

## Job Vacancies List No 37

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

or e-mail [**customercare@angus.gov.uk**](mailto: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.

**ANGUS HEALTH & SOCIAL CARE PARTNERSHIP**

**Occupational Therapist**

**£34,852 - £39,729 ANG04046**

Angus Health & Social Care Partnership has an exciting opportunity for an enthusiastic Occupational Therapist to join our Occupational Therapy team.

Based at Kinloch Care Centre, Kinloch Street, Carnoustie, you will work throughout Angus assessing the needs of disabled children, adults and older people with various physical and mental health disabilities.

Please note that while the nominal base is Carnoustie, we may consider an alternate base. You will have options for hybrid working and working in different offices as well as the option of working within our flexible working scheme.

You will use your Occupational Therapy knowledge and skills base to provide advice and support to the person, family members, carers and other professionals. You will also be responsible for recommending a range of solutions including equipment and adaptations and will be required to support provision where required with written assessment and plans. We are looking for individuals who have excellent communication skills who have the ability to work alone as well as part of a team. Opportunities for continuous personal development (CPD) are encouraged with regular supervision and support provided.

There will also be opportunities to undertake development work in relation to manual handling.

For informal, enquiries, please contact Allison Taylor, Team Manager - Occupational Therapy at TaylorAJ@angus.gov.uk or telephone (01241) 465676.

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

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

We are happy to discuss flexible working during the recruitment process for this position. This means we are open to a conversation about working patterns and the flexibility that is available for this role whilst managing the workload.

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 30 September 2022**

**Social Care Worker**

**£19,124 - £19,946 ANG04041\***

This job is restricted to employees working within the Learning Disabilities service of the Angus Health & Social Care Partnership.

Based at Lilybank Resource Centre, Arbroath Road, Forfar.

You will work 35 hours per week.

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.

**Apply online:**

<https://www.myjobscotland.gov.uk/councils/angus-council/jobs/social-care-worker-296352>

**Closing Date: Friday 30 September 2022**

**Senior Clerical Officer**

**£19,807 - £20,658 ANG04045**

Based at Kinloch Care Centre, Kinloch Street, Carnoustie.

This job is temporary for up to 1 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.

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 30 September 2022**

**Clerical Officer**

**£18,484 - £19,543 ANG04043**

Based at Bruce House, Wellgate, Arbroath.

This job is temporary for up to 1 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.

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:

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**Closing Date: Friday 30 September 2022**

**CHILDREN, FAMILIES & JUSTICE**

**Team Leader - Children, Families & Justice**

**£43,074 - £46,382 ANG04039**

Based at 28A Millgate Loan, Arbroath, covering the Angus area.

This is an exciting opportunity for anyone who wishes to work in a trauma informed and person centred role.

You will lead a team of dedicated staff, ensuring the young people they work alongside have the best opportunities when embarking on adult life. The team covers all work with young people aged 16-25, specifically those who are care experienced and who are on the periphery of offending behaviour, or those who are unaccompanied asylum seeking young people.

You will work in accordance of the values of The Promise, in achieving the best possible outcomes for the young people of Angus.

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

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

We are happy to discuss flexible working during the recruitment process for this position. This means we are open to a conversation about working patterns and the flexibility that is available for this role whilst managing the workload.

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 30 September 2022**

**Social Worker (2)**

**£34,852 - £39,729 ANG04058**

Based at Bruce House, Wellgate, Arbroath, covering the Angus area.

This is an exciting opportunity to join the Children with Disabilities team. This team has a specialist remit, where your role will involve assessing and supporting children with disabilities and their families.

Applications are invited from qualified and registered social workers.

If you would like further information, please contact Kim Anderson, Team Leader - Children with Disabilities, on 07730 276 538 or (01307) 492211.

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 are happy to discuss flexible working during the recruitment process for this position. This means we are open to a conversation about working patterns and the flexibility that is available for this role whilst managing the workload.

