



Haringey Council

London Borough of Haringey

Job Search No. 24

Tuesday 2nd December 2008

You can apply on-line by going to our website at
www.haringey.gov.uk

Or you can phone
0870 700 0205 to ask for a pack to be posted.

All postal applications must be returned to:
LB Haringey Recruitment
PO Box 31
Richmond
TW9 2FB

Applications received after 5pm on the stated closing date will not be considered.

EQUAL OPPORTUNITY POLICY

Throughout its work, Haringey Council is committed to reflecting the full diversity of the community it serves and promoting equality of opportunity for everyone. We accept that the Council is not free of unintended institutional discrimination and we will work actively to eradicate it. We aim to ensure equal access to services by all citizens on the basis of need and to provide services in a manner which is sensitive to the individual, whatever their background. We will represent the needs of our diverse communities to other agencies and make equal opportunities a key guiding principle in all of our work with our partners. We will work to ensure that our workforce reflects the community it serves. We are committed to eliminating discrimination on the grounds of age, colour, disability, ethnic origin, gender, HIV status, marital status, nationality, national origin, race, religious belief, responsibility for dependants, sexuality, or unrelated criminal conviction. It is the responsibility of every employee of the Council to uphold and implement this policy. It is the responsibility of each manager at all levels to plan and provide their services to realise this policy.

PLEASE NOTE THE FOLLOWING:

- The Council operates a guaranteed interview scheme. This means that any disabled applicant who meets the essential criteria of the post will be guaranteed an interview alongside other short listed candidates. The final appointment, however, will be on merit (This does not apply in schools).
- Job Sharers are welcomed unless the post has been specifically excluded from Job Sharing.

EMPLOYEES UNDER THREAT OF REDUNDANCY

Any permanent Council employee under threat of redundancy will be given priority over any other applicant for a job where they can demonstrate that they meet the requirements of that job. Such employees should contact their Personnel Manager. Staff working in a school should contact the Schools Team.

Shortlisting and Interview

The practice, within Haringey Council, is for the employing manager to receive submitted job applications immediately after the closing date. That Manager will shortlist candidates and invite those candidates for interview. If you have not heard from us within 28 days of the closing date for the post, you should assume you have not been successful in your application.

Please note that, due to the volume of applications received, it is not possible to give feedback to applicants who have not been shortlisted.

Directorate: Adults, Culture & Community Services

Job ref: HYR/3783 **Job title:** Assistant Arboriculture Officer – For up to 12 months

Salary: Scale 6/S01 £23,664 - £27,672 per annum

An enthusiastic professional is required to join a busy Arboricultural Section responsible for the management and maintenance of trees within the London Borough of Haringey.

The successful candidate will be required to give advice on all Arboriculture matters and play a key role in the management of all trees owned by the Authority. Responsibilities include undertaking surveys, preparing work schedules and monitoring contractors. You will have a sound knowledge of the current legislation relating to trees, including Tree Preservation Orders and Conservation Areas.

Applicants must possess a relevant qualification in Arboriculture with experience in Local Authority work desirable but not essential. You will possess excellent communication skills, be computer literate, including knowledge of computerised asset management systems. Your own transport is essential.

For an informal discussion about this post, please contact Alex Fraser, Principal Arboricultural Officer on 020 8489 5657

How to apply: Visit www.haringey.gov.uk where you can apply on line, or you can request a hard copy application by calling 0870 700 0205 quoting the reference at the top of this advertisement.

Closing date: 12/12/2008

Directorate: Adults, Culture & Community Services

Job ref: HVS/3788 **Job title:** Buildings Service Manager

Salary: PO1: £29,223 - £31,353 per annum (under review)

The Winkfield Resource Centre for Adults with Physical Disabilities, Sensory Impairment and HIV/AIDS is seeking a Buildings Services Manager.

The successful candidate will ensure the delivery of effective high quality services in accordance with the Adult Business Plan and individual needs to ensure services are managed in a quality framework which includes best value and respecting the dignity and multicultural diversity of the client group.

