

AVAILABLE VACANCIES –2nd September 2005

Organisation	Vacancy	Hours & Pay	Information
Deploy	Office Manager	Full-time (negotiable). 6 months fixed term to be reviewed/renewed £15,675 pa	<ul style="list-style-type: none"> ▪ To provide an organised and comprehensive internal and external information service for Deploy regarding employment and disability, and manage effective administrative systems. ▪ Responsible for collating information and reports for Funders, recording statistics to monitor Deploys work, the co-ordination of correspondence between Deploy and Employers and taking minutes of bi-monthly board meetings. ▪ The ideal candidate will have knowledge of the disability sector and commitment to the aims of Deploy. You will be motivated and organised with good planning, reporting and IT skills and a proven track record in effective administrative support.
BT Sheffield	BT advisors	Various shifts Full and Part time between 07.00 and 19.30 £6.30 - £6.80 per hour	<ul style="list-style-type: none"> ▪ Good telephone manner required ▪ Previous customer service experience preferred but not essential ▪ Basic skills essential
Abbeyfield Grange Nursing Home	Care Assistant	Part-time £5.50 per hour	<ul style="list-style-type: none"> ▪ Male or female ▪ To work 12 x 7 ½ hour shifts per month between the hours of 7.00am and 10.00pm including weekends ▪ Good communication skills essential

For further information about any of these vacancies please contact:
Lynne Hoy Deploy Manager or Charlotte Barnes, Employment and Training Co-ordinator

✉ Deploy, Unit 11, 53 Mowbray Street, Sheffield S3 8EN

☎ Tel. 0114 281 4176

📧 lynne.hoy@deploy.org.uk or charlie.barnes@deploy.org.uk

Charisma Colourprint Ltd	Sitma Setter Operator	Full-time £9.50 per hour + overtime & benefits	<ul style="list-style-type: none"> ▪ This is a skilled role. ▪ To set up the Sitma Polywrap machine ▪ Run the machine ▪ Look after the maintenance of the machine
Hillsborough Leisure Centre	Occasional Crèche Assistants	£5.80 per hour	<ul style="list-style-type: none"> ▪ Required to cover holiday and sickness. ▪ To work in a busy crèche, which caters for children between 2 and 5 years. ▪ All activities undertaken need to adhere to the National Curriculum, therefore a prior knowledge is essential. ▪ You will be enthusiastic, hard working and flexible with experience of working with children in a variety of environments. ▪ You will need at least one of the following qualifications- NNEB Diploma in Nursery Nursing. NVQ Level 3 in Child Care and Education. BTEC Diploma in Early Childhood Studies/Nursery Nursing. BTEC Early Childhood Studies ▪ Successful applicants will be required to complete a CRB check.
Hillsborough Leisure Centre	Food & Beverage Assistant (full-time)	Full-time £9626.98 pa + benefits	<ul style="list-style-type: none"> ▪ 37 hours per week including evenings and weekends plus opportunities for overtime. ▪ A customer facing role which involves working in a busy public and employee cafeteria. The role may include some bar work and assistance on functions. ▪ You will be enthusiastic and have customer service experience. ▪ Successful applicants will be required to complete a CRB check. ▪ Closing date 11th September.

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Hillsborough Leisure Centre	Occasional Leisure Assistants	Part-time £5.71 per hour	<ul style="list-style-type: none"> ▪ Required to cover summer holiday programme. Working a minimum of 16 hours per week including evenings and weekends. ▪ This is a customer facing role which involves life guard and pool supervision duties, activity and special event set-ups. ▪ You will be enthusiastic and have customer service experience. ▪ You will be qualified to NPQL Level or currently working towards such. ▪ Successful applicants will be required to complete a CRB check.
Hillsborough Leisure Centre	Casual Food & Beverage Assistant	£4.85 per hour	<ul style="list-style-type: none"> ▪ To work as and when required. May include evenings and weekends. ▪ This is a customer facing role, which involves working in a busy public and employee cafeteria. The role may also include some bar work and assistance on functions. ▪ You will be enthusiastic and have a can do attitude. The willingness to learn and participate in regular training. ▪ Previous experience is desirable although training will be given.

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Hillsborough Leisure Centre	Leisure Assistants	Part-time or full-time £5.71 per hour	<ul style="list-style-type: none"> ▪ To work either a minimum of 37 or 16 hours per week. These hours will include evenings and weekends and Bank Holidays. ▪ A customer facing role, which involves lifeguard and pool supervision duties, activity and special event set-ups, You will also be required to attend <u>compulsory</u> staff training one day per month. ▪ You will be enthusiastic and have experience of delivering exceptional customer service at all times. You will be qualified to NPLQ level or currently working towards such. A “Can Do” flexible attitude towards working is essential, as is the willingness to learn and participate in regular training. ▪ This post is subject to a Criminal Records Bureau check. ▪ Closing Date: Sunday 11 September 05
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