\***

<b>Salary</b>	Grade 6 (Scp 23-26) £17,795-£19,578
<b>Location</b>	Newland School for Girls, A Mathematics and Computing College, Cottingham Road, Hull
<b>Hours</b>	37 (Term Time only + 10 training days)
<b>Closing Date</b>	10/02/12 15:30
<b>Reference</b>	XTN S354/1039515

Required as soon as possible.

A vacancy has arisen for the post of Catering Manager. We are looking for a highly motivated, self starter to lead our catering provision. You will have some knowledge of the catering industry, possibly as a cook/chef and excellent business skills. The ability to lead and motivate a highly committed team as a result of excellent interpersonal skills is required. You will be able to create innovative and imaginative solutions to support our whole school food policy. The school is currently striving to achieve the Food for Life Partnership Gold Award.

Excellent working facilities within a friendly and caring school await the appointed person.

Informal visits are most welcome.

For further details about our school and these opportunities, please visit [www.newlandschool.co.uk](http://www.newlandschool.co.uk), [www.hullcc.gov.uk/jobs](http://www.hullcc.gov.uk/jobs) or email [jlangcaster@newland.hull.sch.uk](mailto:jlangcaster@newland.hull.sch.uk)

All completed application forms must be returned to the school.

Newland School for Girls  
A Mathematics and Computing College  
Cottingham Road  
Hull  
HU6 7RU  
Headteacher: Mrs Angela M. Martinson, M.Sc., B.Ed. (Hons)  
Tel: 01482 343098  
Fax: 01482 441416  
E-mail: [admin@newland.hull.sch.uk](mailto:admin@newland.hull.sch.uk)  
Website: [www.newlandschool.co.uk](http://www.newlandschool.co.uk)

Any offer of employment for this post will be subject to receipt of a satisfactory disclosure from the Criminal Records Bureau.

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.

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## **Site Facility Officer (CRB)\***

<b>Salary</b>	Grade 3 (Scp 11-14) £14,733-£15,725
<b>Location</b>	Bricknell Primary School, Bricknell Avenue, Hull
<b>Hours</b>	37
<b>Closing Date</b>	14/02/12 12:00
<b>Reference</b>	FEA S352/1018582

Due to the retirement of the existing post-holder, the Governing Body of Bricknell Primary School wishes to appoint a hard working, conscientious Site Facility Officer. The successful candidate will work a split shift Monday to Friday. A commitment to working overtime on a rota basis in order to cover lettings and other school requirements will be expected.

The successful candidate will be expected to complete general cleaning, caretaking, security and site maintenance and refurbishment duties at this large, busy primary school. Previous experience as a Site Facility Officer is not required as full training will be provided for the right candidate.

Please contact Mr S. Hass at the school if you wish to discuss the post further or make an appointment to visit.

For further details and to apply online please visit [www.hullcc.gov.uk/jobs](http://www.hullcc.gov.uk/jobs)

All completed application forms must be returned to the school.

Interviews: 1 March

Bricknell Primary School  
Bricknell Avenue  
Hull  
HU5 4ET  
Headteacher: Tim Attwater  
Tel: 01482 493208  
Fax: 01482 443750  
E-mail: [admin@bricknell.hull.sch.uk](mailto:admin@bricknell.hull.sch.uk)  
Website: [www.bricknellschool.co.uk](http://www.bricknellschool.co.uk)

Any offer of employment to the above post will be subject to receipt of a satisfactory disclosure from the Criminal Records Bureau.

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.

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## **Senior Site Facilities Officer (CRB)\***

<b>Salary</b>	Grade 4 (Scp 15-18) £16,054-£17,161
<b>Location</b>	Thoresby Primary School, Thoresby Street, Hull
<b>Hours</b>	37 (including school holidays)
<b>Closing Date</b>	10/02/12 09:00
<b>Reference</b>	S353/1025390

Required from April 2012.

