

**EMPLOYMENT & DEVELOPMENT
OPPORTUNITIES**

Gloucestershire Partnership 
NHS Foundation Trust

5 March 2008

<http://www.partnershiptrust.org.uk/>

APPLICATION FORMS AND INFORMATION PACKS FOR ALL POSTS (unless otherwise stated) ARE AVAILABLE FROM THE HUMAN RESOURCES DIRECTORATE

When requesting packs and application forms, please always quote your FULL ADDRESS, CONTACT TELEPHONE NUMBER and the POST REFERENCE NUMBER

PACKS SHOULD BE REQUESTED BY ONE OF THESE METHODS

Telephone

01452 891088
(24hr Recruitment Line)

Email

recruit@glospart.nhs.uk

online @ <http://www.nhs.uk/jobs>

Full information, including job descriptions, for most of our vacancies are now included on the NHS Jobs website. Applications should if possible be made through this site

APPLICANTS

As part of our ongoing commitment to the continued safety of our patients, visitors and staff it is likely that you will be required to undergo a Criminal Records Bureau check.

Please note that all posts are restricted to internal applicants currently employed by Gloucestershire Partnership NHS Foundation Trust unless otherwise stated and priority consideration will be given to Gloucestershire Partnership NHS Foundation Trust staff who are currently classed 'at risk'.

ENQUIRIES FROM APPLICANTS NOT CURRENTLY EMPLOYED BY THE NHS WILL NOT BE CONSIDERED UNLESS SPECIFICALLY STATED ON THE JOB ADVERT.

STAFF CURRENTLY EMPLOYED ON THE GLOUCESTERSHIRE PARTNERSHIP NHS FOUNDATION TRUST STAFF BANK ARE NOT ELIGIBLE TO APPLY FOR PERMANENT POSITIONS UNLESS THE POST IS OPEN TO EXTERNAL APPLICANTS.

**To advertise in this bulletin please contact:
Lesley Wreford on 01452 891046, Björn Ballard on 01452 891085 or Anne Webb on 10452 891084**

HOLLYBROOK HABILITATION AND TREATMENT SERVICE, STROUD

We are a multi disciplinary team working in an 8 bedded inpatient Habilitation and Treatment unit in Stroud for people with Learning Disabilities and associated Mental Health problems who present complex behaviours that challenge the service. Our purpose is to meet the needs of the patients and equip them with coping strategies and life skills, enabling them to move to a community setting.

STAFF NURSE – BAND 5 HOURS 37.5 or part time Ref: 327-PART/7/1004

We are looking for nurses to both clinically and operationally support the team at Hollybrook. The hours of work are up to 37.5 per week and duties will involve flexible working across a 24 hour rotational shift pattern.

You should be either a Learning Disability or Mental Health Nurse with an interest in LD and have proven skills in managing complex situations. Practical knowledge of working with Challenging Behaviour, Autistic Spectrum Disorder or Mental Health, is also essential. Preceptorship will be offered as appropriate.

HEALTH CARE ASSISTANTS – BAND 3 HOURS 37.5 or part time Ref: 327-PART/7/1005

We require people to join our Multi disciplinary team who feel that they can positively contribute to the delivery of care.

Within your role, you will be expected to communicate at all levels, provide information from observations and be able to transport clients for community access. In return, we offer commitment to development at all levels.

If you would like to find out more about any of these vacancies or would like to arrange an informal visit please contact Stephen Campbell, Unit Manager on 01453 562070 or email stephen.campbell@glos.nhs.uk

Application forms can be obtained from recruitment

NURSING

Crisis Resolution & Home Treatment Team West Gloucestershire Area, 18 Denmark Road, Gloucester

Community Mental Health Nurse - Band 5

£19,683 - £25,424 per annum

Hours: 37.5 per week – fixed term contract for 18 months

We are looking for an enthusiastic forward thinking, qualified nurse practitioner experienced in working with individuals with Serious Mental Illness to assist in the delivery of a Crisis & Home Treatment Service in the Gloucester and Forest of Dean area.