Responsible for recruitment and appointment of staff whilst undertaking sickness monitoring, supervision and other employee related duties whilst overseeing and coordinating a range of volunteer and work placement initiatives with partner agencies.

The role requires exceptional Management and organisational skills with experience in developing strong working relationships being able to Manage budgets and other related financial reporting. A strong administration background with a proactive approach to record and data retention is essential to performance management and problem solving within this exciting and challenging role.

A good working knowledge of using the MS office suite and a good general understanding of IT will be highly advantageous to the effective discharge of management duties.

If you are an ambitious self starter who has a passion for high quality customer service delivery then we would invite you to apply for this post.

This post is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure check with the Criminal Records Bureau will be undertaken

How to apply: Visit www.haringey.gov.uk where you can apply on line, or you can request a hard copy application by calling 0870 700 0205 quoting the reference at the top of this advertisement.

Closing date: 10/12/2008

Directorate: Adults, Culture & Community Services

Occupational Therapists - P03 £33,081 - £35,841 per annum pro rata

Job ref: HVS/3789 – Temporary full time post - 1 year

Job ref: HVS/3790 **Job title:** Permanent Part-time 24 hours per week

We are looking for experienced Community Occupational Therapists to work within the diverse multi-cultural Borough of Haringey.

As an Occupational Therapist you will be working in the community assessing the needs of clients with physical disabilities, making the necessary recommendations for equipment, support and adaptations in client's homes.

You will be working within a very supportive team and receive regular supervision.

The Service has a good learning environment, which recognises the value of Continuous Professional Development for all our OT's .

The Adaptations/Occupational therapy Service is a high performing service

which has been recognised and awarded by Haringey Council this year, for its innovation and improvement.

These posts are exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure check with the Criminal Records Bureau will be undertaken

How to apply: Visit www.haringey.gov.uk where you can apply online, or you can request a paper application pack by calling 0870 700 0205 quoting the reference at the top of this advert

Closing date: 16/12/2008

Directorate: Chief Executives - Policy, Performance, Partnership & Communication

Job ref: HMR/3782 **Job title:** Sessional Prevention Workers

Salary: Scale 5 £21,099 - £22,977 per annum/pro rata (from £11.24 to £12.24 per hour)Temporary to March 2010

Patient, enthusiastic, energetic sessional playworkers who are full of ideas for fun play and educational activities are needed to assist the Haringey Youth On Track project in their work with youth crime prevention and encouraging positive attitudes and behaviour in children and young people aged 8 - 18 years.

You will need an understanding of play work, child care and child development as well as a flexible approach to children and young people enabling them to create their own ideas and games.

Do note that this post is sessional for 1 - 2 hours each session with the maximum of 2 sessions per day.

You will need:

An NVQ qualification in Play work, Child care, Youth work or Education. or substantial relevant experience. Knowledge and awareness of the needs of the community in the east of the borough in also needed.

These posts are exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure check with the Criminal Records Bureau will be undertaken.

How to apply: Visit www.haringey.gov.uk where you can apply on line, or you can request a paper application pack by calling 0870 700 0205 quoting the reference at the top of this advert.

Closing date: 15/12/2008

Directorate: Children & Young People's Service

Job ref: HYR/3780 **Job title:** Advisory Teacher for Deaf & Hearing Impaired Children (Peripatetic)

Salary: £39,114 - £42,419 per annum plus 2 SEN points

We are looking for an enthusiastic qualified Teacher of the Deaf, preferably with experience of peripatetic work, to join the Hearing Impairment Team, based at Burlington Road, Muswell Hill N10 1NJ, from January.

We cover the two boroughs of Haringey & Enfield, providing advice, information & support to pupils, parents and professionals in all settings. The team is well-established and has an excellent reputation for its work across all phases.

Haringey Council is committed to safeguarding and promoting the welfare of children and young people and rigorous Child Protection procedures are in place, to which all staff must adhere. Therefore, this post is subject to an enhanced Criminal Records Bureau (CRB) check.

