

Jobs Bulletin

THIS WEEK'S OPPORTUNITIES WITHIN WOKINGHAM BOROUGH COUNCIL

Apply On-line visit: **www.wokingham.gov.uk**

Simply click on the 'jobs and careers' icon

Why not check-out our On-Line Recruitment Service:

- See further job details, including job description and person specification on-line
- Complete the Application Form on-line, for some posts only your CV is required to apply
(check website for details)
 - Email either application form or cv to us at recruit@wokingham.gov.uk
- Get further information about the Council and find out more about our Services
 - See what great employment benefits are available
 - View the Jobs Bulletin on-line

Would you like to receive the Jobs Bulletin by email?

Just email us at **recruit@wokingham.gov.uk**

All school vacancies can be viewed on: **www.wokingham.gov.uk/schoolrecruitment**

**Unemployed, thinking of returning to work or need to change employment?
We can help you.**



(Registered Charity No. 1039801)

Wokingham Job Support Centre offer FREE help, advice and support, our services are for anyone living in the Wokingham Borough.

YOU CAN HAVE **FREE** ACCESS TO:

- Advisers who can help with your CV, job application forms and improve interview techniques.
- A database of job vacancies
- A career matching programme
- Photocopier telephone and fax facilities
- National/Local Newspapers
- Computers; all with Microsoft Word/ Excel and the Internet

The Cornerstone, Norreys Avenue, Wokingham RG40 1UE
Tel: 0118 9770517. Website: www.wjsc.org.uk
Monday – Friday 10a.m – 2p.m

Supported Employment Service Optalis

Support for clients, including people with substance misuse issues, who need additional support to access or maintain meaningful employment and who are covered by the disability provisions within the Equality Act. We also provide employment support to carers and some support in the workplace for people with learning disabilities and additional needs.

Employment Coaches offer guidance over 5 days a week. Access to a range of job search facilities, including workshops, careers advice, education, voluntary and training opportunities, computers, internet, newspapers, photocopier, telephone and fax.

Support for employers with regard to the disability provisions of the Equality Act and guidance on making reasonable adjustments for a potential or current employee.

Contact us on 0118 989 0500 or
[email:employmentservice@optalis.org](mailto:employmentservice@optalis.org)



WOKINGHAM IS AN EQUAL OPPORTUNITIES EMPLOYER



**WOKINGHAM
BOROUGH COUNCIL**

CASUAL INSTRUCTORS

£8.90 per hour

Dinton Activity Centre is looking for a diverse and motivated team of casual instructors that can work with a wide variety of age groups and abilities. As an Instructor, it will be expected that you are approachable, work well in a team and are efficient, confident and can work to the operation procedures.

We require our Instructors to have a minimum of one of the following qualifications: RYA Dinghy Instructor, BCU UKCC level 1 Coach or Climbing Wall Award.

For an informal discussion, please contact Tanya Lee or Hilary Bakhshiraz on **0118 934 4424** or **0118 9342016**.

Closing date: 11pm, 20 May 2013

Interview date 24 May 2013

Ref: 6411

CASUAL RECREATIONAL ASSISTANTS

£8.15 per hour

Are you interested in a career in conservation and leisure management? Why not join us this summer as a Recreation Assistant working in Wokingham's Country Parks. The post holders will be running the paddling pool at California Country Park, as well as assisting with the day to day running of the parks. Other duties will include golf and car park ticket collection, meeting the public and general site maintenance.

You'll be a great communicator, hold a full UK driving licence and enjoying working outdoors.

For an informal discussion, please contact Hilary Bakhshiraz on **0118 934 2016**.

Closing date: 11pm, 31 May 2013

Interview date: w/c 3 June 2013

Ref: 1164

HOW TO APPLY . . .

Apply online and get further details within our vacancies page at www.wokingham.gov.uk or call our answerphone on **0118 974 6081** for an application pack, quoting the relevant reference.