The post requires candidates that are willing to work rotational shift work including occasional night duties, core hours being 8 am – 10 pm. A full car driving licence is essential for this post.

If you would like to know more then contact Martin Griffiths on 01452 891226 or 07917006138 for an informal discussion.

Ref: 327-PART/7/1359. Closing date: Midnight, 11th March 2008

Gloucestershire Early Intervention Service

Health & Social Care Senior Community Support Worker - Band 4

Salary Scale: £16,853 - £20,261 per annum

Hours: 37.5 per week

Applications are invited from individuals who possess NVQ level 3 or equivalent level competency based training in a relevant health or social care area **PLUS** theoretical and practical knowledge to diploma level equivalent, obtained through formal competency based training, short courses and experience **OR** successful completion of approved Associate Practitioner training or relevant foundation degree. It is also essential to have experience of working in a mental health or social care setting.

The post holder, under the supervision of senior practitioners will act as a care coordinator for 10 service users. The role will also include assisting care coordinators in assessing, planning, implementing and evaluating care plans to promote social inclusion and recovery including developing group activities to meet the needs of service users and carers.

All post holders will be offered opportunities for continuing professional development and statutory / mandatory training as well as access to clinical supervision and Individual Performance Review.

The post involves willingness to work evenings or weekends where required and the ability to be efficiently mobile across Gloucestershire. The initial base will be in Cheltenham. They also involve a very real commitment to the principles of Recovery and Social Inclusion.

For an informal discussion about any of the above posts please contact **Nathan Gregory, Team Manager**, on 01242 548295 / 07786 268478. Additional information about the GRIP team can also be found on our web site www.gripinitiative.org.uk

Ref: 327-PART/7/1139. Closing date: Midnight, 11th March 2008

NURSING – RECOVERY TEAMS

Mental Health Working Age Adults - Forest Recovery Team Coleford House, Coleford

Community Mental Health Nurse – Band 6
£23,458 - £31,779 per annum pro rata
Hours: 22.5 per week

We are currently looking for a Band 6 Nurse to become part of the Forest Recovery Team. The team is one of the new teams following the Service Redesign and we are currently working on developing the Recovery service.

You should be interested in working with Service Users with a Severe and Enduring Mental Health problems and working towards achieving the aims of Recovery. The team falls within the Working Age Adult directorate so experience of working with this Service User group would be beneficial. A willingness to help develop this service and push forward new ways of working with the Recovery model in mind would be needed.

Experience using various trust database systems such as Clinical Manager and use of Microsoft programmes would also be beneficial.

If you have any further questions about the post please contact Richard Webb, Temporary Team Manager, Tel: 01594 598200

Ref: 327-PART/7/1357. Closing date: Midnight, 11th March 2008

Forest Recovery Team, Coleford House

Community Mental Health Nurse - Band 5
Hours: 37.5 per week
8 Months fixed term or secondment.

An opportunity has arisen for a fixed term contract to cover maternity leave with our team. The post is set within a new team from the service redesign with the opportunity to be involved in the development of this service.

We are looking for an enthusiastic nurse with experience of working in a community setting. The post holder will be required to be care co-ordinator for their caseload and work within the CPA policy. Basic computer skills are required using Microsoft office and outlook. The Recovery Team is required to work flexibly as per needs of the service users, so this may include early evening and weekend work as per needs.

We would welcome any applicants who would like to help make this a varied and exciting team to work in and develop the service to meet the needs of this client group.

For more information please contact Richard Webb on 01594 598200

Ref: 327-PART/7/1372. Closing date: Midnight, 18th March 2008

NURSING – RECOVERY TEAMS

Forest Recovery Team, Coleford House

Community Support Worker – Band 3

£14,437 - £17,257 per annum

Hours: 37.5 per week

We are seeking an individual to join this developing team out in the Forest of Dean area. The recovery Team was formed last year following a Service Redesign and is currently looking at developing the service.