Interviews will be held in the week beginning 5th January 2009

To discuss the post please call Sian Feben on
020 8442 2754 / 07970729478 sianfeben@btconnect.com

How to apply: Visit www.haringey.gov.uk where you can apply on line, or you can request a hard copy application by calling 0870 700 0205 quoting the reference at the top of this advertisement.

Closing date: 16/12/2008

Directorate: Children & Young People's Service

Job ref: HMS/3791 **Job title:** Budget Officer

Salary: SO1 £26,064 - £27,672 per annum

We are looking for a numerate and motivated individual to work in our team, supplying financial advice to the Children and Families business unit.

The post plays a vital role in ensuring that financial projections for our Looked After Children's placement budget are accurate and robust. You will be responsible for reconciliations, highlighting any errors and liaising with service based finance officers to ensure amendments are made as necessary. Part of your role will include providing assistance and support with budget monitoring to heads of service as appropriate.

Experience of financial management including budget preparation, monitoring and closing of accounts is essential as is working to deadlines. You must be a part or fully qualified member of the Accounting Technicians

and have at least three years relevant experience.
You will be required to work on the reconciliation of our client database (framework-i) with our financial system (SAP) and must be confident in working with IT, especially Excel.
You must be able to work well within a team, as well as being able to work on your own initiative. In return we offer you development opportunities for further progression in a financial management role.

This post is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure check with the Criminal Records Bureau will be undertaken.

How to apply: Visit www.haringey.gov.uk where you can apply on line, or you can request a paper application pack by calling 0870 700 0205 quoting the reference at the top of this advert.

Closing date: 15/12/2008

Directorate: Urban Environment

Job ref: HMR/3781 **Job title:** Better Haringey Programme Manager

Salary: P05 £38,463 - £41,076 per annum

Better Haringey (Greenest Borough Strategy) Programme Manager

The successful Better Haringey environmental improvement programme has been realigned to drive forward delivery of the Greenest Borough Strategy which aims to tackle climate change in embed sustainability into everything we do.

The post holder will have a high profile role in developing the strategic direction and implementation of the programme to ensure that Haringey delivers a wide range of improvements that will help make Haringey greener. This will require developing good working relations with senior management teams across the council and our partners to ensure their commitment to delivery of the programme.

Strong project management skills and excellent all round communication skills are prerequisite for this role along with a broad knowledge of the environmental challenges facing a London borough and the ability to work effectively in a local government setting.

For an informal discussion please contact Joanna David on 020 8489 4517 or Jon Clubb on 020 8489 4561.

How to apply: Visit www.haringey.gov.uk where you can apply on line, or you can request a paper application pack by calling 0870 700 0205 quoting the reference at the top of this advert.

Interview date: 18 December 2008

Closing date: 12/12/2008

Directorate: Urban Environment

Job ref: HMR/3786 **Job title:** Network Manager

Salary: P06 -P07 £40,194 - £46,632 per annum (Plus Market Supplement £4,000)

We have a high profile vacancy within our Sustainable Transport. We are looking for a highly effective manager who has experience of delivering quality highway services and who wants to 'make a difference'. The post demands a dedicated, committed and influential individual. You will need excellent verbal and written communication, motivational and managerial skills, together with the ability to think innovatively, within a demanding work environment. You will co-ordinate financial, legal and technical aspects of the Network Management Duty imposed on Highway Authorities by the Traffic Management Act 2004. Applicants must have an academic qualification in the field of highways engineering or a related field, good working knowledge of highway maintenance measures and related legislation, particularly the Traffic Management Act 2004 and the New Roads and Street Works Act 1991.

How to apply: Visit www.haringey.gov.uk where you can apply on line, or you can request a paper application pack by calling 0870 700 0205 quoting the reference at the top of this advert.

Closing date: 16/12/2008

Directorate: Urban Environment

Job ref: HMR/3787 **Job title:** Project Engineers

Salary: P01 – P03 £28,434 - £35,841 per annum (Plus £4,000 Market Supplement)

These posts provide you with the next step in your engineering career working in an engineering pool within the Sustainable Transport department. We have a wide range of existing projects to develop and implement ranging from bus priority, cycling, parking and traffic calming schemes.