We are seeking to appoint an enthusiastic individual to be responsible for all aspects of site provision. The post includes line management of cleaning staff, monitoring the effective provision of utilities and support services, routine maintenance and repair, ensuring the site is safe and secure at all times and working with children. At times there may be emergency call outs that are out of hours.

Visits to the school are warmly welcomed and encouraged.

Application packs are available from the Headteacher, Mrs Melissa Milner.

For further details and to apply online, please visit [www.hullcc.gov.uk/jobs](http://www.hullcc.gov.uk/jobs)

All completed application forms must be returned to the school.

Thoresby Primary School  
Thoresby Street  
Hull  
HU5 3RG  
Tel: 01482 342972  
Fax: 01482 492213  
E-mail: [admin@thoresby.hull.sch.uk](mailto:admin@thoresby.hull.sch.uk)  
Website: [www.thoresby.hull.sch.uk](http://www.thoresby.hull.sch.uk)

Any offer of employment to the above post will be subject to receipt of a satisfactory disclosure from the Criminal Records Bureau.

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.

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## **School Cleaning Operative (CRB)\***

<b>Salary</b>	Grade 1 (Scp 6) £5,400
<b>Location</b>	Thoresby Primary School, Thoresby Street, Hull
<b>Hours</b>	16 (including school holidays)
<b>Closing Date</b>	10/02/12 09:00
<b>Reference</b>	FEA S351/1060391

Fixed Term for one year.

Required from April 2012.

We are seeking to appoint a motivated, hard working and capable individual to join our cleaning team. Visits to the school are warmly welcomed and encouraged.

For further information or an application pack please contact the Headteacher, Mrs Melissa Milner or visit [www.hullcc.gov.uk/jobs](http://www.hullcc.gov.uk/jobs)

All completed application forms must be returned to the school.

Thoresby Primary School  
Thoresby Street  
Hull  
HU5 3RG  
Tel: 01482 342972  
Fax: 01482 492213  
E-mail: [admin@thoresby.hull.sch.uk](mailto:admin@thoresby.hull.sch.uk)  
Website: [www.thoresby.hull.sch.uk](http://www.thoresby.hull.sch.uk)

Any offer of employment to the above post will be subject to receipt of a satisfactory disclosure from the Criminal Records Bureau.

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.

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## **Teaching Assistant Level 2 (CRB)\***

<b>Salary</b>	Grade 4 (SCP15-18) £5399 - £5772
<b>Location</b>	St Vincent's RC Primary School, Queens Road, Hull
<b>Hours</b>	15 (mornings)
<b>Closing Date</b>	14/02/12 17:00
<b>Reference</b>	XTN S355/1024549

Fixed Term – To start as soon as possible and continue until the child leaves the school or the needs of the child change.

We are looking to appoint a teaching assistant to provide 1:1 support for a child with a statement for speech, language and communication.

The successful applicant will need to liaise closely with the SENCo and the Speech and Language Service.

For further details please visit [www.hullcc.gov.uk/jobs](http://www.hullcc.gov.uk/jobs) or contact the Headteacher by telephone or email. Visits to the school are welcomed and encouraged. To arrange a visit to the school please contact the Headteacher.

All completed application forms must be returned to the school.

Interviews: 7 March

St Vincent's RC Primary School  
Queens Road  
Hull  
HU5 2QR  
Tel: 01482 342645  
Fax: 01482 342462  
Headteacher: Mrs Veronica Evans  
E-mail: [head@st-vincent.hull.sch.uk](mailto:head@st-vincent.hull.sch.uk)

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.

Appointment is subject to an Enhanced Disclosure Application to the Criminal Records Bureau

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## **Administration & Organisation Assistant Level 2 (CRB)\***

<b>Salary</b>	Grade 3 (SCP 11-14) £11,019 - £11,761
<b>Location</b>	St Vincent's RC Primary School, Queens Road, Hull
<b>Hours</b>	32.5 (Term Time only + 5 Training Days)
<b>Closing Date</b>	17/02/12 12:00
<b>Reference</b>	XTN S356/AdminL2

The Governors are seeking to appoint an administration and organisation assistant to provide support in a busy office.