The applicant should have some knowledge of this client group (16-65 with a Serious Mental Health Problem) and be patient centred in their approach. The role will involve supporting registered staff in providing treatments and interventions following a Recovery model. The role also involves using IT so knowledge of Microsoft would be advantageous training for use of other systems will be provided.

If you have any further questions about the post please contact Richard Webb, Temporary Team Manager, Tel: 01594 598200

Ref: 327-PART/7/1358. Closing date: Midnight, 11th March 2008

Cheltenham and Tewkesbury Recovery Team, Avon House, Tewkesbury

Support Worker (Band 3)

£14,437 - £17,257 per annum

Hours: 37.5 per week

We are looking for an individual to fill the above vacancy within the Recovery Team which was newly formed through Service Redesign. This is an opportunity to work within an environment which works with service users using a recovery model of care. The post holder will be involved in assisting fellow colleagues in providing treatment packages for people with Severe & Enduring Mental Health problems in the Cheltenham & Tewkesbury area.

Applicants will have some previous experience of working with this client group, have basic working knowledge of Microsoft packages and able to organise their own time.

Car Driver essential.

For further information, please contact Esther Pettitt, Team Manager, or Jac Robinson, Senior Support Worker, on 08454 223970

Ref: 327-PART/7/1351. Closing date: Midday, 10th March 2008

Interview date: Tuesday 18th March 2008

NURSING – RECOVERY TEAMS

Working Age Adults Stroud & Cirencester Recovery Team

Community Support Worker – Band 2 (Fixed Term)

Hours: 18.75 per week

Salary: £12,577 - £15,523 pro rata

Ref: 327-PART/7/1373

Community Support Worker – Band 4 (Permanent)

Hours: 37.5 per week

Salary: £16,853 - £20,261 pro rata

Ref: 327-PART/7/1375

Based at Park House in Stroud

The Stroud & Cirencester Recovery Team require 2 full time substantive Band 4 Community Support Workers and 1 part time fixed term Band 2 Community Support Worker (covering a career break) to work within the locality

This is an excellent opportunity to work in a newly formed Recovery Team in Mental Health to help deliver focussed care to adults with severe and enduring health problems. You will work with supervision from trained staff in the field of recovery. You need to have a flexible approach and ability to travel. Pool Cars are available for use.

Closing date for both posts: Midnight, 18th March 2008

HEALTH & SOCIAL CARE CENTRE

Gloucester Health & Social Care Centre Grafton Road, Gloucester

Health & Social Care Officer / Tech II Instructor – Band 4

Salary: £16,853 - £20,261

Hours: 37.5 per week

Gloucester Health & Social Care Centre aims to offer a holistic range of services responsive to the needs of service users based on the Recovery Approach to mental health.

The post will involve both building-based and community outreach work, aimed at supporting people of working age back to community resources, independent living, employment, training and health management.

You should have experience of working in the field of mental health, and preferably of working alone, as well as with a multi-disciplinary team. Group work skills would be an advantage. Driving Licence essential. Candidates with Level 3 NVQ preferred.

Hours: 37.5 per week (Mon – Fri 8.30 a.m. – 4.30 p.m. negotiable. However, this could include some evening or weekend work in the future). Permanent full-time post, however, part-time or job sharing may be considered.

For further information, please contact Don McLeod (Manager), Gloucester Health & Social Care Team Leader on 01452 311599.

Ref: 327-PART/7/1377. Closing date: Midnight, 18th March 2008

PHYSIOTHERAPY

Mental Health Physiotherapy and Sports Therapy Service ACT Team, Lexham Lodge, Cheltenham

Physiotherapist / Sports Therapist - Band 5
£19,683 - £25,424 per annum
Hours: 37.5 per week

We are looking for an enthusiastic Physiotherapist / Sports Therapist who is committed to the development of mental health practice for people who have a Serious Mental Illness (SMI). The post holder will be providing care focused on the Choosing Health agenda, promotion of Social Inclusion and the Recovery Model of care.