St Crispin's School

Headteacher: Ginny Rhodes

NOR 1103, 11-18 Mixed Comprehensive

London Road, Wokingham, Berkshire RG40 1SS

Tel: 0118 978 1144 • Fax: 0118 979 5224

Email: contact@crispins.co.uk

Website: www.crispins.co.uk

TEACHER OF ENGLISH – 3RD IN DEPARTMENT

MPS, plus TLR

Full-time • Required for September 2013

St. Crispin's School is a happy and oversubscribed 11-18 mixed comprehensive school. Our school motto is "Excellence for All" and this encapsulates our commitment to do the very best for both our students and staff. Standards within the school are high and St. Crispin's was judged to be outstanding by OFSTED in May 2010. Our school has a great many strengths, is far from complacent and has the potential to do even better.

We are seeking to appoint an enthusiastic and dynamic member of staff to teach English. If you are an effective practitioner with the ability to inspire and motivate students we would like to hear from you. Applications from new entrants to the profession will be welcomed.

This is an ideal opportunity to join our successful and friendly team who enjoy an excellent reputation both within and beyond the school.

Further details and an application form are available either from the school website under Vacancies or from Sue Icke on 0118 978 1144 (email: ickes@crispins.co.uk)

Closing date: 20 May 2013

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointments are subject to enhanced CRB clearance and satisfactory employment references.

St Crispin's School

Headteacher: Ginny Rhodes

NOR 1103, 11-18 Mixed Comprehensive

London Road, Wokingham, Berkshire RG40 1SS

Tel: 0118 978 1144 • Fax: 0118 979 5224

Email: contact@crispins.co.uk

Website: www.crispins.co.uk

HEAD OF SCIENCE

MPS

Full time

Required for September 2013

St. Crispin's School is a happy and oversubscribed 11-18 mixed comprehensive school. Our school motto is "Excellence for All" and this encapsulates our commitment to do the very best for both our students and staff. Standards within the school are high and St. Crispin's was judged to be outstanding by OFSTED in May 2010. Our school has a great many strengths, is far from complacent and has the potential to do even better.

From February 2013 the department moved into a brand new £5 million pound science block; this is an exciting new era for the department.

Further details and an application form are available either from the school website under Vacancies or from Sue Icke on **0118 978 1144** (email: ickes@crispins.co.uk)

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HOW TO APPLY . . .

Apply online and get further details within our vacancies page at www.wokingham.gov.uk or call our answerphone on **0118 974 6081** for an application pack, quoting the relevant reference.

The Holt School

Holt Lane, Wokingham, Berkshire RG41 1EE

Tel: 0118 978 0165 • Fax: 0118 989 0831

Email: holtschool@holt.wokingham.sch.uk

www.holtschool.co.uk

SENIOR COVER SUPERVISOR

Grade 5 Scale Point 22–25: £10.17 – £11.15 per hour

Required from September 2013

The Holt School is a popular and oversubscribed 11-18 girls' comprehensive school which converted to academy status in July 2011. The school was judged to be 'outstanding' by Ofsted in 2008; there are 1,242 on roll (248 in the Sixth Form). We have an excellent record of academic success with 70% of students passing 5 or more GCSEs with A*-C grades (including English and mathematics) in the summer of 2011.

This role involves the organisation of all aspects of cover for absent staff, as well as the supervision of our internal inclusion room. As Senior Cover Supervisor, you will also be expected to cover the lessons of absent colleagues. Hours are from 07.30am – 3.30pm during term-time. Training will be provided.

The post would suit someone with excellent interpersonal skills and an interest in managing staff as well as mentoring some of our students. Excellent organisational skills are also required as well as a good working knowledge of IT.

If you would like to discuss this post, please contact Mrs Katie Pearce, Deputy Headteacher.

The Support Staff application form can be downloaded from our school website www.holtschool.co.uk and a letter of application of no more than one side of A4 should accompany the application form, outlining your suitability for this post. Please note that we are unable to accept CVs.

Closing date : Noon, Monday 3 June 2013

The Holt School is committed to the protection and safety of its students. Applicants should note that any appointment is subject to an Enhanced Disclosure Barring Service being requested and satisfactory clearance being received.