You will play a vital role in delivering our highways and transport schemes quickly and efficiently. You'll be responsible for developing, designing, preparation of estimates and overseeing the implementation of a range of engineering projects using our contractor. This will include consultation with residents, traders and other key stakeholders, survey work, using AutoCAD to develop the designs, instructing and monitoring contractors.

This is an exciting time to join the Sustainable Transport Department as we have brought all our transport and highways staff together to develop excellent service delivery and are in the process of appointing new highways and street lighting contractors. Enthusiasm and willingness to learn, as well as excellent communication skills are as important as your technical ability.

This position would suit a new graduate with one year's experience or a more experienced professional with up to three years experience. Experience of working in a busy office environment is essential together with experience of working to deadlines. You will be required to clear a high volume of work effectively, have excellent attention to detail, effective budget management skills and be confident in working with IT. You must also be able to work well within a team as well as being able to work on your own initiative. In return we offer you development opportunities for a progressive career in this demanding service.

How to apply: Visit www.haringey.gov.uk where you can apply on line, or you can request a paper application pack by calling 0870 700 0205 quoting the reference at the top of this advert.

Closing date: 16/12/2008

Directorate: Urban Environment

Job ref: HMR/3784 **Job title:** Recycling Drivers

Salary: Scale 4 £18,675 - £20,610 per annum

Haringey Council delivers a range of recycling services to residents in the borough.

We are currently looking for drivers to operate the recycling collection vehicles, working with a team of collection operatives to ensure the recycling service is delivered to a high standard.

A full, clean, up-to-date driving license with LGV (C) classification is essential.

Excellent punctuality, attendance and self-motivation are essential as well as the ability to communicate effectively face to face with colleagues and members of the public.

This is a full time post, 36 hours a week, Monday to Friday starting at 6:30am, based at the Western Road Recycling Centre, Wood Green, N22. The post requires you to work most Bank Holidays.

Successful appointment will be subject to the candidate passing a Haringey Council driving test.

If you would like a job that gives you a great deal of satisfaction, we would love to hear from you.

How to apply: Visit www.haringey.gov.uk where you can apply on line, or you can request a paper application pack by calling 0870 700 0205 quoting the reference at the top of this advert.

Closing date: 19/12/2008

Directorate: Urban Environment

Job ref: HMR/3785 **Job title:** Traffic Management Officer

Salary: S01 – P02 £26,064 - £33,081 per annum plus £4,000 Market Supplement

Our aim is to make Haringey a greener, cleaner, safer place for people to live and work. A borough that is safe and accessible to all, where people are empowered to help change happen. We are committed to develop sustainable, customer focused, high quality and cost effective services.

We are looking for an energetic and enthusiastic person to join the Traffic Management Group who has experience of delivering quality highway services and who wants to 'make a difference'.. At the same time, you will be responsible for the inspection and co-ordination of street works for a designated area within the borough and their co-ordination with highway authority works and other activities on the highway.

The position will require a wide variety of skills and knowledge including: the coordination of all highway activities, familiarity with street works software, inspection regimes, the Specification for the Reinstatement of Openings in Highways and experience of gathering evidence of contraventions of NRSWA 1991, TMA 2004 and HA1980.

You will investigate and respond to complaints from residents and elected members. You will need excellent verbal and written communication, together with the ability to think innovatively, within a demanding work environment. Ideally, you would have 3 years experience in the field of street works.

How to apply: Visit www.haringey.gov.uk where you can apply on line, or you can request a paper application pack by calling 0870 700 0205 quoting the reference at the top of this advert.

Closing date: 16/12/2008

Directorate: Other Organisations

Homes for Haringey

Job ref: HFH-047 **Job title:** Estate Service Manager

Salary: £28,434 - £30,003 plus final salary pension, 36 hour week

Homes for Haringey is a new organisation with an exciting future.

Building on our successful 2007 Audit Commission inspection, we want to deliver nothing less than excellent services to our customers. Work has already begun on a £200m investment programme that will kick-start the transformation of 21,000 homes across this diverse north London borough.