The post-holder will be working with individuals and also group work carried in the Community and will need to be able to work with enthusiasm, courtesy, helpfulness whilst being resourceful.

The post holder will either need to be a State Registered Physiotherapist with a broad range of experience at pre-registration level or a person with a degree in Sports Science or Sports Exercise. Applicants will ideally need to have had previous experience of working in a mental health setting or with other vulnerable adult groups.

For more information please contact either Karen Dawe, Lead Physiotherapist at Wotton Lawn Hospital, Gloucester, Telephone 01452 891500

Ref: 327-PART/7/1349. Closing date: Midnight, 18th March 2008

Physiotherapy & Sports Therapy Service Forest Recovery Team, Coleford House, Coleford

Physiotherapy Technical Instructor – Band 4
Salary: £16,853 to £20,261
Hours: Full Time Post

The Gloucestershire Partnership Trust Mental Health Physiotherapy and Sports Therapy Service is looking to recruit a Physiotherapy Technical Instructor to join the Forest Recovery team.

We are looking for an enthusiastic Physiotherapy Technical Instructor who is committed to the development of mental health practice for people who have a Serious Mental Illness (SMI). The post holder will be providing care focused on the Choosing Health agenda, promotion of Social Inclusion and the Recovery Model of care.

The post-holder will be working with individuals and also group work carried out in the Community and will need to be able to work with enthusiasm, courtesy and helpfulness whilst being resourceful.

The post holder will need to be an experienced Physiotherapy Technical Instructor with an in-depth level of knowledge of mental health physiotherapy support work from both an in-patient and community basis and across a broad range of specialities.

For more information please contact Karen Dawe, Lead Physiotherapist at Wotton Lawn Hospital, Gloucester on 01452 891500

Ref: 327-PART/7/1371. Closing date: Midnight, 11th March 2008

OCCUPATIONAL THERAPY

Mental Health Services for Older People Cirencester and North Cotswolds Community Mental Health Team

Occupational Therapist - Band 6
£23,458 - £31,779 per annum
Hours: 37.5 per week
Based at Baunton Ward, Cirencester Hospital

We are looking for an experienced therapist to join another Band 6 OT in a successful, well functioning CMHT for Older People. The job profile includes: working with older people with complex health needs, working with CMHT(s) for older people to facilitate recovery and well being, utilising the Model of Human Occupation as the first informing model of practice, using standardised assessments and implementing evidence based practice.

As this is a community based role a significant amount of your time will be out of the office and you must be able to travel independently in a rural area.

Informal enquiries and visits are encouraged for this post. Please contact:
Tina Kukstas, Team Manager 08454 222709
Laura Quick, Lead Occupational Therapist 01242 272012

Ref: 327-PART/7/1364. Closing date: Midnight, 11th March 2008

Forest Recovery Team Coleford House, Coleford

Occupational Therapist - Band 6
Salary: £23,458 - £31,779 pro rata
Hours: 28.13 per week
Secondment to cover maternity leave for 1 year

An opportunity has arisen for an OT to cover maternity leave here in the Forest Recovery Team. The team is one of the new teams following the Service Redesign and we are currently looking at developing the Recovery service.

You should be interested in working with Service Users with Severe and Enduring Mental Health problems and working towards achieving the aims of Recovery. The team falls within the Working Age Adult directorate so experience of working with this Service User group would be beneficial. A willingness to help develop this service and push forward new ways of working with the Recovery model in mind would be needed.

Experience using various trust database systems such as Clinical Manager and use of Microsoft programmes would also be beneficial.

