

## Live Vacancies

### New This Week!

**If you are interested please email your CV** (plus any additional requested information) **and contact details to [vacancies@lbbd.gov.uk](mailto:vacancies@lbbd.gov.uk) along with the reference number of the job you wish to apply for.**

Job descriptions are available from [vacancies@lbbd.gov.uk](mailto:vacancies@lbbd.gov.uk) or from [nmsworker17@gmail.com](mailto:nmsworker17@gmail.com)

## MANAGEMENT POSITIONS

### **C143 - Office Manager**

Location: Barking & Dagenham, London. Role will include working and travel to all parts of the borough.

Salary: Up to £33,250 per year depending on experience.

Type: 31st July initially with expectation of extending for a further year, subject to funding.

Hours: 40 hours/week - will regularly involve some evening and weekend working.

Holiday entitlement: 30 days (plus bank holidays). Pension: Workplace pension.

Reports to: Senior Operations Manager.

Responsible for: No direct reports - will work with key stakeholders.

**Please apply by CV and up to 2 pages A4 maximum which must include:**

- a) What excites you about the possibility of working with Participatory City.
  - b) How your skills, knowledge & experience and personal qualities fit the role as specified in the Person Specification.
  - c) How you think you would fit into the Participatory City culture as outlined in 'How we work.'
  - d) Confirmation that you are a UK/EU citizen or have the right to live and work in the UK.
  - e) The closing date for applications is 15 November 2019. We strongly encourage early applications.
  - f) Please also complete an equality monitoring form. Find it here.
2. Please also indicate:
    - a) Your availability for interviews on the week of 18 November 2019
    - b) Your notice period with your current employer, if applicable.
  3. Successful applicants will be invited to interview, held week of 18 November 2019
  4. We are aiming for a start date for this role to be immediate.

**Closing Date: 5pm Wednesday 13<sup>th</sup> November 2019**

## ***CUSTOMER SERVICE POSITIONS***

### **C137 – 2x Housekeeping Supervisor**

Travelodge Brent Cross

£8.56

Clients will be booked in for a short pre-screen over the phone before being submitted.

Closing Date: **Tuesday 12<sup>th</sup> November 2019**

### **C137– Office Junior**

Dagenham

£8.21ph

30 hours per week

To work with finance manger

Will be doing accounts and general add min role

Will consider an apprentice who wishes to learn accounts and payroll

This role would suit someone who has had a break in employment and may need bit confidence building they will be fully supported in the role

Closing Date: **Tuesday 12<sup>th</sup> November 2019**

## ***WAREHOUSE POSITIONS***

### **C80 – 5x Drivers**

Hours are Mon-Fri 8am-4.30pm + additional hours when required.

Weekend work available as overtime as well. Rate is £8.25ph

five drivers to start

Personal Spec attached – Interested clients to complete and return application form **(Application form – NEW – HR.doc)** attached

Closing Date: **Tuesday 12<sup>th</sup> November 2019**

## ***SECURITY ROLES***

### **C86 – Retail Security Guards**

Salary Starts at £8.21 on some sites and can go up to £11.00. Rates will be discussed with the candidates

#### **Required**

- \* 5 Year checkable work history (FULL)
- \* A Valid SIA License - Frontline Door Supervisor or Security Guarding
- \* Flexibility to adapt to operational needs
- \* Be able to provide all the documentation & vetting information requested which includes you being able to supply a full 5 year work/education history
- \* Excellent communication skills both written & oral
- \* Ability to deter anti-social behaviour, theft & criminal activities
- \* Must be reliable & punctual

#### **Job description**

- \* Ensure the safety & security of staff & customers within the working environment
- \* Act as a visual deterrent
- \* Liaising with Police & other emergency services
- \* Report writing
- \* Any other Retail Security Officer associated tasks as required

#### **Incentives for the Retail Security Officer:**

- \* Working 38 - 48 hours per week. **Weekends are essential**
- \* 28 days annual leave per year inclusive of bank holidays
- \* HSF Health Care Plan
- \* Company Pension
- \* Full & ongoing training
- \* Career development
- \* A range of employee discounts for the purchase of goods & services available after the initial 6 month period of employment.

Closing Date: **Monday 11<sup>th</sup> November 2019**

### **C112 – 4x Security**

Enfield needs x4 Security Guards to start ASAP

They will be on £9 per hour rate, 12 hours shift.

Shift patterns of Monday to Friday + weekends. (Mornings and Nights shift pattern).

MUST have SIA badge and also CSCS card as this is on a construction site.

Candidates will still be considered if they don't have the CSCS card as long as they are willing to obtain one within a month.

**Please check with your client first if they are willing to do the shifts and work outdoors**

Closing Date: **Monday 11<sup>th</sup> November 2019**

### ***NURSERY ROLES***

#### **C136– Level 3 Nursery Practitioner**

£Minimum wage

Dagenham

Must be willing to work with any age group between 3 months and 5 years old

Willing to take on apprenticeships and work placements too

Monday to Friday Early or Late shift times 7am – 2pm or 7am - 3pm or 9am – 4pm  
10am – 6pm

Times are negotiable

Closing Date: **Monday 11<sup>th</sup> November 2019**

#### **C103 - 2x Level 3 in childcare and education**

Barking

Five days in a week

£NMW

9am till 6pm Monday till Friday

Start date beginning October

Closing Date: **Monday 11<sup>th</sup> November 2019**

### **C120 – Full-time Level 3+ Nursery Practitioner**

Dagenham RM10

£19,636 a year

We are a successful activity centre for children, established for over 10 years. Due to popular demand, we have recently opened a Full Day Nursery for children aged 2-5 years at our centre.

