



Lewisham

FOR PUBLIC DISPLAY

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JOB OPPORTUNITIES WITH LEWISHAM COUNCIL

EXTERNAL

Issue date – Wednesday 13 August 2008

(all vacancies close at midday on the date specified unless otherwise stated)

access this bulletin and apply online at
<http://www.lewisham.gov.uk>

Applications are welcome for all peoples regardless of race, sex, sexual orientation, disability, age or religion. We expect all of our employees to have an understanding of a commitment to our equal opportunities policies. The council wants to employ more disabled people and would therefore consider making adjustments to job requirements or working arrangements for a disabled candidate.

PLEASE NOTE: Any vacancy advertised in the Bulletin may be withdrawn for redeployment at any point during the selection process prior to a job offer being made.

**PLEASE ENSURE THAT THIS BULLETIN IS DISPLAYED ON ALL NOTICE
BOARDS AND DISPLAY AREAS WITHIN YOUR AREA OF WORK**



Lewisham

Facilities Assistant

£19,713 - £ 21,606 + 14% Shift Allowance (Under review, due to Single Status)

Ref: RE1084

Working 35 hours on a rotating shift. Covering from 08:00 – 23:00 hrs

You will support the client service operation in the delivery of administration and those facilities and tasks necessary to assure the effective day – to day operation of the corporate estate, including attendant and mail duties, deputising where necessary for the facilities supervisors.

You should be able to demonstrate a knowledge of services provided by the council and those directorates/departments responsible for their provision, a working knowledge of a large scale mail room and experience of providing a front line face-to-face service for a large public service organisation.

If you have excellent communication and interpersonal skills, with a flexible approach to work, are experienced at providing a customer focused responsive front line service, then we would like to hear from you.

For further details including a full job description, and to apply online, visit Lewisham.gov.uk and search under Job Ref: RE1084.

Application will be issued on the first come first serve basis. Once we have received the first hundred forms this post will be closed and this maybe ahead of the closing date given below.

Closing Date - 22 Aug 2008 12:00

Applications Support/Systems Administrator x 2 – Fixed – Term 12 Months

£32,094 - £33,777 pa (PO2)

Ref: CSD1143

The Council is entering into a period of intense activity around how it delivers its services and to support this many core ICT systems - (SharePoint, Outlook, SMaL, Meridio etc) – are being reviewed and upgraded.

During the life of the programme, initially for a period of 12 months, 2 posts are being recruited to for the support of these applications and their replacements. Core activities will include testing, user training, data integrity checking, and implementing enhancements.

These will be demanding roles, at a time of considerable change – but they won't be boring! You will need to be IT literate, have some experience in Systems administration and be able to demonstrate an understanding of the current issues facing the delivery of ICT services.

If you would like an informal discussion about the post, please contact Karen Morrison, Technology Solutions Manager on 07740 484155.

To find out more, including a full job description and person specification, please download a pack below.

Closing Date - 5 Sep 2008 12:00

Debtors Collection Officer

£24,588 - £26,025

Ref: CUS234

(Please note that this grade is subject to Officer Job Evaluation under the Councils Single Status Framework Agreement)

Do you have experience and knowledge of working in debt recovery?

We're looking for an experienced individual with the right qualities and experience to investigate and assist with the efficient and effective collection and recovery of sundry debts.

You must be able to work on your own initiative, with the ability to meet tight targets and deadlines. You should also be determined to succeed and committed to providing an excellent customer focused service.

If you have experience of working in a high pressured debt recovery environment, and have a knowledge of debt recovery processes, along with skills and qualities required to be part of a hard working conscientious, busy team, we'd like to hear from you.

Experience of Oracle, Accounts Receivable and Advanced Collections would be an advantage.

For further details including a full job description, and to apply online, visit www.lewisham.gov.uk and search under Job Ref: CUS234

Closing Date - 22 Aug 2008 12:00

Business Support Officer

£22,086 - £23,916

Ref: COM407

Based within the Crime Reduction Service, Lewisham Youth Offending Service works with young people at risk of offending and those who have offended.

We now have an opportunity for an enthusiastic, reliable and efficient administrator to support our busy team.