The successful applicant should have:

- A good knowledge of ICT packages and Microsoft Office
- Excellent organisational, communication and interpersonal skills
- Experience of working in a school and using SIMS software is desirable, although training will be provided
- The ability to work in a calm and professional manner.

For further details please visit [www.hullcc.gov.uk/jobs](http://www.hullcc.gov.uk/jobs) or contact the Headteacher by telephone or email. Visits to the school are welcomed and encouraged. To arrange a visit to the school please contact the Headteacher.

All completed application forms must be returned to the school.

Shortlisting: 28 February

Interviews: 13 March

St Vincent's RC Primary School  
Queens Road  
Hull  
HU5 2QR  
Headteacher: Mrs Veronica Evans  
Tel: 01482 342645  
Fax: 01482 342462  
E-mail: [head@st-vincent.sch.uk](mailto:head@st-vincent.sch.uk)

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.

Appointment is subject to an Enhanced Disclosure Application to the Criminal Records Bureau.

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## **Class Teacher – Foundation Stage 2 (CRB)\***

<b>Salary</b>	MPS
<b>Location</b>	Parkstone Primary School, Parkstone Road, Hull
<b>Hours</b>	Full Time
<b>Closing Date</b>	13/02/12 15:30
<b>Reference</b>	FEA T433/1021099

Fixed Term to cover maternity leave.

Required from 16 April 2012.

We are particularly interested in candidates who have some Early Years training or experience if possible.

OfSTED (February 2010) commented:

‘The school’s strength lies in the good quality care it provides for all pupils.’

‘Parents are very supportive and appreciative of the school.’

‘Pupils’ behaviour in lessons and around the school is outstanding.’

Prospective candidates are invited to arrange an informal visit to the school.

Please contact the school’s admin office on the number below to arrange a visit.

Applications and further details are available from the school by emailing [admin@parkstone.hull.sch.uk](mailto:admin@parkstone.hull.sch.uk) or alternatively to apply online, please visit: [www.hullcc.gov.uk/jobs](http://www.hullcc.gov.uk/jobs)

All completed application forms must be returned to the school.

Parkstone Primary School  
Parkstone Road  
Hull  
HU6 7DE  
Headteacher: Miss C Smith  
Tel: 01482 854554  
Fax: 01482 801325  
E-mail: [admin@parkstone.hull.sch.uk](mailto:admin@parkstone.hull.sch.uk)

Interviews: w/c 27 February

Any offer of employment to the above post will be subject to receipt of a satisfactory disclosure from the Criminal Records Bureau.

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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.

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## **Deputy Headteacher (CRB)\***

<b>Salary</b>	Group 2 ISR: L8 – L12 £44 525 - £49 130
<b>Location</b>	Endsleigh Holy Child RC Primary School, Inglemire Avenue, Hull
<b>Hours</b>	Full Time (open to Job Share)
<b>Closing Date</b>	16/02/12 12:00
<b>Reference</b>	XTN T423/1021470

Required for 1 September 2012.

Following the promotion of our Deputy Headteacher, the Governors are seeking to appoint an enthusiastic, inspirational and committed Catholic teacher to the post of Deputy Headteacher.

We are looking for a person who:

- Is a practising Catholic with a strong vision for Catholic education.
- Is an exemplary classroom practitioner with high expectations of children's attainment and behaviour.
- Has the skills to lead, motivate and inspire.
- Has proven ability in raising standards and a commitment to continuous school improvement.

In return the school can offer:

- Wonderful children who love learning.
- Supportive Governors, parents and parishes.
- Hard working and committed staff.
- Excellent opportunities for professional development within a popular and over-subscribed school.

Visits to the school are warmly welcomed, by arrangement with the Head.

The post is currently being carried out by our Acting Deputy Headteacher on a part-time (0.8 fte) basis. For this reason, the governors are willing to consider applications on a job share/part time arrangement. Full time applications will also be considered.

Application forms and further details are available from the school or alternatively, to apply online, please visit [www.hullcc.gov.uk/jobs](http://www.hullcc.gov.uk/jobs)

All completed Application Forms must be returned to the School.

