

## Job Vacancies List No 45

**Apply on-line at** [**www.myjobscotland.gov.uk**](http://www.myjobscotland.gov.uk)

Alternatively phone our ACCESSLine on **03452 777 778**

or e-mail **customercare@angus.gov.uk** quoting the job reference number, your name, address, postcode and where you saw the job advertised.

*You can also register for Job Alert e-mails to be sent to you when jobs matching your search criteria are added to the website – visit* [***www.myjobscotland.gov.uk***](http://www.myjobscotland.gov.uk) *for more information.*

Jobs marked **\*** are open to applications from employees of Angus Council

only, ie permanent, temporary, agency or supply staff.

To access these jobs on our recruitment website either go to the Job Vacancies section on the Corporate Intranet or use the address shown below the job.

**EDUCATION & LIFELONG LEARNING**

**Depute Head Teacher**

**£61,590 ANG03504**

Based at Monifieth High School.

Are you an enthusiastic and inspiring educator with the skills, confidence and energy to make a positive impact on the lives of our children and young people?

We are seeking a dynamic and creative leader with the values and skillset to join our team and make a difference.

This is an exciting time for the community of Monifieth High School as we develop our vision for the future, building on our success with an aim of achieving even more for our young people.

As we design a new learning campus, our focus is on ensuring the highest quality of learning and experience now and in the future.

Angus is a great place to live, work and visit.

You may be eligible for removal/relocation expenses.

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 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 3 December 2021**

**Senior Clerical Officer**

**£16,562 - £17,304 ANG03505**

Based at Woodlands Primary School, Carnoustie.

You will work 36.25 hours per week, Monday to Friday, term time only (199 days).

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

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**Closing Date: Friday 3 December 2021**

**Clerical Officer**

**£15,872 - £16,823 ANG03507\***

This job is restricted to employees working within the Education & Lifelong Service.

Based at Arbroath High School.

You will work 36.25 hours per week, Monday to Friday.

Your working year will be based on 205 days per annum, working 190 pupil contact days, 5 in-service days and 10 days during the school holiday periods.

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 this job.

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**Apply online:**

[**https://www.myjobscotland.gov.uk/councils/angus-council/jobs/clerical-officer-246223**](https://www.myjobscotland.gov.uk/councils/angus-council/jobs/clerical-officer-246223)

**Closing Date: Friday 3 December 2021**

**HR, DE, IT & BUSINESS SUPPORT**

**Business Support Assistant - Level 2 (2)**

**18.125 hours £9,488 - £9,913 ANG03510**

**36.25 hours £18,976 - £19,826**

Based at Bruce House, Wellgate, Arbroath.

You will work either:

18.125 hours per week, Tuesday to Thursday,

or

36.25 hours per week, Monday to Friday.

These jobs is temporary until no later than 31 March 2023.

You will be asked to indicate on your application form which position/s you are applying for.

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 description, person specification and information sheet for further details and requirements for these jobs.

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**Closing Date: Friday** **26 November 2021**

**VIBRANT COMMUNITIES & SUSTAINABLE GROWTH**

**Landscape Services Officer**

**£30,770 - £33,567 ANG03508**

We are looking for a talented, self-motivated and enthusiastic Landscape Services Officer to join our multi-disciplinary Landscape Services team as part of the Vibrant Communities & Sustainable Growth service of Angus Council.

You will be involved in the design and contract administration on a wide range of Public Sector projects, ranging from small scale environmental improvements and children's play areas through to urban enhancement schemes and landscaping of infrastructure projects.

You will also be required to provide advice on policies and technical principles in open space and play space design, undertake annual play inspections and assist in the preparation of management and programming reports.

A degree or equivalent qualification in Landscape Architecture is essential and you must have associate membership of the Landscape Institute. You will have a proven record of landscape design or management experience and be proficient in the use of AutoCAD and Microsoft Office packages. Competency in the use of Sketchup and Adobe Photoshop is desirable.

You will need excellent communication and presentation skills and be able to work using your own initiative. Other important aspects of the role include working on schemes in consultation with local communities and being able to demonstrate effective team working.

A full, current driving licence and access to a vehicle are essential.

For an informal discussion regarding this vacancy, please contact Jutta Scharnberger, Team Leader - Landscape Services on (01307) 492457.

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**Closing Date: Friday 3 December 2021**