We are looking for a committed individual with enthusiasm and initiative to join the Homes for Haringey Estate Services Team and drive the service forward.

You will manage a team of staff who provide the cleaning and caretaking service to residents on estates in Haringey.

Key responsibilities include:

- Managing and allocating work for a team of Estate Services Officers
- Monitoring the cleaning standards of Estate Services Officers as well as work carried out by contractors and other services.
- Providing an efficient and effective response to enquiries or complaints from residents or other departments.

The successful candidate will be committed to delivering a high quality of service and customer care and have a good knowledge of health and safety issues.

Any offer of an appointment will be subject to satisfactory references and a Criminal Records Bureau disclosure Check.

To apply online visit www.homesforharingey.org/jobs. To receive an application pack by post call 0845 313 3142 (Monday to Friday, 9am to 6pm) and quote the reference number HFH - 047

If you would like to discuss the post further, please contact Sonia Day on 020 8489 1569 or email sonia.day@homesforharingey.org

Interview date: 15 January 2009

Closing date: 19/12/2008

Directorate: Other Organisations

Homes for Haringey

Job ref: HFH-043 **Job title:** Home Sales Team Leader

Salary: £30,591 - £33,081 plus final salary pension, 36 hour week

Homes for Haringey is a new organisation with an exciting future Building on our successful 2007 Audit Commission inspection, we want to deliver nothing less than excellent services to our customers. Work has already begun on a £200m investment programme that will kick-start the transformation of 21,000 homes across this diverse north London borough.

We are looking for a highly organised and enthusiastic individual to be the Team Leader for processing applications under the Right to Buy and Cash Incentive schemes and dealing with pre assignment enquiries.

You will be able to demonstrate leadership qualities and implement procedures in line with good practice adopted by other leading ALMOs.

Successful candidates must have the following qualities:

- Ability to work under pressure to meet often tight deadlines and deliver excellent performance.
- Ability to lead and motivate a small team
- Good knowledge and understanding of policies, practices and legislation that applies to Right to Buy and leasehold management, in particular the Housing Act 1985, Landlord and Tenant Act 1985
- Ability to organise and prioritise their work and the work of others.
- Excellent verbal and written communication skills and ability to communicate at all levels also with wide range audiences.

To apply online visit www.homesforharingey.org/jobs. To receive an application pack by post call 0845 313 3142 (Monday to Friday, 9am to 6pm) and quote the reference number HFH -043

If you would like to discuss these posts further, please contact Nesan Thevanesan on 020 8489 3705 or email: nesan.thevanesan@homesforharingey.org

Interview: Friday 19 December 2008

Closing date: 11/12/2008

Directorate: Other Organisations

Homes for Haringey

Job ref: HFH-049 **Job title:** Quality and Performance Manager

Salary: £33,081 - £35,841 plus final salary pension, 36 hour week

Homes for Haringey is a new organisation with an exciting future.

Building on our successful two star 2007 Audit Commission inspection, we want to deliver nothing less than excellent services to our customers. Work has already begun on a £200m investment programme that will kick-start the transformation of 21,000 homes across this diverse north London borough.

Our in-house direct labour organisation, having won the contract to deliver repairs services, is now on an exciting journey of transformation. We are now seeking an individual who is driven by high standards and a passion for excellence to join us.

Reporting to the Deputy Director of Repairs you will lead a small team in building an improved performance management and quality assurance framework.

You will need:

- excellent IT and analytical skills
- a proven track record of establishing performance management and quality assurance systems
- experience of inspecting the quality of repairs undertaken to empty and tenanted properties
- a logical approach, an eye for detail, a passion for customer service and the ability to interpret and provide performance data to strict deadlines
- experience of managing/working within a similar team

All people managers new to Homes for Haringey must be able to meet the Homes for Haringey Managers Benchmark. This will be assessed through the shortlisting and interview process.

Homes for Haringey is an equal opportunities employer.

