

## Job Vacancies List No 40

**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.

**ANGUS HEALTH & SOCIAL CARE PARTNERSHIP**

**Care Co-ordinator (3)**

**£27,500 - £30,902 ANG04092\***

These jobs are restricted to Angus Council employees working within the Angus Integrated Drug and Alcohol Recovery Service (AIDARS).

Based at Gowanlea, 12 - 14 Seaton Road, Arbroath, covering the Angus area.

These jobs are temporary for up to 48 months from date of appointment.

Applications on a secondment basis will be considered. You must have the approval of your line manager.

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.

In addition, please refer to the "applicant guidance" document when completing your application form and to the "welcome to Angus" document for more information about working for Angus Council.

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.

**Apply online:**

[**https://www.myjobscotland.gov.uk/councils/angus-council/jobs/care-co-ordinator-3-299916**](https://www.myjobscotland.gov.uk/councils/angus-council/jobs/care-co-ordinator-3-299916)

**Closing Date: Friday 21 October 2022**

**CHILDREN, FAMILIES & JUSTICE**

**Social Worker (3)**

**£34,852 - £39,729 ANG04088**

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

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

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**Closing Date: Friday 21 October 2022**

**EDUCATION & LIFELONG LEARNING**

**Teacher of Pupils with Additional Support Needs**

**£28,113 - £42,336 ANG04087**

Based at Arbroath Academy.

This job is temporary to cover maternity leave.

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.

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**Closing Date: Friday 21 October 2022**

**Early Years Practitioner**

**£20,868 - £23,092 ANG04089**

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 Andover Primary School, Brechin (ELC 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.

This job is temporary until no later than 21 July 2023 to cover maternity leave.

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

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 this job.

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**Closing Date: Friday 21 October 2022**

**School & Pupil Support Assistant**

**£15,187 - £15,839 ANG04090**

Based at Monifieth High School.

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

This job is 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 this job.

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**Closing Date: Friday 21 October 2022**

**Senior Clerical Officer (Supply)**

**£10.48 + 13.99% per hour ANG04094**

Based at various locations throughout Angus.

Hours will be worked on an as and when required basis.

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

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**Closing Date: Friday 21 October 2022**

**Clerical Officer (Supply)**

**£9.78 + 13.99% per hour ANG04077**

Based at various locations throughout Angus.

Hours will be worked on an as and when required basis.

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**Closing Date: Friday 21 October 2022**

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

**Project Manager - Trainee/Junior**

**£27,500 - £39,729 ANG04085**

Based at Angus House, Orchardbank Business Park, Forfar.

This job is temporary for up to 23 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 / organsiation.

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

In addition, please refer to the "applicant guidance" document when completing your application form and to the "welcome to Angus" document for more information about working for Angus Council.

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 21 October 2022**

**Senior Payroll Assistant**

**£19,807 - £20,658 ANG04093**

Based at Angus House, Orchardbank Business Park, Forfar.

You will have the opportunity to benefit from our flexible and agile working practices. This means you will work from home for part of your week and spend some time in council buildings to best suit your work, meetings and collaboration.

We are looking for applicants with a willingness to learn and the desire to work collectively and become a key team member. The workload will be varied, challenging and interesting. You will be supported and encouraged to develop within your role.

Although payroll experience is desirable we would welcome applications from those with the enthusiasm, flexibility and desire to work in local government.

There are two positions available. One position is permanent and one position is temporary for up to 23 months from date of appointment.

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 for the temporary position. You must have the approval of your line manager / organisation.

Please note interviews will be held week commencing 7 November 2022.

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

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**VIBRANT COMMUNITIES & SUSTAINABLE GROWTH**

**Refuse Driver - Area Relief**

**£20,797 - £21,698 ANG04086**

Based at Burgh Yard, Cairnie Road, Arbroath.

You will work 36 hours per week, 4 days out of 7, Monday to Thursday, between the hours of 7.00am and 7.00pm.

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

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