Candidates must have experience of providing administrative support and demonstrate that they are able to work to tight deadlines.

Good communication, organisation and IT skills are essential. The role is varied and will involve regular contact with the public.

This post is subject to a Criminal Records Bureau check.

For further details including a full job description, and to apply online, visit www.lewisham.gov.uk and search in council vacancies by the reference number COM407

Closing Date - 18 Aug 2008 12:00



Lewisham

Area Projects Officer

£24,588 - £26,025 pa

Ref: COM385

You will develop and manage a range of projects across a number of sites within Lewisham including Leisure Centres and community settings.

You should have a proven track record of achievement in a related Health and Sports Projects and Programmes environment.

You should have knowledge of different methods of Project Management, excellent communication skills, both written and verbal, possess sound knowledge and experience in the use of IT, including Microsoft Office (Word, Excel, Powerpoint), Outlook and databases. You will also be required to use the web to produce a range of reports in various formats.

If you have experience of monitoring and evaluating programmes and projects, are a good team player and can prioritise competing demands to achieve set targets then we would like to hear from you.

For further information and to apply please visit www.lewisham.gov.uk and search in council vacancies by the reference number COM385.

Interviews on 18th/19th September

Closing Date - 29 Aug 2008 12:00



Lewisham

Music Tutors

£25.52 per hour

Ref: CYS564

Lewisham music service require more staff for its ever expanding provisions. Initially staff are put on to the instrumental panel and offered work as it raises.

We are recruiting for tutors in the following areas:

- Oboe
- Flute and Clarinet
- Curriculum Teachers

We are looking for experienced teachers who are used to working with both whole class groups and smaller teaching groups. We are looking for people who are innovative and have a desire to work with children and young people of all ages and abilities. We want staff who will offer the highest quality of teaching and learning for our young people of Lewisham.

Lewisham Music Service is based at the Albany Theatre, Deptford where we run a Saturday Music Centre and evening sessions. We are teaching 2,000 pupils throughout the Borough in the schools and expanding quickly.

To find out more and apply, please visit www.lewisham.gov.uk and search in council vacancies by the reference number CYS564.

This post is subject to Criminal Records Bureau Check

Closing Date - 28 Aug 2008 12:00



Performance Management Officer – Fixed-Term until 31st March 2009

£32,094 - £33,777 p.a. pro-rata (PO2)

Ref: COM383

No one is more passionate about improvement than us. We're determined to make Lewisham a great place in London to live, work and learn. Come and make a difference to your community and your future by joining us here.

We're looking someone with excellent numerical and ICT skills, as well as a good understanding of processes to work in our Performance Unit. You'll be part of a team responsible for assessing the performance of a wide range of services, including caring for people, running libraries and adult education services and helping prevent crime. The post runs to the end of March and will provide an opportunity to find out more about these services. Internal candidates looking for a secondment would be welcomed.

To find out more, including a full job description and person specification, and to apply, please visit www.lewisham.gov.uk and search council vacancies under reference number: COM383

Interview Date: Provisionally set for week commencing, Week commencing, Monday, 1st September 2008

Closing Date - 14 Aug 2008 12:00



Lewisham

Social Worker/Senior Practitioner (Children & Young People) Child Protection

£31,320 - £36,423 pa

Ref: CYS128

Please note that our current vacancies are within the Family Support and Intervention Service and Referral and Assessment Service. Both of these areas involve child protection.

Would you like to be part of an innovative and forward thinking organisation, committed to enabling children and young people to recover, discover their potential and find a new balance in their lives?

In Lewisham we pride ourselves on working hard by providing high standards of service and always being ready for change. Our standards are high and this comes from our commitment to providing our children and young people in our community with the best care and support possible.

We have already harnessed key elements of the 'Government Change' through an integrated approach which includes involving our users, carers panels as well as strong links with other agencies to give full rein to 'partnership in action'.

Now doesn't that sound like the ideal environment to practice and develop your skills?

We are able to offer you the resources to back that commitment, which has real implications for your role as a social worker. A developing IT infrastructure, dedicated training opportunities and structured supervision from a supportive management culture means you can genuinely deliver the best in social work practice, and become a community hero too.