If you would like more information then please contact Richard Webb, Temporary Team Manager on 01594 598200

Ref: 327-PART/7/1369. Closing date: Midnight, 18th March 2008

PSYCHOLOGY

Gloucestershire Recovery In Psychosis

Based in the Cheltenham / Tewkesbury / North Cotswold's (due to relocate to Albion Chambers in Gloucester) and the Stroud / Cirencester localities

Band 8a Chartered Clinical Psychologist

Salary £36,112 - £43,335

1 WTE 37.5 hours per week

The Gloucestershire Recovery in Psychosis (GRIP) Team is a Countywide Early Intervention Service working with people aged 14-35 years old with a suspected or confirmed psychosis. The team has expanded over the last 3 months and now covers the whole of Gloucestershire. We have successfully recruited into a number of posts and have devised and commenced a team training programme and steering group. This is an exciting period in the Team's development and we are now looking to appoint into the post of Chartered Clinical Psychologist.

The post holder will be required to possess a Post Graduate doctoral level training in Clinical Psychology, as accredited by the B.P.S. and be eligible for Chartered status. You will also be responsible for promoting the psychological health and well-being of clients in the Early Intervention Service.

This will involve working as a Care Co-ordinator for an optimum of 12 service users at any one time or associate worker (where applicable) with individuals who have an emerging psychosis or confirmed episode of psychosis. You will clinically supervise pre-qualified psychology staff and provide placements and supervision to Doctoral Clinical Psychology trainees. The post holder will be required to utilise research skills for audit, policy, and research.

For further information please contact David Pugh on 01242 272003 or Nathan Gregory on 01242 548295.

Ref: 327-PART/7/1370. Closing date: Midnight, 18th March 2008

SOCIAL WORKER

Cheltenham, Tewkesbury and North Cotswolds Assertive Community Treatment Team

Mental Health Social Worker – Band 6 (Permanent)

Salary: £23,458 - £31,779 per annum

Hours: 37.5 per week

Base: Lexham Lodge

An exciting opportunity has arisen to join our team. We are seeking a Mental Health Social Worker who has experience of working with adults of working age and individuals with enduring mental health problems.

Our ACT team is an established multidisciplinary team who work within the principles of recovery and social inclusion. Our service users have complex and challenging needs and are often at risk of disengaging with services. As care co-ordinator you will be supported within the team approach to deliver a wide range of interventions to service users and their carers. Our primary function is to assist people to achieve their optimum possible quality of life.

The Mental Health Social Worker will play a key role in organising funded care and support packages. The Approved Social Worker qualification (or a willingness to train) is desirable and an allowance is payable for ASW rota duties.

You will be part of our planned needs-led service covering am to 8 pm Monday to Friday and am to Pam on weekends on a rota basis.

You will be supported in your continuous professional development through the Trust's structured Appraisal Process. You will have access to Management and Professional supervision. Gloucestershire Partnership Health and Social Care Trust achieved Foundation status on 1 July 2007

Informal visits/enquiries welcome; please contact Alison Curson, Team Manager on 08454 224806

Ref: 327-PART/7/1341. Closing Date: Midnight, 18th March 2008

TRAINING AND EDUCATION

Collingwood House, Training and Education Centre, Gloucester

NVQ Assessor / Trainer (Health and Social Care) – Band 5

£19,683 - £25,424 pro rata

Hours: 18.5 per week

Ref: 327-PART/7/1344

We are looking for an enthusiastic, well motivated individual with experience working in Mental Health service settings to support the NVQ Team in the provision of NVQ's in Health and Social Care level 2 & 3. The job will involve planning, implementing and evaluating NVQ training programmes, advising, assessing and supporting NVQ candidates in the workplace in Mental Health and Learning Disability service settings.

You will be professionally qualified to RNMH or have an equivalent Social Care qualification. You will also hold an NVQ Assessor Qualification (D32/D33 or A1). The successful candidate will be able to demonstrate over a significant period experience of working within Health and Social Care settings and have experience of supporting and assessing NVQ candidates in the workplace.

For informal visit or further information please contact Emma on 01452 891245.