The Holt School

Holt Lane, Wokingham, Berkshire RG41 1EE

Tel: 0118 978 0165 • Fax: 0118 989 0831

Email: holtschool@holt.wokingham.sch.uk

www.holtschool.co.uk

COVER SUPERVISOR

Grade 4 Scale Point 18–21: £8.89 – £9.91 per hour

Required from September 2013

The Holt School is a popular and oversubscribed 11-18 girls' comprehensive school which converted to academy status in July 2011. The school was judged to be 'outstanding' by Ofsted in 2008; there are 1,242 on roll (248 in the Sixth Form). We have an excellent record of academic success with 70% of students passing 5 or more GCSEs with A*-C grades (including English and mathematics) in the summer of 2011.

As Cover Supervisor, you will cover lessons for teacher absences due to illness and courses. Hours are from 08.30am – 3.30pm during term-time. Training will be provided. Applicants need to have the ability to work as a team, be flexible, possess good organisational skills, be able to use their initiative and have a good sense of humour.

If you would like to discuss this post, please contact Mrs Katie Pearce, Deputy Headteacher.

The Support Staff application form can be downloaded from our school website www.holtschool.co.uk and a letter of application of no more than one side of A4 should accompany the application form, outlining your suitability for this post. Please note that we are unable to accept CVs.

HOW TO APPLY . . .

Apply online and get further details within our vacancies page at www.wokingham.gov.uk or call our answerphone on **0118 974 6081** for an application pack, quoting the relevant reference.

Closing date: Noon, Monday 3 June 2013

The Holt School is committed to the protection and safety of its students. Applicants should note that any appointment is subject to an Enhanced Disclosure Barring Service being requested and satisfactory clearance being received.

Maiden Erlegh School

"An outstanding school" Ofsted June 2007

NOR – 1822 (Post 16 – 436 'A' level students)

Silverdale Road, Earley,

Reading, Berkshire RG6 7HS

Tel: 0118 926 2467 • Fax: 0118 926 6111

Email: recruitment@maidenerlegh.wokingham.sch.uk

TEACHER OF MATHEMATICS

(Full-time or Part-time)

Required for September 2013

We require an enthusiastic and committed full time or part time teacher to teach Key Stage 3 and 4 Mathematics in this large, successful Faculty.

The ability to teach Physics and Chemistry would be an advantage.

Maiden Erlegh is a flourishing, oversubscribed school with high expectations and excellent examination results.

We offer:

- a very high-achieving school – over 94.2% 5+A*-C
- a very supportive Mathematics Faculty
- as a Teaching School we offer extensive opportunities for personalised professional development
- excellent in-faculty support from specialised HLTA's and TA's

- well motivated hard-working students
- an orderly, well-disciplined environment.

For further details please see the school website www.maidenerleghschool.co.uk Completed applications can be emailed to -

recruitment@maidenerlegh.wokingham.sch.uk

Closing date: 12 noon, Monday 20 May 2013

"This school is committed to safeguarding, equal opportunities and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment".

Maiden Erlegh School

"An outstanding school" Ofsted June 2007

NOR – 1822 (Post 16 – 436 'A' level students)

Silverdale Road, Earley, Reading, Berkshire RG6 7HS

Tel: 0118 926 2467 • Fax: 0118 926 6111

Email: recruitment@maidenerlegh.wokingham.sch.uk

www.maidenerleghschool.co.uk

TEACHER OF CHEMISTRY

(Possibility of TLR2 for suitable candidate)

Required for September 2013 or January 2014

We require a Chemist to join an enthusiastic and committed Faculty to teach Science at Key Stage 3 and Chemistry at Key Stage 4 and 5. We offer double science and separate sciences at Key Stage 4, BTEC Level 3 Applied Science and A Level Chemistry.

Maiden Erlegh is a flourishing, oversubscribed school with high expectations and outstanding examination results.

We offer:

- a very high-achieving school – over 94.2% 5+A*-C

HOW TO APPLY . . .

Apply online and get further details within our vacancies page at www.wokingham.gov.uk or call our answerphone on **0118 974 6081** for an application pack, quoting the relevant reference.

- a large, successful and supportive Science Faculty
- as a Teaching School we offer extensive opportunities for personalised professional development
- well motivated hard-working students
- an orderly, well-disciplined environment.

For further details please see the school website www.maidenerleghschool.co.uk Completed applications can be emailed to:

recruitment@maidenerlegh.wokingham.sch.uk

Closing date:12 noon, Wednesday 5 June 2013

“This school is committed to safeguarding, equal opportunities and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment”.