You should be a qualified social worker having obtained the Diploma in Social Work and be registered with the General Social Care Council (GSCC).

Closing Date - 30 Sep 2008 12:00



Lewisham

SCHOOLS

Teaching Assistant

£19,713 pro rata, term time only

Ref: CA009

Crossways Academy, Sprules Road, SE4 2NL

Crossways Academy is an exciting and successful sixth form school and invites candidates to apply for the following post.

A Teaching Assistant is required to join the Learning Enrichment Team to support the students and will need to be educated in Science and Maths at Level 3.

Temporary to permanent (Position to be reviewed after 6 months).

Deadline for Applications: 22/08/2008

Interviews: 02/09/2008

For an application pack, please visit www.crossways.ac.uk and see STAFF page.

Applications are to be submitted via email to sallen@crossways.ac.uk or by post to: Ms Sharon Allen, Crossways Academy, Sprules Road, SE4 2NL (Tel: 0207 358 2413).

Swimming Instructor

£15.61 per hour / 2 hours per week / 38 weeks per annum

Ref: EW-SI08

Edmund Waller Primary School is looking for a Swimming Instructor to deliver our swimming programme to our two Year 5 classes beginning October 2008.

If you are energetic and passionate about helping children learn to swim, why not apply for the above post?

Pool Lifeguard or Teacher Rescue Test and UKCC/ASA Level 2 Certificates in Aquatics or Swimming Teaching are essential qualifications.

Salary: £15.61 per hour

Working hours: 2 hours every Monday afternoon during the school term time

For an application pack please call:

Cory Ricketts at 170 Works on 020 7635 1315

Or e-mail jobs_170works@yahoo.co.uk

Forms to be returned to the above e-mail address or by post to

**Cory Ricketts
170 Works
137 New Cross Road
London SE14 5JD**

Closing Date - 26 Aug 2008 12:00

Play Worker

£9.50 - £11.58 per hour depending on experience and qualifications

Ref: EWSS-PW08

Edmund Waller School Services' After School Club has three vacancies for Play Workers starting in October 2008.

If you are energetic and passionate about children and their play, why not apply for one of these posts?

NVQ level 2 in Playwork or similar is preferred.

First Aid & Food Hygiene qualification desired but not essential.

Training opportunities are available.

Starting rate of pay is: £9.50 - £11.58 per hour, depending on experience and qualifications.

Working hours to be arranged (approximately 3 - 4 hours a day).

**For an application form please call Cory Ricketts at 170Works on 020 7635 1315
or email at: jobs_170works@yahoo.co.uk**

All forms must be returned to:

**Cory Ricketts
170Works
137 New Cross Road
London SE14 5JD**

Closing Date - 26 Aug 2008 12:00



Newly Qualified Teacher (NQT) database

Teachers Pay and Conditions + Inner London Allowance

Ref: NQT database

Lewisham LA

Lewisham aims high for the children and young people its schools. If you have the same kind of ambition for your career, you won't find a better place to start teaching.

- Thrive in a dynamic, forward-thinking and supportive Local Authority and be rewarded with some of the best training and support available in addition to the Inner London pay allowance

- Benefit from the sharing of expertise across schools that work together in a culture of continuous improvement and success

- Live and work in a vibrant and culturally-mixed community just 15 minutes from Central London or within easy reach of the Kent countryside

If you want to affect real change and help build something special then Lewisham schools are the place for you.

Lewisham operates a Newly Qualified Teacher database for Primary and Secondary trained teachers working towards or holding Qualified Teacher Status in the UK.

Register easily online and download our NQT leaflet at <http://jobs.lewisham.gov.uk/nqt/>

You will be asked to complete a basic profile and to attach your CV. You can update your details online at any time. Schools have online access to your information and will contact you directly if they wish to offer you an interview or request that you apply formally for a post. You will not be invited for a central Local Authority based interview.

You are also encouraged to apply directly to Lewisham schools for any posts that you see advertised.

Tel: 020 8314 7009

Closing Date - 31/08/08 23:00 PM