Training Information Analyst Band 5

£19,683 to £25,424 per annum

Hours: 37.5 per week

Ref: 327-PART/7/1345

Collingwood House provides a comprehensive training information service to the Gloucestershire Partnership NHS Foundation Trust.

We are looking for an enthusiastic and experienced Information Analyst to set up and run an Oracle Learning Management System and Talent Management System which are associated modules of the NHS Electronic Staff Records System.

The successful candidate will hold a recognisable qualification in business/system analysis or equivalent experience. Experience of analysing data and producing high quality reports is essential as is demonstrable experience of using a computerised Training Administration and/or Human Resource system based on an ORACLE platform. Experience of involvement with systems development projects is also an essential requirement of this post.

For further information please call Sue Heafield, Head of Training on 01452 891242.

Closing date for both posts: Midnight, 12th March 2008

ACCOMMODATION SERVICES

Working Age Adults Strategic Service Unit Accommodation Team, Field View, Gloucester

Contracts Manager - Band 5
£19,683 - £25,424 per annum
Hours: 37.5 per week
Contract: 12 month secondment

The Accommodation Services team are recruiting for a new full-time Contracts manager to work within the area of Gloucestershire. You will be required to monitor and provide support to sub contracted private landlords for people with mental health problems living in supported lodgings.

You should have knowledge of contracts, experience of working within a mental health environment, excellent interpersonal and communication skills plus a commitment to high standards, partnership working, anti discriminatory practice and the recovery model.

For further information about this post and the team, please contact Sally Gardner, Team Manager, on 01452 563102.

Ref: 327-PART/7/1355. Closing date: Midnight, 11th March 2008

MANAGEMENT

Business Development and Clinical Governance Manager- Adults of Working Age
Band 8b - £42,064 - £52,002 per annum
Hours: 37.5 per week

Gloucestershire is one of the first Mental Health Foundation Trusts. We are seeking to build a strong foundation to continue to deliver high quality services and expand our services. We have established clinically focused strategic service units of which the Adults of Working Age Service Unit is a key part with a track record of success.

We are seeking an experienced manager to lead the Business Development and Governance arrangements in the Working Age Adult Services in a new and exciting future of delivery of high quality service via a business focused approach. You will have a proven track record of success with experience of business development or mental health service provision. This key position will support the Strategic Service Unit to develop business opportunities and manage the governance agenda

If you have the leadership and talent and want to be part of delivering an exciting agenda through the Foundation Trust, we would like to hear from you.

Informal visits are most welcome. Initial enquiries should be made to Linda Folley Service Director WAA and Chris Fear Clinical Director

Ref: 327-PART/7/1376. Closing date: Midnight, 18th March 2008

ADMIN & CLERICAL

Human Resources Department, Rikenel

HR Information Administrator – Band 3

Salary: £14,437 - £17,257 per annum pro rata

Hours: Part Time up to 30 Hours

Permanent contract

We currently have a vacancy for an effective HR Information Administrator to work within the HR Team to provide a comprehensive HR service for the Trust. The role focuses on ensuring the efficient delivery of all HR related administrative functions and requires accuracy, attention to detail, numeracy and good organizational skills, together with the enthusiasm to provide a quality service. In addition the post requires an ability to prioritise your workload.

The use of computerised Human Resources systems is required involving data entry, retrieval and updating. Training will be provided in keeping with the needs of the successful applicant. Previous experience of using data bases is required.

Familiarity with office administration and procedures is required along with good keyboard skills together with knowledge of "Office" software and working to deadlines will have been acquired through previous experience of working in relevant environments.

For informal visits or further questions contact Kevin Jacobs Assistant Director of HR or Carol Sparks Deputy HR Director on 01452 891078

**Ref: 327-PART/7/1366. Closing date: Midnight, 7th March 2008.
Interviews to be held on Monday 17th March 2008**

Mental Health Working Age Adults - Stroud Recovery Team Park House Resource Centre, Stroud

Team Secretary - Band 3

£14,437 - £17,257 per annum pro rata

Hours: 24.5 per week, over 5 days

An opportunity has arisen for a part time team secretary for the Recovery Team in Stroud. We are looking for a self motivated, loyal, conscientious, efficient, reliable person, who should be able to use your initiative to work on your own as well as be a good team player; an excellent telephone manner is essential.