Interviews: 15 March

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Endsleigh Holy Child RC Primary School  
Inglemire Avenue  
Hull  
HU6 7TE  
Headteacher: Mr M Harrington  
Tel: 01482 853203  
Fax: 01482 851102  
Email: [admin@endsleigh.hull.sch.uk](mailto:admin@endsleigh.hull.sch.uk)

Endsleigh Holy Child RC (VA) Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Any offer of employment will be subject to the receipt of an enhanced disclosure from the CRB.

New appointees will be required to sign a Catholic Education Service contract.

An equal opportunity employer.

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## **Headteacher – Westcott (CRB)\***

<b>Salary</b>	Group 2 ISR L12 – 18 £49,130 - £56,950
<b>Location</b>	Westcott Primary School, Westcott Street, Hull
<b>Hours</b>	100%
<b>Closing Date</b>	10/02/12 12:05
<b>Reference</b>	FEA

Required for September 2012.

Ofsted (October 2011) said the school has, "a clear understanding of what needs to be done and how it will be achieved" and noted, "the robustness of monitoring and evaluation throughout the school" and the, "good capacity to improve".

The Interim Education Board is seeking to appoint an inspirational leader with a strong track record of senior leadership who can continue the strong momentum for change.

The successful candidate will:

- Put Pupils' development and achievement at the heart of everything.
- Demonstrate exemplary leadership, interpersonal and organisational skills.
- Have the ability to build strong relationships with the children and the community.

We will provide:

- Confident, happy and hardworking pupils who are eager to learn and well behaved.
- Staff who are committed to school improvement.
- A secure, caring and inclusive environment for pupils.
- A supportive and focused Interim Education Board.

Visits by appointment are strongly recommended please contact the school direct.

For further information and an application pack please contact Tina Weedon on 01482 616603, email [HeadteacherPack@hullcc.gov.uk](mailto:HeadteacherPack@hullcc.gov.uk) or visit online [www.teachinhull.co.uk](http://www.teachinhull.co.uk), [www.schoolsrecruitment.education.gov.uk](http://www.schoolsrecruitment.education.gov.uk)

Shortlisted candidates will be contacted after the 17 February 2012. Assessment and interview dates 8 and 9 March 2012.

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Westcott Primary School  
Westcott Street  
Hull  
Telephone: 01482 783576  
Email: [admin@westcott.hull.sch.uk](mailto:admin@westcott.hull.sch.uk)  
Website: [www.westcott.hull.sch.uk](http://www.westcott.hull.sch.uk)

Westcott Primary School is committed to safeguarding and promoting the welfare of children and expects everyone involved to share the same commitment.

Any offer of employment will be subject to an enhanced disclosure from the CRB.

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## Council Vacancies

### Corporate Planning and Finance

#### **Extra Care PFI Finance Manager\***

<b>Salary</b>	Grade 12 (Scp 50-53) £42,066-£45,217
<b>Location</b>	Brunswick House, Treasury Building, Hull
<b>Hours</b>	37
<b>Closing Date</b>	14/02/12 17:00
<b>Reference</b>	XTN 1060328

Fixed term for the duration of the Extra Care PFI Scheme until approximately April 2014.

We are looking for an experienced finance professional to support our exciting Extra Care PFI project. The Outline Business Case has been approved and the project is about to commence the procurement phase. We have had £84m in PFI credits awarded to build new 215 units.

We are looking for a qualified accountant to provide detailed financial input to this project, leading the provision of strategic financial support and guidance working alongside other project professional leads to provide integrated solutions to issues to deliver the objectives and priorities of the project, more details of which can be found at [www.hullcc.gov.uk](http://www.hullcc.gov.uk) , Health and Social Care > Adult Social Care > Support to stay at home > More information about housing options for older or disabled people > More information about extra care housing.