To apply online visit www.homesforharingey.org/jobs. To receive an application pack by post call 0845 313 3142 (Monday to Friday, 9am to 6pm) and quote the reference number HFH - 049

If you would like to discuss this post further, please contact George Georgiou on 020 8489 1061 or email George.Georgiou@homesforharingey.org

Interview date: Early January 2009

Closing date: 12/12/2008

Directorate: Other Organisations

Homes for Haringey

Job ref: HFH-044 **Job title:** Senior Home Ownership Officer

Salary: £28,434 - £ 30,003 plus final salary pension, 36 hours per week

Homes for Haringey is a new organisation with an exciting future.

Building on our successful 2007 Audit Commission inspection, we want to deliver nothing less than excellent services to our customers. Work has already begun on a £200m investment programme that will kick-start the transformation of 21,000 homes across this diverse north London borough.

We are looking for highly motivated, dynamic and committed housing professionals to join our organisation at an exciting time of change.

As a Senior Home Ownership Officer you will be responsible for all aspects of day to day management of leasehold matters to ensure that a customer-focussed service is provided to all tenants, leaseholders and other stakeholders.

You must have the following qualities:

- Excellent communication skills both verbally and in writing.
- Excellent understanding of IT systems, especially MS Office.
- Ability to develop IT solutions to manage information.
- Ability to quickly grasp and understand issues and to get things done.
- A good understanding of housing issues.
- To be able to understand, summarise and explain complex - documents.
- Good time management skills.
- Commitment to providing excellent services to our customers.

To apply online visit www.homesforharingey.org/jobs. To receive an application pack by post call 0845 313 3142 (Monday to Friday, 9am to 6pm) and quote the reference number HFH - 044

If you would like to discuss these posts further, please contact Nesan Thevanesan on 020 8489 3705 or email: nesan.thevanesan@homesforharingey.org

Interviews: January 2009

Closing date: 19/12/2008

Directorate: Other Organisations

Homes for Haringey

Job ref: HFH-045 **Job title:** Tenancy Management Officers

Salary: £28,434 - £30,003 plus final salary pension, 36 hours per week

Homes for Haringey is a new organisation with an exciting future.

Building on our successful 2007 Audit Commission inspection, we want to deliver nothing less than excellent services to our customers. Work has already begun on a £200m investment programme that will kick-start the transformation of 21,000 homes across this diverse north London borough.

As a Tenancy Management Officer you will provide a tenancy management service in your area, including; enforcement of routine tenancy conditions, supporting vulnerable tenants, investigating anti-social behaviour cases and keeping residents informed and involved in our services.

You will:

- Be able to work on your own initiative as well as part of a team.
- Have excellent communication, negotiation and mediation skills.
- Have a good knowledge of housing related issues.
- Be able to work under pressure and prioritise and organise your work.
- Be able to quickly grasp and understand issues and get things done.

To apply online visit www.homesforharingey.org/jobs. To receive an application pack by post call 0845 313 3142 (Monday to Friday, 9am to 6pm) and quote the reference number HFH - 045

If you would like to discuss these posts further, please contact Winston Reid on 020 8489 3606 or email: winston.reid@homesforharingey.org

Interviews: January 2009

Closing date: 19/12/2008

Directorate: Other Organisations

Homes for Haringey

Job ref: HFH-046 **Job title:** Tenancy Management Team Leaders

Salary: £35,841 - £38,463 plus final salary pension, 36 hours per week

Homes for Haringey is a new organisation with an exciting future.

Building on our successful 2007 Audit Commission inspection, we want to deliver nothing less than excellent services to our customers. Work has already begun on a £200m investment programme that will kick-start the transformation of 21,000 homes across this diverse north London borough.

We are looking for highly motivated, dynamic and committed housing professionals to join our organisation at an exciting time of change. As a Tenancy Management Team Leader you will manage and direct a team of Tenancy Management Officers and Concierge Managers responsible for the efficient management of council properties and the delivery of excellent services to our residents.