Our nursery aims to provide a safe, nurturing atmosphere, to help children thrive independently, whilst learning and developing through play and exploration.

We seek a full-time staff member of level 3+ all year round, for 42 hours per week,

Full time position is £19,656 per year.

JD Attached

Closing Date: **Monday 11<sup>th</sup> November 2019**

### ***DRIVING/PA ROLES***

#### **C45 – PA**

Waltham Forest

£8.50ph

Various hours per week

JD Attached

Closing Date: **Monday 11<sup>th</sup> November 2019**

#### **C46 – Driver**

Barking & Dagenham

£10.55ph

Monday – Friday (Term Time) 20hrs per week

JD Attached

Closing Date: **Monday 11<sup>th</sup> November 2019**

## **CARE ROLES**

### **C128 – Weekend Cook**

Care Home – Chadwell Heath

Saturday 7am to 6pm and Sunday 2pm to 6pm

£9ph

Cook required with experience and understanding of special diets in a small care home setting. Be familiar with safer food better business guidelines with a knowledge of nutritional and dietary needs working to daily menus. <https://www.food.gov.uk/business-guidance/safer-food-better-business>

Closing Date: **Monday 18<sup>th</sup> November 2019**

### **C129 – Handyman**

Chadwell Heath

Hours: 8am – 4pm Monday – Friday (including bank holidays)

Salary: £9.50ph

#### **Car driver with own car needed**

No experience needed

Role involves: Collecting prescriptions for residents from Pharmacy, Running patients to and from the doctors, decorating, gardening and deep washing carpets

Closing Date: **Monday 18<sup>th</sup> November 2019**

### **C115 – Support Workers**

Location is Barking and Dagenham

Collier Row

Wage is £8.50 per hour.

10-2 4 days a week. Also every other Saturday.

Closing Date: **Monday 18<sup>th</sup> November 2019**

### **C114 – Support Workers**

Location is Barking and Dagenham

Collier Row

Wage is £8.50 per hour.

Saturdays workers in one place 08:30 – 15:30 not travelling the community.

Closing Date: **Monday 18<sup>th</sup> November 2019**

### **C98 - Care co-ordinator**

Dagenham

Salary £18,000.00pa

Criteria;

Must have hand on care work experience

Must be a driver with own car

Good English speaking and writing

Able to work weekend

Able to work 9am to 5 pm and over time if needed.

Committed

Holiday pay

Closing Date: **Monday 11<sup>th</sup> November 2019**

### **C99 – Carer with BSL**

Dagenham

Flexible with days may be required to work weekends

43hours a week

Salary negotiable

Need to be able to communicate with sign language

Good English required

Closing Date: **Monday 11<sup>th</sup> November 2019**

### **C85 – 10x Carers**

Barking & Dagenham

Domiciliary Care

Monday – Sunday

£9ph

7am – 8pm (Shift times)

Minimum 8hrs possible outside of London – B&D up to 35hrs

DBS Required client **will have to pay** for this but employer is happy to do it

Reference required

Experience – Not essential – Training provided

Qualification – Basic English Skills

Closing Date: **Monday 11<sup>th</sup> November 2019**

### **C63 – Domiciliary Care Worker**

Barking, Ilford, Seven Kings, Goodmayes, Barkingside, Hainault, Woodford, South Woodford, Wanstead, Manor Park, Forest Gate, Canning Town, Stratford, Walthamstow area.

£8.50ph Monday-Saturday £9ph Sunday

Full Time/Part Time

Day Shifts between 7.30am – 8pm

Night Shifts 8pm – 8am

Flexible

Closing Date: **Monday 11<sup>th</sup> November 2019**



### **C32 – Support Workers**

Salary is between £8.50 - £8.85

Location – Dagenham and Havering

Qualifications – previous experience is preferred but not essential

Mon – Friday 7am – 10pm or 10pm – 7am (one location lodge Independent living)

We will always need support staff mainly for Saturdays 8:30 – 15:30 working with our children at a centre

The adult side is varied

Closing Date: **Monday 11<sup>th</sup> November 2019**

### ***TRAINING OPPORTUNITY***

### **C78 – Railway Engineering Traineeship**

18-24years old, ongoing

## ADVERT

**Loaders** scale 2 (circa £20,835)

***One borough; One community; No-one left behind***

Barking and Dagenham is a New Kind of Council. Over the past four years we have gone through an ambitious transformation programme to ensure we can deliver real change within our community. We know that keeping our streets and green spaces clean and tidy is a priority for many residents that's why we launched a cleaner Barking and Dagenham campaign. To help us achieve our vision we are looking for motivated and committed individuals to join our Recycling and Waste team as **Loaders**. You will deliver an efficient and effective waste and recycling collection service to residential and commercial premises, ensuring daily rounds are successfully completed.

We are looking for individuals with good communication skills and a 'can do' approach to your daily duties to get them completed efficiently as possible as well as an awareness and understanding of health & safety in relation to waste collections.

Our excellent package includes the following benefits:

- ☐ Access to Local Government Pension Scheme
- up to 30 days annual leave
- learning and development
- season ticket and travel loans
- discounted gym membership
- employee support and networking groups
- Wider Wallet scheme
- cycle purchase scheme
- credit union membership

Please note, this role can be physically demanding, as you will be required to participate in vehicle loading and lifting of sacks, pushing and pulling of loaded wheeled bins as well as working in all types of weather conditions. It will also involve a considerable amount of walking.

To encourage work/life balance, there are two current shift patterns which are available subject to vacancies; AM – 6am – 2pm and PM – 2pm – 10pm

**To apply directly**, please see the JD attached and the link below to the website;

<https://www.lbld.gov.uk/loader-recycling-and-waste>

Closing Date: **Monday 11<sup>th</sup> November 2019**