You will lead the financial aspects of the PFI project including;

- Creating & maintaining financial models.
- Ad-hoc financial analysis.
- Project planning.
- Risk analysis and quantification.
- Bidder negotiation.
- Report writing – financial analysis for Council/Cabinet and other reports.
- Compilation of the financial aspects of the business case (Approval Business Case, Confirmation Business Case or equivalents) or any other documentation required by the project & you will liaise with Deloitte, the external financial advisors to the project.

Please note this is a politically restricted post in accordance with the Local Government and Housing Act 1989.

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Unfortunately we are unable to accept applications from any employees who have recently left Hull City Council under the Early Termination of Employment Scheme. Those that left under this scheme are not eligible for re-employment by the Council for a period of 5 years from the date of leaving.

In order to avoid discrimination, the Council does not accept CVs either on their own or accompanied by a partly completed application form.

Shortlisting: 16 February  
Interviews: w/c 27 February

For an informal discussion please contact Graeme Smith 01482 613081.

Applicants are encouraged to apply for vacancies electronically. Alternatively please telephone 01482 300300 for application details. The opening hours are Monday – Friday 8.00am until 7.00pm and Saturday 9.00am until 1.00pm. Please quote the reference number, job title and closing date when requesting an application pack.

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## Customer Services

### **Casual Registration Officer\***

<b>Salary</b>	Grade 4 (Scp 15) £8.32 per hour
<b>Location</b>	Register Office, Wilson Centre, Alfred Gelder Street, Hull
<b>Hours</b>	As & when required
<b>Closing Date</b>	13/02/12 17:00
<b>Reference</b>	FEA 1060417

As Casual Registration Officer you will join a pool of staff called on to provide staffing cover as and when required to conduct and register marriages and other civil ceremonies.

You will attend ceremonies at both our approved ceremony in the Guildhall and at other approved venues across the city. Typically you will meet and greet wedding parties and ensure their needs are catered for before attending the ceremony itself to either register or conduct the ceremony.

You will be required to perform the necessary checks prior to the event, ensuring all details are legally correct on the day of the ceremony, recording the entry into the marriage register and preparing certificates for the ceremonies you attend.

You will conduct marriage ceremonies and other civil ceremonies such as Civil Partnerships, Renewal of vows and Baby Naming.

The majority of ceremonies take place between Easter and October with Saturdays being very popular, but Thursdays, Fridays and Sundays can also be popular. You must be available weekends, including Sundays and Bank Holidays. Most times are prearranged but you may also be asked to work at short notice.

You must have substantial work experience of providing a professional service, dealing with customers on a face to face basis with a proven commitment to high levels of customer service.

You must be able to work on your own initiative, being assertive as necessary. Have a methodical approach to work with high attention to detail and good handwriting skills.

You must also have knowledge and experience of the Registration Service and some experience of public speaking and be able to support and mentor less experienced staff.

Unfortunately we are unable to accept applications from any employees who have recently left Hull City Council under the Early Termination of Employment Scheme. Those that left under this scheme are not eligible for re-employment by the Council for a period of 5 years from the date of leaving.

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In order to avoid discrimination, the Council does not accept CVs either on their own or accompanied by a partly completed application form.

Shortlisting: 15 February

Interviews: w/c 27 February

For an informal discussion please contact Jill Fill on 01482 248147.

Applicants are encouraged to apply for vacancies electronically. Alternatively please telephone 01482 300300 for application details. The opening hours are Monday-Friday 8.00am until 7.00pm and Saturday 9.00am until 1.00pm. Please quote the reference number, job title and closing date when requesting an application pack.

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## Customer Services

### **Casual Registration Assistant\***

<b>Salary</b>	Grade 3 (Scp 3) £7.63 per hour
<b>Location</b>	Register Office, Wilson Centre, Alfred Gelder Street, Hull
<b>Hours</b>	As & when required
<b>Closing Date</b>	13/02/12 17:00
<b>Reference</b>	FEA 1060418

As Casual Registration Assistant you will join a pool of staff called on to provide staffing cover as and when required to conduct and register marriages and other civil ceremonies.