The successful candidates will have:

- knowledge of appropriate Housing Legislation;
- experience of overseeing tenancy management services in social housing;
- the ability to effectively lead managers and motivate a team to achieve results;
- a good understanding of performance management and improvement techniques;
- ability to work on own initiative, often under pressure to meet tight deadlines;
- ability to organise and prioritise your work;
- commitment to provide a high standard of services to our residents

To apply online visit www.homesforharingey.org/jobs. To receive an application pack by post call 0845 313 3142 (Monday to Friday, 9am to 6pm) and quote the reference number HFH - 046

If you would like to discuss these posts further, please contact Winston Reid on 020 8489 3606 or email: winston.reid@homesforharingey.org

Interviews: January 2009

Closing date: 19/12/2008

Schools Vacancies

Bounds Green Infant and Junior, Federated Schools

Bounds Green Rd, London N11 2QG

Headteacher: Mr. Will Wawn

Infant Tel no: 020-8888-8824 Infant Fax no: 020-8365-8365

Junior Tel no: 020-8888-8838 Junior Fax no: 020-8365-7986

1.

LEARNING MENTOR

36 Hours per week (Term-Time Only)

Scale 5/6 (pending review of job description)

£19,800 - £23,726 (actual salary)

We wish to appoint an enthusiastic and committed Learning Mentor to join the friendly staff at the newly federated Bounds Green School. The position will have responsibility for promoting and monitoring attendance and punctuality across the federated school, as well as working as part of the Inclusion Team in overcoming barriers to pupils' learning.

We are looking for someone who:

- Has experience of working with primary aged children, preferably in a school setting.
- Has a good understanding of why children might experience barriers to learning.
- To support children with their social and emotional development.
- Has some knowledge of counselling or of strategies to use in behaviour management.
- Is able to relate to people across a diverse age, ethnic, racial and cultural background.
- Has the ability to work closely and confidentially with teachers, support staff, children and their families.
- Has good ICT skills.
- Is keen to develop professionally and attend training.

Closing Date: Friday 19th December, 9.00am

Interviews: week commencing 12th January 2009

2.

ADMINISTRATIVE ASSISTANT

27.5 Hours per week (Term-Time Only)

Scale 5 £15,125 - £16,471 (actual salary)

We are looking to appoint a hard working, conscientious and reliable person to join our dedicated and friendly Administration Team at the newly federated Bounds Green School.

The purpose of the role is to provide a friendly and efficient reception service to all visitors, ensuring a high standard of customer care is provided, and to assist with the provision of a range of administrative tasks under the direction of Faye, our School Business Manager. You should have excellent interpersonal skills as well as having a complete knowledge of Microsoft Office.

Duties will include reception and clerical duties, word processing, assisting in the maintenance of the school's electronic and paper-based management information systems, first aid, handling monies etc.

Closing Date: Friday 12th December 2008
Interviews: Thursday 18th December 2008

3.

TEACHING ASSISTANT

27.5 Hours per week (Term-Time Only)

8.45am – 3.45pm daily with 1 hour lunch break and other breaks throughout the day

Permanent

Scale 3 £12,273 - £13,043 (actual salary)

We wish to appoint an enthusiastic and committed Teaching Assistant to join the friendly staff at the newly federated Bounds Green School.

The post will include supporting children's learning, particularly within one of our Year 4 classes. The successful applicant must be able to communicate effectively with children and parents and work as part of our dedicated and caring staff team.

Closing Date: Friday 19th December 9.00am
Interviews: week commencing 12th January 2009

4.

TEACHING ASSISTANT

27.5 Hours per week (Term-Time Only)

8.45am – 3.45pm daily with 1 hour lunch break and other breaks throughout the day

Fixed Term until Monday 20th July 2009

Scale 3 £12,273 - £13,043 (actual salary)

We wish to appoint an enthusiastic and committed Teaching Assistant to join the friendly staff at the newly federated Bounds Green School.

The post will include supporting children's learning within classes, and will predominately involve working with children with moderate learning difficulties, including children with statement of special educational needs.

The successful applicant must be able to communicate effectively with children and parents and work as part of our dedicated and caring Inclusion Team.

