

## Job Vacancies List No 29

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**ANGUS HEALTH & SOCIAL CARE PARTNERSHIP**

**CHILDREN, FAMILIES & JUSTICE**

**Social Care Officer (2)**

**£21,780 - £27,104 (Bar at £23,786) ANG03291**

Based at Carseburn Road, Forfar.

You will work 37 hours per week based on a rota covering 24 hours a day, 7 days a week.

These jobs are temporary for up to one year from date of appointment.

Internal and external applications on a secondment basis will be considered. You must have the approval of your line manager / organisation.

You must have the ability to become a member of the PVG Scheme.

Please refer to job outline, person specification and information sheet for further details and requirements for these jobs.

We offer a guaranteed job interview to the following people who meet the essential criteria on application for a job:

Those with disabilities, recognised caring responsibilities and care experienced young people. This also applies to our own employees with caring responsibilities, young people on apprenticeships and placements who meet the essential criteria for the job.

**Closing Date: Friday 6 August 2021**

**EDUCATION & LIFELONG LEARNING**

**Early Years Practitioner**

**£20,644 - £23,185 ANG03294**

Angus Council currently operates the following delivery models in their early learning and childcare settings:

Delivery Model 1 – children’s funded entitlement is 190 set days at 6 hours per day Delivery Model 2 – children’s funded entitlement is 152 set days at 7 ½ hours per day Delivery Model 3 – children’s funded entitlement is 228 set days at 5 hours per day

You will also have weekly planning and preparation time, and agreed collegiate time, in addition to the “child contact” hours outlined above.

Settings in delivery models 1 and 2 will open over term-time.

Delivery model 3 is different as these settings are open for more hours every day and are only closed to children for two weeks over the Christmas/New Year period, three weeks in July/August and a further three public holidays and five in-service days. Therefore, they are offering ELC over 46.6 weeks of the year. This also means staff can use their annual leave and non-working time in a different way to staff working term-time. Whilst some of the leave will be decided in advance (ie when the setting is closed, see above), staff working in these settings will also be able to apply for additional time off while the setting is open.

Based in ELCC Carnoustie (Delivery Model 3), working 36.25 hours per week, days of work to be confirmed.

You will work up to 195 days per year on various working patterns (Monday to Friday), term-time working or equivalent.

Membership of the Scottish Social Services Council (SSSC) or commitment to gain registration with the SSSC in accordance with their requirements is essential as is the ability to become a member of the PVG Scheme.

Please refer to job outline and person specification for further details and requirements for this job.

We offer a guaranteed job interview to the following people who meet the essential criteria on application for a job:

Those with disabilities, recognised caring responsibilities and care experienced young people. This also applies to our own employees with caring responsibilities, young people on apprenticeships and placements who meet the essential criteria for the job.

**Closing Date: Friday 6 August 2021**

**Early Years Assistant (Supply)**

**£10.04 + 13.99% per hour ANG03292**

As a supply member of staff, you will work in various local authority early learning and childcare settings throughout Angus on an as and when basis.

Membership of the Scottish Social Services Council (SSSC) or commitment to gain registration with the SSSC in accordance with their requirements is essential.

You must have the ability to become a member of the PVG Scheme.

Please refer to job outline, person specification and information sheet for further details and requirements for these jobs.

We offer a guaranteed job interview to the following people who meet the essential criteria on application for a job:

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**Closing Date: Friday 6 August 2021**

**FINANCE**

**Welfare Rights Assistant**

**£20,110 - £21,017 ANG03293**

Based at Ravenswood, New Road, Forfar, covering the Angus area.

This job is temporary for up to 12 months from date of appointment.

Internal and external applications on a secondment basis will be considered. You must have the approval of your line manager/organisation.

Please refer to job outline, person specification and information sheet for further details and requirements for this job.

You must have the ability to obtain a Basic Disclosure Certificate.

We offer a guaranteed job interview to the following people who meet the essential criteria on application for a job:

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**Closing Date: Friday 6 August 2021**

**HR, DIGITAL ENABLEMENT, IT & BUSINESS SUPPORT**

**Business Support Officer**

**£21,338 - £23,304 ANG03297**

Based at Angus House, Orchardbank Business Park, Forfar.

This job is temporary until no later than 31 March 2022.

Internal and external applications on a secondment basis will be considered. You must have the approval of your line manager / organisation.

Please refer to job outline, person specification and information sheet for further details and requirements for this job.

We offer a guaranteed job interview to the following people who meet the essential criteria on application for a job:

Those with disabilities, recognised caring responsibilities and care experienced young people. This also applies to our own employees with caring responsibilities, young people on apprenticeships and placements who meet the essential criteria for the job.

**Closing Date: Friday 6 August 2021**

**LEGAL & DEMOCRATIC**

**Senior Clerical Officer - Facilities**

**£13,087 - £13,673 ANG03296**

Based at the Digital Reprographics Unit, Sylvie Way, Orchardbank Business Park, Forfar.

This is an exciting opportunity to join our busy Facilities Management & Elections team. You will be predominately involved in the administration of the Council’s Personal Protective Equipment (PPE) hub.

You will work 25 hours per week, Monday to Friday, 9am to 2pm.

This job is temporary for up to 12 months from date of appointment.

Internal and external applications on a secondment basis will be considered. You must have the approval of your line manager / organisation.

Please refer to job outline, person specification and information sheet for further details and requirements for this job.

We offer a guaranteed job interview to the following people who meet the essential criteria on application for a job:

Those with disabilities, recognised caring responsibilities and care experienced young people. This also applies to our own employees with caring responsibilities, young people on apprenticeships and placements who meet the essential criteria for the job.

**Closing Date: Friday 6 August 2021**