You will attend ceremonies at both our approved ceremony in the Guildhall and at other approved venues across the city. Typically you will meet and greet wedding parties and ensure their needs are catered for before attending the ceremony itself to either register or conduct the ceremony.

You will be required to perform the necessary checks prior to the event, ensuring all details are legally correct on the day of the ceremony, recording the entry into the marriage register and prepare certificates for the ceremonies you attend.

You may be asked to conduct marriage ceremonies and other civil ceremonies such as Civil Partnerships, Renewal of vows and Baby Naming.

The majority of ceremonies take place between Easter and October with Saturdays being very popular, but Thursdays, Fridays and Sundays can also be popular. You must be available weekends, including Sundays and Bank Holidays. Most times are prearranged but you may also be asked to work at short notice.

You must have substantial work experience of providing a professional service, dealing with customers on a face to face basis with a proven commitment to high levels of customer service.

You must be able to work on your own initiative, being assertive as necessary. Have a methodical approach to work with high attention to detail and good handwriting skills.

Unfortunately we are unable to accept applications from any employees who have recently left Hull City Council under the Early Termination of Employment Scheme. Those that left under this scheme are not eligible for re-employment by the Council for a period of 5 years from the date of leaving.

In order to avoid discrimination, the Council does not accept CVs either on their own or accompanied by a partly completed application form.

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Shortlisting: 15 February  
Interviews: w/c 27 February

For an informal discussion please contact Jill Fill on 01482 248147.

Applicants are encouraged to apply for vacancies electronically. Alternatively please telephone 01482 300300 for application details. The opening hours are Monday-Friday 8.00am until 7.00pm and Saturday 9.00am until 1.00pm. Please quote the reference number, job title and closing date when requesting an application pack.

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## CYPS - Localities & Learning

### **Casual ESOL Tutor (CRB)\***

<b>Salary</b>	ACL (1-3) £22.77 to £26.52 per hour dependent upon qualifications and experience (Inclusive of marking and preparation time)
<b>Location</b>	Various Centres across Hull
<b>Hours</b>	As & when required
<b>Closing Date</b>	20/02/12 17:00
<b>Reference</b>	FEA 1058846

We require an ESOL Tutor for our casual pool to teach a range of accredited programmes.

We require Tutors with a teaching qualification and prior experience of teaching ESOL. Tutors are expected to undertake preparation and assessment activities as part of their teaching allocation.

Tutors are required to adhere to service policies, quality improvement processes, undertake training, as appropriate, and attend meetings as required.

Classes are day time and evening within Hull Adult Education Centres and community venues across the city.

Unfortunately we are unable to accept applications from any employees who have recently left Hull City Council under the Early Termination of Employment Scheme. Those that left under this scheme are not eligible for re-employment by the Council for a period of 5 years from the date of leaving.

In order to avoid discrimination, the Council does not accept CVs either on their own or accompanied by a partly completed application form.

Shortlisting: 22 February  
Interviews: w/c 5 March

For an informal discussion please contact Judith Gilbert on 01482 331680.

Applicants are encouraged to apply for vacancies electronically. Alternatively please telephone 01482 300300 for application details. The opening hours are Monday-Friday 8.00am until 7.00pm and Saturday 9.00am until 1.00pm. Please quote the reference number, job title and closing date when requesting an application pack.

Any offer of employment to this post will be subject to a satisfactory disclosure from the Criminal Records Bureau.

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

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## Economic Development & Regeneration

### **Catering Assistant (CRB)\***

<b>Salary</b>	Grade 2 (Scp 7-10) £5,875-£6,374
<b>Location</b>	Woodford Leisure Centre, Holderness Road, Hull
<b>Hours</b>	17
<b>Closing Date</b>	13/02/12 17:00
<b>Reference</b>	FEA 1054308
<b>Allowances</b>	Shift, unsocial and weekend rates may apply

We are seeking to appoint as soon as possible a well organised individual with the skills to provide an effective catering service for customers.

You will be responsible for the security of all cash handling, stock control and keys in accordance with risk management procedures.