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 30 September 2022**

**Workforce Development Officer (Trauma Informed Practice)**

**£20,911 - £23,837 ANG04047**

Based at Angus House, Orchardbank Business Park, Forfar.

You will work 21.75 hours per week, by arrangment.

This job is temporary for up to 1 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.

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

We are happy to discuss flexible working during the recruitment process for this position. This means we are open to a conversation about working patterns and the flexibility that is available for this role whilst managing the workload.

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 30 September 2022**

**EDUCATION & LIFELONG LEARNING**

**Locality Early Years Support Officer**

**£27,500 - £30,902 ANG04040**

Based at Bruce House, Wellgate, Arbroath.

You will work 36.25 hours per week in various locations and early learning and childcare settings across Angus.

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

A full, current driving licence and access to a vehicle are also 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 this job.

We are happy to discuss flexible working during the recruitment process for this position. This means we are open to a conversation about working patterns and the flexibility that is available for this role whilst managing the workload.

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 30 September 2022**

**Education and Lifelong Learning Support Worker**

**£20,932 - £23,162 ANG04042**

Based at Dundee & Angus College, Keptie Road, Arbroath.

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 30 September 2022**

**Early Years Practitioner (2)**

**£20,868 - £23,092 (36.25 hours, less than 5 years’ service) ANG04034**

**£21,336 - £23,609 (36.25 hours, more than 5 years’ service)**

**£13,908 - £15,390 (24.16 hours, less than 5 years’ service)**

**£14,220 - £15,735 (24.16 hours, more than 5 years’ service)**

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

ELC Model 1 – children’s funded entitlement is 190 set days at 6 hours per day

ELC Model 2 – children’s funded entitlement is 152 set days at 7½ hours per day

ELC 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.

ELC settings in models 1 and 2 will open over term-time.

ELC 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 (i.e. when the setting is closed), staff working in these settings will also be able to apply for additional time off while the setting is open.

Based in the ELC setting at Southesk Primary School, Montrose (ELC Model 3), working either 36.25 hours per week, Monday to Friday afternoons or 24.16 hours per week Thursday/Friday.

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

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.

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 30 September 2022**

**Early Years Practitioner (Supply)**

**£12.95 per hour ANG04036**

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.

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

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

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:

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**Closing Date: Friday 30 September 2022**

**Primary Cluster Administrative Assistant**

**£19,933 - £21,700 ANG04048**

Based at Northmuir Primary School, Kirriemuir.

You will work 36.25 hours per week, Monday to Friday, term time only (205 days per annum).

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 30 September 2022**

**School & Pupil Support Assistant**

**£15,187 - £15,839 ANG04037**

Based at Webster's High School, Kirriemuir.

You will work 32.5 hours per week, Monday to Friday, term time only (195 days per annum).

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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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 30 September 2022**

**Senior Clerical Officer**

**£4,769 - £4,974 ANG04038\***

This job is restricted to employees of Angus Council's Education and Lifelong Learning Service.

Based at Lochside Primary School, Montrose.

You will work 10 hours per week, Wednesday and Friday, term time only (199 days per annum).

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.

**Apply online:**

<https://www.myjobscotland.gov.uk/councils/angus-council/jobs/senior-clerical-officer-296429>

**Closing Date: Friday 23 September 2022**

**Clerical Officer**

**£17,422 - £18,420 ANG04035**

Based at the Early Learning and Childcare Centre, Forfar.

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

Your working year is 261 days per annum, 15 days of which are non-contracted unpaid days. Your working year is therefore 246 days per annum.

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 are happy to discuss flexible working during the recruitment process for this position. This means we are open to a conversation about working patterns and the flexibility that is available for this role whilst managing the workload.

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**Closing Date: Friday 30 September 2022**

**INFRASTRUCTURE**

**Services Engineer (2)**

**£20,942 - £39,729 (Career Grade Structure) ANG04044**

Based at Angus House, Orchardbank Business Park, Forfar.

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

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**Closing Date: Friday 30 September 2022**