Vacancy Bulletin

Thursday 29th September 2016

We value equality because quality services need the best people - from the whole community.

www.luton.gov.uk
To apply online visit www.luton.gov.uk/jobs

**Benefits:** We offer excellent holiday entitlement, Local Government final salary pension scheme, discounts on a huge range of goods and services and flexible working arrangements that includes a flexi leave scheme, homeworking and maternity and paternity benefits.

Some full time posts are available for job share.

Our employees are our greatest asset and we are committed to their training and development.

**How to apply:** So if you would like to join a great organisation where you can make a difference to the town of Luton please visit our website www.luton.gov.uk/jobs or e-mail: jobs@luton.gov.uk or phone (01582) 546621.

Please refer to individual school adverts for details on how to apply for school-based roles.

We operate a guaranteed interview scheme for Council roles. Candidates with a disability, who are judged to meet the essential criteria, will be guaranteed an interview. This does not apply for roles based in schools.

CVs will not be accepted for any posts based in schools.

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

Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Criminal Records Bureau.
**Teaching Vacancies**

**Surrey Street Primary School**
Cutenhoe Community Learning Park, Cutenhoe Road, Luton LU1 3NJ

**Class Teacher for Year 6**

Vacancy ID: 105462

**MPR/UPR**
**Full time**

Required for January 2017

Looking for a new challenge in an expanding school where you can really make a difference?

We are looking for:
- excellent classroom practice
- high expectations of pupil achievement and behaviour
- a passion to be part of the 'Surrey Street Family'.

Look at our website to see what we mean!

We are a friendly, inclusive school. OFSTED (January 2015) said:
- the school has a happy one where pupils from many different cultures and backgrounds work and play together in harmony
- pupils have positive attitudes to learning, behave well and feel safe
- the curriculum gives pupils a varied range of experiences that contribute strongly to their spiritual, moral, social and cultural development.

Our playground has to be seen to be believed! Visits to the school are encouraged. Please phone Miss Cook on 01582 748813 to make an appointment.

Please visit our website www.surreystreetprimary.com to download an application form or email pa@surreystreetprimary.net.

**Closing date: Friday 7th October 2016**

**Interview date: Friday 14th October 2016**

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**Wauluds Primary School, Wauluds Bank Drive, Luton LU3 3LZ**

**Nursery School Teacher**

Vacancy ID: 105517

**MPR/UPR**
**Full time**

Your role will be to assist the Headteacher and EYFS Leader in establishing effective teaching at the nursery.

You will:
- have a full teaching commitment
- take responsibility for the welfare and safety of all the children in our nursery
- promote positive behaviour from children and to assist in establishing good standards of behaviour throughout the nursery
- take responsibility for the management of other adults in the classroom.

For further details and an application form please contact the school office at Wauluds Primary School, 01582 593469 or email admin@wauludprimary.co.uk

**Closing date: Sunday 16th October 2016**

**Interview date: Thursday 20th October 2016**

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**School Support Vacancies**

**Caddington Village School**
Five Oaks, Caddington, Luton LU1 4JD

**Learning Support Assistant**

Vacancy ID: 105520

**£10,710 - £11,379 p.a.**

**30 hours per week, term-time, plus 5 days**

**Fixed term to 31st August 2017**

Required immediately

Hours available: Monday – Friday 9am – 3.30pm

We are looking to appoint a suitably skilled, caring and enthusiastic person to join our friendly and dedicated team. The successful candidate will be supporting a child with educational and medical needs on a 1:1 basis within a classroom environment.

In addition, some small group intervention support and assisting children who have additional educational and medical needs may be required.

The successful candidate will either have experience or be willing to learn how to administer medical assistance, demonstrate excellent interpersonal and communication skills, work as part of a team and also be able to use their own initiative.

**SEND Administrator/Family Support**

Vacancy ID: 1055521

**£7,858 - £8,383 p.a.**

**20 hours per week, term-time, plus 5 days**

Required immediately

Monday – Friday 4 hours per day. Hours to be agreed.