Part of your role will be to effectively carry out cleaning tasks in accordance with procedures and COSHH regulations to maintain a high level of hygiene, facility presentation and customer satisfaction.

A degree of flexibility is required in this role as you will need to cover for holidays and absence.

Unfortunately we are unable to accept applications from any employees who have recently left Hull City Council under the Early Termination of Employment Scheme. Those that left under this scheme are not eligible for re-employment by the Council for a period of 5 years from the date of leaving.

In order to avoid discrimination, the Council does not accept CVs either on their own or accompanied by a partly completed application form.

Shortlisting: 15 February  
Interviews: w/c 20 February

For an informal discussion please contact Annie Blowman on 01482 331328.

Applicants are encouraged to apply for vacancies electronically. Alternatively please telephone 01482 300300 for application details. The opening hours are Monday – Friday 8.00am until 7.00pm and Saturday 9.00am until 1.00pm. Please quote the reference number, job title and closing date when requesting an application pack.

Any offer of employment to the above post will be subject to receipt of a satisfactory disclosure from the Criminal Records Bureau.

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

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## Social Care

### **OPMH Care Worker (CRB)\***

<b>Salary</b>	Grade 4 (Scp 15-18) £13,884-£14,841
<b>Location</b>	Older People's Mental Health, Alderson Resource Centre, Linnaeus Street, Hull
<b>Hours</b>	32
<b>Closing Date</b>	13/02/12 17:00
<b>Reference</b>	FEA 1059056
<b>Allowances</b>	Two increments for weekend working where applicable

You will be community based and work both in a residential setting providing high quality assistance to residents with dementia who need extra assessment and support. You will also work in clients with dementia's own homes supporting them to live independently for as long as possible.

The main purpose of the role is to provide care and support to meet individual's physical, emotional and social needs based on their individual support plan.

You must have direct experience of caring for vulnerable adults either in a paid or voluntary setting.

You must have good communication skills and have the ability to listen and act on individual's needs and preferences to be able to provide best support.

You must be able to appreciate the difficulties faced by the customer groups and be able to demonstrate sensitivity, dignity and respect when dealing with complex situations.

You must be flexible and able to work to a rota which includes evenings, weekends and bank holidays.

An NVQ level 2 in care/promoting independence (or equivalent) is essential (or the ability and willingness to achieve within 12 months).

Unfortunately we are unable to accept applications from any employees who have recently left Hull City Council under the Early Termination of Employment Scheme. Those that left under this scheme are not eligible for re-employment by the Council for a period of 5 years from the date of leaving.

In order to avoid discrimination, the Council does not accept CVs either on their own or accompanied by a partly completed application form.

Shortlisting: 15 February  
Interviews: w/c 27 February

For an informal discussion please contact either Louise Eastwood or Chris Ketch on 01482 585166.

Applicants are encouraged to apply for vacancies electronically. Alternatively please telephone 01482 300300 for application details. The opening hours are Monday-Friday 8.00am until 7.00pm and Saturday 9.00am until 1.00pm. Please quote the reference number, job title and closing date when requesting an application pack.

Any offer of employment to the above post will be subject to receipt of a satisfactory disclosure from the Criminal Records Bureau.

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

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## Social Care

### **Home Care Assistant – Twenty Two posts (CRB)\***

<b>Salary</b>	Grade 3 (Scp 11-14) £14,733-£15,725 pro rata
<b>Location</b>	Citywide, Hull
<b>Hours</b>	3 x 24hrs (Days), 7 x 20hrs (Days), 7 x 16hrs (Days), 4 x 24hrs (Nights), 1 x 16hrs (Nights)
<b>Closing Date</b>	20/02/12 17:00
<b>Reference</b>	FEA 1060400

Fixed Term until 31 March 2013 due to funding.

The Hull Community Support/Reablement Team is a service to enable people to remain in their own homes.

As a Home Care Assistant you would be supporting people to live independently in their own home by supporting and wherever assisting with personal care, support with finances, shop calls and medication, ultimately empowering people to be independent.