HOW TO APPLY . . .

Apply online and get further details within our vacancies page at www.wokingham.gov.uk or call our answerphone on **0118 974 6081** for an application pack, quoting the relevant reference.



Latest Volunteering Opportunities

Wokingham Transport Scheme –Drivers

The Wokingham Transport Scheme provides low cost transport for the elderly or infirm to hospital, the doctors, physiotherapy appointments and some social trips. Drivers will be called on an ad hoc basis and they will be required to provide transport to and from their desired destination and in most cases, help them to attend their appointment. Volunteer will need to use their own cars but expenses are reimbursed. This scheme is a life line to many in the area and we need to recruit more drivers to continue to help them. Drivers need to live in Wokingham, Finchampstead or Winnersh.

Wokingham Stroke Club – Various volunteers

The Wokingham Stroke Club provides stroke survivors in the Wokingham area a chance to come together socially, share experiences and try out new things through regular meetings and a programme of activities. The club meets from 2pm to 4.30pm every other Wednesday in Wokingham and has regular trips out. They are looking for more volunteers to help support the group. There are many ways in which volunteers can help including assisting with chatting to members and making refreshments, assisting with outings and a volunteer who can help with publicity.

ABC to Read - Trustee

ABC (assisting Berkshire children) to read is a small local charity which recruits, trains and offers continuing support to community volunteers who provide mentoring help to Berkshire primary school children who are struggling with reading and lack confidence. This is an opportunity for someone to work with a great board of trustees who are dedicated to the work of ABC to read. Recently they have been working hard to raise funds. They need someone with lots of energy to carry these plans forward and to add their own great ideas. On the board they have head teachers, a lawyer and those recently retired from business as well as a Treasurer and Secretary. Volunteers with specific skills such as IT/HR and marketing are needed. Meetings take place once a term on a Friday evening from 4pm-6pm in Reading.

Hospice Service at Home - Befrienders

Hospice Service at Home TLC train volunteers to provide befriending support to families where there is a person with a life-limiting condition, usually with a diagnosis such as Alzheimer's, Dementia; Cancer; MS, Parkinson's etc. The befriender may be asked support in anyway such as going for a ride in the car, going for coffee, visiting garden centres, cooking, playing snooker, taking the befriender to clubs (support/friendship), reading to them, playing games etc. or just conversation. The training will take place in Wokingham and befrienders are needed in and around Wokingham.

REME Museum – Data entry and Digitisation Volunteers

REME Museum of Technology, based in Arborfield, was established to preserve the heritage of the Corps of Electrical and Mechanical Engineers. The Museum is open to the public and regularly hosts special events. A Data Entry Volunteer is needed to working in the Pictorial Archives. This will involve in documenting the large collection of photographs and images and entering the information onto the museum's Collection Management System for use in research and display. They are also looking for a Digitisation Volunteer to help in the Pictorial Archives. This will involve scanning the photograph collection for use in the museum's Collection Management System. This will include managing Files Folders and Directories as well as working in Adobe Photoshop. Both roles will take place on either a Monday or a Thursday during the day and volunteers must be computer literate.

Earleybus – Office schedulers and minibus drivers

Earleybus is a community minibus operator for the elderly, wheelchair users and local voluntary organisations. They are looking for minibus drivers, who have a full, clean driving licence and the relevant driving experience. Volunteers will need to have a first aid certificate or be prepared to attend a First Aid course. They are also looking for office volunteers, who can help out as schedulers. These volunteers will be based in the office, schedule drivers, deal with answer phone messages and post and maintain the diary. Previous admin and computer experience is necessary and the role is based at the Earley Crescent Centre. They have a need for drivers from Monday to Saturday mornings and afternoons. The schedulers are needed from Monday to Friday in the morning.

These are just a selection from the range of around 100 volunteering opportunities on file at the Wokingham Volunteer Centre. If you are interested in any of the above, or would like to discuss other opportunities, please call us on 0118 977 0749.

The Centre is open weekdays 9.30am – 2.30pm, or email any time at wok-vol@btconnect.com. Please have a look at our website www.volunteercentrewokingham.org.uk which has a large selection of the roles on our books and more information on what the centre does.