We are looking to appoint a suitably skilled, caring and enthusiastic staff member to join our friendly and dedicated team. The successful candidate will provide administrative and secretarial support to the SEND and pastoral staff, and will liaise closely with parents and external agencies.

The successful candidate will demonstrate excellent interpersonal and communication skills, have the ability to work as a team member and also be able to use their own initiative.

If you are interested in either of the above roles an application pack can be downloaded from our website: www.caddingtonschool.net.

For further information or to arrange a visit, please contact Miss Jones, P.A to Headteacher, in the first instance on: 01582 726058 or via email at: office@caddingtonschool.net

**Closing date for both roles: Noon on Monday 17th October 2016**

**Interview date: TBC**

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**Caddington Village School**
Five Oaks, Caddington, Luton LU1 4JD

**Midday Supervisors**

Vacancy ID: 105522

**£2,568 - £2,677 p.a.**

**7.5 hours per week, term-time, plus 5 days**

Required immediately

Hours 11.30am – 1pm

We require flexible, enthusiastic and caring people to provide full time and cover supervision for our pupils during school lunchtimes. Duties will include supervising the canteen and outdoor play areas, helping the pupils with their food and clearing away after each service.

The successful candidates will demonstrate excellent interpersonal and communication skills, have the ability to work as a team member and also be able to use their own initiative.

An application pack can be downloaded from our website: www.caddingtonschool.net.

For further information or to arrange a visit, please contact Miss Jones, P.A to Headteacher, in the first instance on: 01582 726058 or via email at: office@caddingtonschool.net

**Closing date: Monday 10th October 2016, Noon**

**Interview date: TBC**
Educational Communicator

**Vacancy ID: 105514**

£10,993 - £11,884 p.a.

27.5 hours per week, term-time, plus 5 training days
fewer working hours may be considered

We require an experienced Educational Communicator to support our HIP team in all aspects of the curriculum with deaf and hearing-impaired pupils aged 4-11 years, primarily within mainstream classes and under the direction of Teachers of the Deaf and Class teachers.

A minimum of CACDP Stage 1 British Sign Language is required. The successful candidate will be able to:

- enhance learning opportunities for hearing impaired pupils
- facilitate the intellectual and social development of hearing impaired pupils
- promote the successful inclusion of hearing impaired pupils into mainstream school life
- work with HIP and mainstream staff to increase deaf awareness
- contribute to the planning and learning for individual pupils with a hearing impairment
- work with individual pupils to support the achievement of targets in all curriculum areas
- undertake basic checking and testing of audiology equipment
- demonstrate a strong sense of teamwork.

We can offer:

- a supportive working environment with an excellent staff team
- highly inclusive practices
- commitment to the achievement of high standards
- professional development for all staff
- an exciting, enriching curriculum
- excellent resources.

For any queries not addressed on the website please contact
Elbor Brown businessman@icknield.primaryluton.co.uk
Tel: 01582 533117

Closing date: Sunday 9th October 2016
Interview date: w/c 10th October 2016

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Teaching Assistant (1)

**Vacancy ID: 105508**

£11,680 - £12,380 p.a. plus supplement to bring pay in line with the Foundation Living Wage, which is currently £8.25 per hour

32.5 hours per week, term-time only

Fixed-Term

If you are patient, resilient and organised with a passion for helping children succeed, you would be our ideal candidate. We currently have a vacant post which is linked to a statemented pupil where you would work on a 1 to 1 basis. We can also offer a more general Teaching Assistant position where you would support teaching and learning in class or in small groups. Initially offered until July 2017, the posts may be extended subject to funding.

For further details and an application form for either role please telephone school on 01582 571951 or email admin@leagraveprimary.co.uk or download from the school website.