You will have proven administrative/secretarial skills and experience in all aspects of Microsoft Office and be qualified to RSA II or OCR levels.

As part of our ongoing commitment to the continued safety of patients, visitors and staff you will be required to undergo a Criminal Records check.

For further information please contact Jennifer Hartland, Locality Administration Manager on 01453 562090

Ref: 327-PART/7/1356. Closing date: Midnight, 11th March 2008

ADMIN & CLERICAL

Burleigh House – Psychologies Therapies Team

Team Secretary – Band 3

Salary: £14,437 to £17,257 per annum pro rata

Hours: 22.5 hours per week (permanent contract)

The Psychological Therapy team is based at Burleigh House in Gloucester and provide a countywide service providing psychological therapy for adults of working age, 18 -65.

An opportunity has arisen for a part time team secretary post currently at Burleigh House. We require a self-motivated person who is loyal, conscientious, efficient and reliable. You will have proven admin/secretarial skills and be able to demonstrate organisation, communication and interpersonal skills. You should also have a mature outlook and experience in all aspects of Microsoft Office and be qualified to RAS 11 or equivalent. The ability to work to tight deadlines is required. You will be required to undergo a criminal records bureau check.

Previous experience in a health or social care setting is desirable but not essential as full training will be given.

For further information please contact Elaine Tingle, Locality Administration Manager on 08454 224825

Ref: 327-PART/7/1342. Closing date: Midnight, 18th March 2008

Burleigh House – Psychologies Therapies Team

Receptionist/Administrative & Clerical Assistant – Band 2

Salary: £12,577 to £15,523 per annum

Hours: 37.5 hours per week (permanent contract)

The Psychological Therapy team is based at Burleigh House in Gloucester and provide a countywide service providing psychological therapy for adults of working age, 18 -65.

An opportunity has arisen for a full time team Receptionist/Administrative & Clerical post currently at Burleigh House. The post holder will act as initial point of contact and deal with telephone enquiries from external agencies, clients and staff. Applicants should possess exceptional verbal and written communication skills and the ability to work as part of a team; an excellent telephone manner is essential. We require a self-motivated person who is loyal, conscientious, efficient and reliable. You will have proven administrative/secretarial skills and experience in all aspects of Microsoft Office and be qualified to RAS 11 or equivalent. You will be required to undergo a criminal records bureau check.

For further information please contact Elaine Tingle, Locality Administration Manager on 08454 224825

Ref: 327-PART/7/1343. Closing date: Midnight, 18th March 2008

HOTEL SERVICES

Permanent and temporary (Bank) posts

£6.13 – £6.68 per hour with enhanced pay for weekends and bank holidays

Hotel Services provides the cleaning service within Wotton Lawn hospital, clinics and day centres throughout the Gloucester area, including Quedgeley, Churchdown and the city centre.

We are currently looking to recruit cleaning assistants at Wotton Lawn Hospital. You would need to be flexible and willing to work as part of a multi skilled team that maintains a high standard of cleanliness throughout all areas of responsibility.

We provide a service 7 days a week between the hours 8.00 am – 8.00 pm, with various shift patterns available.

Please ring Anne Howe 01452 891515 or Sue Sweeney 01452 891514 for an informal chat to see if we have hours to suit you.

Ref No: 327-PART/7/1061

VACANCIES WITHIN OTHER ORGANISATIONS (PLEASE NOTE ALTERNATIVE CONTACT DETAILS FOR THESE POSTS)

The latest vacancies from Gloucestershire County Council can be found on their website at:

www.gloucestershire.gov.uk