This is an exciting time for Bounds Green, with the school's development as a Children's Centre, which opened in November 2008, and the development of our new centralised administration offices, which will be used from December 2008. I would encourage all prospective applicants to try to find the time to visit before interview.

For more information about the school or post, or to request an application form, please contact Mrs. Faye Papini, our School Business Manager, in person, by phone, by email (fpapini@boundsgreen.haringey.sch.uk). You may email your completed application form to the school.

We welcome visits from prospective candidates – please contact the school to make an appointment.

Bounds Green Federated School is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. The post is subject to an enhanced disclosure from the Criminal Records Bureau.

Closing Date: Friday 19th December
Interviews: week commencing 12th January 2009

NURSERY NURSE

South Haringay Infant and Nursery School, Pemberton Road, London N4 1BA
Telephone: 02083407138
e-mail: admin@shins.haringey.sch.uk

Headteacher: Ms Tinka Rojas

A Nursery Nurse is required to join an enthusiastic, hardworking team as soon as possible. The Nursery is part of the new Ladder Children's Centre.

Salary Scale 5 £17,875 - £19,466 (actual salary)
Hours 32.5 x 40 weeks.

The Ladder Children's Centre will be offering extended services to children later in 2009 and there may be the possibility of offering a contract for 52 weeks per year.

The Governors wish to appoint a Nursery Nurse who can offer:

- NVQ Level 3 or equivalent qualification and experience of working in culturally and socially diverse settings
- Clear understanding of the needs of children under 5 and have a good knowledge and understanding of the Foundation Stage
- Ability to work with a committed team of practitioners in the Foundation Stage
- A strong commitment to working with the school and extended services team where appropriate

South Haringay Nursery is in The Ladder Children's Centre and along with the school is at the heart of a community with a wealth of cultural, social and linguistic influences.

Visits to the Nursery and Children's Centre are strongly recommended and can be arranged by telephoning the Infant School on 02083407138.

South Haringay Infant and Nursery School is committed to the protection and safety of its pupils. This post is subject to a satisfactory Criminal Records Bureau (CRB) disclosure check.

For an application form and further details please send a large stamped addressed envelope to the Headteacher at the Infant School

Closing Date: noon on 12th December 2008

Interviews will be held during the week beginning Monday 15th December 2008.

Nightingale Primary School, Bounds Green Road, Wood Green London N22 8ES

Tel: 020 8888 3736

Head Teacher: Ms Doda Panayiotou

Required as soon as possible:

TEACHING ASSISTANT

32.5 hrs per week (8.30 a.m. – 4.00 p.m.) term time only

Salary Scale 4, £15,692 - £17,318 (**actual salary**)

A Teaching Assistant is required to join our energetic, enthusiastic and committed Foundation Stage team.

You will have experience of working in an under 5's setting and be able to contribute to the planning of the foundations stage curriculum and assessing the children according to the curriculum. PPA time will be allocated for this purpose.

Initially, this is a temporary position from January – July, 2007.

We are a large multicultural school with a welcoming staff team and can offer good levels of support and professional development.

Apply in writing to the School, enclosing a large stamped addressed envelope, for Job Description and Application Form. Visits are welcome.

Closing Date: Monday, 15th December, 2008 Interviews to be held Wednesday, 17th December.

Lancasterian Primary School, Kings Road, Tottenham, London N17 8NN
Tel: 0208 808 8088/2126
Fax: 0208 8809 3319

**Teaching Assistant Required for January 2009.
Salary Scale 4, £15,692 - £17,318 (actual salary)**

Required from January 2009, an enthusiastic teaching assistant to join our friendly staff team and work with pupils with Special Educational Needs across both Key Stages (ages 5-11 years). The suitable candidate will initially support pupils in KS1. The successful candidate will work in class under the direction of classteachers and Senco. Candidates shortlisted for interview will be required to undertake a short mathematics and English test.

This position is initially temporary for 2 terms from January 2009.

Closing date Wednesday 10th December 2008.

Interviews Wednesday 17th December 2008.

For further information and application form please contact:

Mrs Helen Brown, Lancasterian Primary School, Kings Road, London N17 8NN.
