

At Central Bedfordshire, we all play a part in creating better communities in which to live and work. This collective responsibility inspires pride in our work and a culture that values new ideas. If you're someone with ideas and aspirations then Central Bedfordshire is somewhere you can succeed.

# Job and Career Opportunities in Schools

Week Commencing **18 October 2010**

Application forms are available from the Headteacher unless otherwise stated.  
Please use a large stamped addressed envelope.

**Burgoyne Middle School**

**Headteacher**

**L16 - L23**

Burgoyne Middle School is set in a rural location with strong links to the surrounding community. The Governing Body is seeking an enthusiastic, dedicated Headteacher to bring a new vibrancy to our school.

**You will:**

- Be a highly motivated leader with a passion for teaching and learning
- Constantly strive to improve the school in all its aspects
- Be innovative, creative and inspire children, staff and parents
- Have a proven record of delivering results.

**We can offer:**

- Hard-working students eager to contribute to all aspects of school life
- Talented and committed staff, parents and governors
- A secure, caring, happy environment where everyone and every achievement is valued.

This governing body and the local authority are committed to safeguarding and promoting the welfare of children within our Child Protection policy. The successful candidate will be required to undergo an Enhanced Disclosure from the Criminal Records Bureau (CRB).

**For further details and an application pack please contact Mrs Pauline Norris, Burgoyne Middle School, Mill Lane, Potton, Sandy, Beds SG19 2PG. Tel: 01767 260034.**

**E-mail: [burgoynemiddle@schools.bedfordshire.gov.uk](mailto:burgoynemiddle@schools.bedfordshire.gov.uk)**

**Closing date: 29 October 2010.**

**Interview date: Week commencing 29 November 2010.**

## HEART (Plus) Supply Agency for School Support Staff

HEART (Plus) Supply Agency is a temporary in-house agency providing casual support staff to work in Bedfordshire Schools.

We are looking to build up a register of temporary casual staff to cover the following placements in Bedfordshire Schools.

The posts advertised are on a casual basis as and when schools require a post to be covered (ie holiday periods/sickness/unfilled vacancies). Cover could be required for as little as half a day/week or weeks/a few months or possibly a fixed term contract. If you are seeking regular hours, the agency cannot guarantee this arrangement.

You must have an understanding of the needs of children in an academic setting and the level will be dependent upon qualifications and/or equivalent experience.

In accordance with the Police Act 1997, posts may be subject to disclosure of criminal records. Registration is subject to satisfactory pre-employment clearances.

We actively promote equality of opportunity in employment to reflect the communities we serve. All disabled applicants who meet the essential criteria will be offered an interview.

Hourly rates in accordance with qualifications/experience. Hours as arranged by the schools.

For informal enquiries please contact Sue Varricchio, HR Officer on 0300 300 6649.

To download an application pack visit [www.central.bedfordshire.gov.uk/jobs](http://www.central.bedfordshire.gov.uk/jobs) or contact Jackie Vine, HR Assistant on 0300 300 6052.

### Supply Nursery Nurse

Quote ref: HRS101

NJC Scale Points 15-18 £9.47 - £10.13 per hour

### Supply Teaching Assistant Level 1

Quote ref: HRS102

### Teaching Assistant Level 2

Quote ref: HRS103

### Teaching Assistant Level 3

Quote ref: HRS104

### Higher Level Teaching Assistant

Quote ref: HRS105

For the above posts you must have an understanding of the needs of children in an academic setting and the level will be dependant upon the qualifications and/or equivalent experience. Hourly rates in accordance with qualifications and experience.

### School Secretary

Quote ref: HRS106

### Administrator

Quote ref: HRS107

### Clerical Assistant

Quote ref: HRS108

### Office Manager

Quote ref: HRS109

For the above posts you must be IT literate and have a basic knowledge of Word/Excel and, preferably experience of working within a school/office environment. Hourly rates in accordance with qualifications and experience.

### Cover Supervisor Level 3a

Quote ref: HRS110

## HEART Supply Agency for Teachers

An Employment Agency set up under Central Bedfordshire Council which places temporary staff in Bedfordshire schools to cover a variety of both short and long term placements and absences such as sickness, maternity, holidays and unfilled vacancies.

### Supply Teachers

Quote ref: HRS100

**Hourly rate dependent upon qualifications and teaching experience (as per the School Teachers' Pay and Conditions Document). Hours as arranged by the school.**

Are you a Supply Teacher looking for work? Are you currently employed on a full or part-time contract which is due to end?

HEART Supply Agency is Central Bedfordshire Council's approved in-house agency.

Supply Teachers are invited to register with HEART. Your availability details will be entered into a database and schools will be able to contact HEART to book their Supply Teachers.

**The benefits for Teachers include:**

- Payment in accordance with national pay scales
- Eligibility to join the Teachers' Pension Scheme (Supply Teachers are automatically put into the Teachers' Pension scheme from 1 January 2007, if you do not wish to be put into the scheme, you will need to complete an 'Opt Out' form)
- No need to complete monthly timesheets
- Recording all service for pension and incremental purposes
- Free training provided with National Curriculum updates
- Assistance to find long-term bookings, or part-time or full-time employment.

Registration is subject to satisfactory pre-employment clearances.

We actively promote equality of opportunity in employment to reflect the communities we serve. All disabled applicants who meet the essential criteria will be offered an interview.

For informal enquiries please contact Pam Peacey, HR Manager for HEART Supply Agency on 0300 300 6298.

To download an application pack visit [www.central.bedfordshire.gov.uk/jobs](http://www.central.bedfordshire.gov.uk/jobs) or contact Jackie Vine, HR Assistant on 0300 300 6052.

### Acting Headships

### Acting Headteacher Register

From time to time the LEA looks to assist Governing Bodies in securing high calibre experienced teachers to take on the role of Acting Headteacher.

**In order to fulfil such a position you will need:**

- A good track record as a classroom teacher
- Experience of dealing with a range of management issues within a school
- A good overview of the curriculum appropriate to the phase of school
- The ability to develop sound working relationship with Governors, parents and staff

If you feel that you possess these qualities and would like to place your name on a register which will be used to seek appointment to temporary Headship vacancies as they occur in the County, then please apply for an application form.

For an application pack please contact Diane Bozier, Resourcing Team, Borough Hall, Bedford.

Tel: (01234) 228238.

Email: [jobs@centralbedfordshire.gov.uk](mailto:jobs@centralbedfordshire.gov.uk)

[www.centralbedfordshire.gov.uk/jobs](http://www.centralbedfordshire.gov.uk/jobs)

Posts working with either children and/or vulnerable adults will be subject to the disclosure of criminal records.

This Authority is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers in its schools to share this commitment.