We would welcome applications from people who are keen to develop their skills in the care of adults with physical or mental health disabilities.

You must have direct experience in caring for vulnerable or frail adults. This experience providing practical care to others could have been acquired in paid or voluntary work. Desirably, you will be confident to work alone or as part of a team. You must have good communication skills, both written and verbal to be able to give and receive information relating to our customers. This will include keeping records up to date about their care.

An NVQ Level 2 in Care or similar award or a willingness to achieve this within 2 years from the date of employment in the Care Services is essential.

Unfortunately we are unable to accept applications from any employees who have recently left Hull City Council under the Early Termination of Employment Scheme. Those that left under this scheme are not eligible for re-employment by the Council for a period of 5 years from the date of leaving.

In order to avoid discrimination, the Council does not accept CVs either on their own or accompanied by a partly completed application form.

Shortlisting: 22 February  
Interviews: w/c 12 March

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For an informal discussion please contact either Geoff Clarkson or Debbie Stevenson on 01482 826199.

Applicants are encouraged to apply for vacancies electronically. Alternatively please telephone 01482 300300 for application details. The opening hours are Monday-Friday 8.00am until 7.00pm and Saturday 9.00am until 1.00pm. Please quote the reference number, job title and closing date when requesting an application pack.

Any offer of employment to the above post will be subject to receipt of a satisfactory disclosure from the Criminal Records Bureau.

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

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## Social Care

### **Home Care Organiser (Days) – Two posts (CRB)\***

<b>Salary</b>	Grade 6 (Scp 23-26) £20,198-£22,221 pro rata
<b>Location</b>	Citywide, Hull
<b>Hours</b>	1 x 20, 1 x 16
<b>Closing Date</b>	20/02/12 17:00
<b>Reference</b>	FEA 1060392, 1060427
<b>Allowances</b>	Weekend enhancement where applicable

Fixed Term until 31 March 2013 due to funding.

You will assist in the delivery of an In-House Home Care Service providing short-term practical care and support to individuals in their own homes through the night. The Home Care Service will support the completion of community care assessments and effective care planning to meet individual need, promoting and maintaining independence enabling people to remain in their own homes. You will work in partnership with other agencies to ensure services are delivered in accordance with Commission for Social Care Inspection requirements and support National Strategic Frameworks and local objectives for performance.

The postholder will be required to:

1. Manage a group of home care staff and a range of resources, including managing the office location to achieve a co-ordinated and efficient service.
  2. Organise and prioritise the work of the home care team to provide flexible home care services to meet the assessed needs of service users.
  3. Play a lead role in the induction of new staff to the home care service. Contributing towards staff assessment including NVQ.
  4. Assist in the supervision of staff and identification of their training needs in order to maintain a well trained, motivated workforce.
  5. Assist the Home Care Manager to maintain up-to-date records on service users as set out in National Minimum Domiciliary Care Standards and SSD Policy and Procedures including initial contacts and monitoring of service s for reviews of which to attend.
  6. Assist the Home Care Manager to maintain up-to-date records on service users as set out in National Minimum Domiciliary Care Standards and SSD Policy and Procedures including initial contacts and monitoring of service s for reviews of which to attend.
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Unfortunately we are unable to accept applications from any employees who have recently left Hull City Council under the Early Termination of Employment Scheme. Those that left under this scheme are not eligible for re-employment by the Council for a period of 5 years from the date of leaving.

In order to avoid discrimination, the Council does not accept CVs either on their own or accompanied by a partly completed application form.

Shortlisting: 22 February  
Interviews: w/c 12 March

For an informal discussion please contact either Geoff Clarkson or Debbie Stevenson on 01482 826199.

Applicants are encouraged to apply for vacancies electronically. Alternatively please telephone 01482 300300 for application details. The opening hours are Monday-Friday 8.00am until 7.00pm and Saturday 9.00am until 1.00pm. Please quote the reference number, job title and closing date when requesting an application pack.

Any offer of employment to the above post will be subject to receipt of a satisfactory disclosure from the Criminal Records Bureau.

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

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