Closing date for both roles: 11th October 2016, Midday
Interview date: w/c 31st October 2016

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Cleaner

**Vacancy ID: 105518**

£7.65 per hour which includes living wage supplement

27.5 hours per week, 50 weeks per year

Monday to Friday

Two sessions per day:
- AM session 6.45am – 9.00am (2 hours and 15 minutes per day)
- PM session 2.30pm – 5.45pm (3 hours and 15 minutes per day)

Split shift or Job share is available (Please specify your preference on application, if job share please specify AM or PM).

Reporting to the Caretaker or Site Agent you will need the ability to maintain a high standard of cleanliness to all areas of the school premises. Putteridge High School adjoins beautiful countryside on the outskirts of Luton, adjacent to the Bedfordshire/Hertfordshire border.

An application form and job description for this post can be found on our website: www.putteridgehigh.org

If you have any queries please contact Mrs L Senior, at the school on: 01582 415791 or email: LSenior@putteridge.org

Closing date: 14th October 2016
Interview date: TBC
Council Vacancies

Business Transformation Project Manager
(M3) £36,937 - £39,660 p.a. plus £3,203 car benefit pro rata
Fixed Term for 20 months
37 hours per week
Vacancy ID: 105509

As Business Transformation Project Manager you’ll be part of a professional and dynamic team at the heart of the organisation and will play a significant role in developing and implementing the LBC transformation programme.

Using your relationship management, problem solving, influencing and negotiation skills you’ll ensure projects are delivered, maintain their business focus and that risk is appropriately identified and managed. You will be given a high level of autonomy and have the ability to use your initiative to deliver both individual work programmes and that of the team.

You’ll have the opportunity to contribute to the development of trading opportunities and the generation of income and opportunities within the organisation. There is also the requirement to contribute to the development of the business case for trading opportunities in the Transformation team.

Closing date: 11th October 2016

Finance Project Lead
£36,937 - £39,660 p.a. plus £3,203 car benefit
Fixed Term - Permanent
37 hours per week
Vacancy ID: 105513

We are looking for an enthusiastic, flexible, highly effective and experienced individual to join a successful and professional team to support the Transformation & Technology teams and the Transformation programme across the organisation and also play a key role in strategic projects.

Reporting into the Chief Executives’ Directorate, the Transformation & Technology team are at the heart of supporting the organisation to deliver its ambitions, service improvements, efficiency savings, driving forward transformation and change through delivery of design of effective and efficient services, innovative and responsive IT. The service is formed by Business Intelligence, Transformation and Technology teams.

This role presents a real opportunity to use your financial expertise, work strategically across the whole organisation, to develop new skills and techniques, and the opportunity to get ‘under the bonnet’ of our savings and efficiency programme.

Please provide your current CV and supporting statement (maximum of 2 sides of A4) that outlines your demonstrable experience against the above areas.

To discuss this opportunity in confidence, please call Jayne Robinson, interim Service Director for Transformation & Technology on 01582 547952.

Closing date: 11th October 2016

Prevent Programme Support Officer
£33,106 - £36,019 p.a. pro rata
Fixed Term - 12 month contract
37 hours per week
Vacancy ID: 105510

As the Prevent Programme Support Officer you will:
• be responsible for management and implementation of designated local projects aimed to prevent extremism and radicalisation
• focus on supporting both external community organisations and individuals as well as interface with key internal departments on this agenda
• designate project management responsibilities, including contract and project management, quality assurance and project evaluation responsibilities and reporting.

In this role you will have a specific enhanced focus on social media and prevent communications support. You will also be expected to support the coordination and delivery of accredited training products such as WRAP (Workshop to Raise Awareness of Prevent) training package to Local Authority staff.

You will be expected to build up an extensive understanding of the issues and challenges in Luton. Furthermore, you will support the management of the Home Office funded Prevent programme and will report to the Prevent Coordinator.

This role may require some evening and occasional weekend working.

Due to the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences.

Closing date: 11th October 2016