

Current Vacancy Bulletin for South Staffordshire Primary Care Trust

No 13: 9th May 2011

Please note that South Staffordshire PCT advertises all the posts included in this Bulletin - including those which are only available to current PCT employees – on the NHSjob website

If you are interested in applying for any of these posts you can therefore see full details of the advertisement as well as download copies of the job description and person specification from the NHSjobs website.

The website address is: <http://www.jobs.nhs.uk/>

All applications for any of the posts listed below should also be made through the website. Each of the summaries below includes the NHSjob website Reference to help you find each job.

PLEASE NOTE: When completing your application, you'll be asked about your experience in relation to the requirements of the person specification for these posts – you should therefore print off and read carefully these details before completing your application. Once shortlisting has taken place you will be notified by e-mail (and not by letter) of the outcome. Please therefore ensure that you check your e-mail account regularly over the next few weeks. Please do not delete your application form on the NHS Jobs Website until you have received a response from us.

If you have difficulties in accessing or using the NHSjobs website – then please seek advice from your manager – or contact a member of the HR Recruitment Team on 01889 571450.

Successful applicants(including internal candidates) will be required to produce original certificates to evidence any qualifications described as essential on the person specification.

PLEASE NOTE:

Safeguarding

All PCT employees are required to act in such a way that at all times safeguards the health and well being of children and vulnerable adults. Familiarisation with and adherence to PCT Safeguarding policies is an essential requirement of all employees as is participation in related mandatory/statutory training. For further information regarding these policies please visit the following sites:

www.staffsscb.org.uk

Vacancy Bulletin for South Staffordshire Primary Care Trust

Medical & Dental

Optometric Adviser

Rugeley, Staffordshire

Salary: Please see advert below

Job Type: Fixed Term Temporary

Reference: 568-3203-SR

"This vacancy is open to employees currently working in Commissioning for North Staffordshire Community Healthcare, Stoke on Trent Community Health Services and South Staffordshire PCT only".

Optometric Adviser 1 day a week fixed term contract until 31st March 2013 South Staffordshire PCT wishes to recruit an Optometric Adviser until 31.3.2013 on a fixed term contract. The main responsibilities are to: • Provide a clinical view re: applications from optometrists to join the PCT's Performers List – between 12 – 18 each year • Advise the PCT regarding its Optometric Contract Visits over until 31st March 2013. • Provide a clinical view regarding governance, performance or infection control issues that may arise. The PCT has 72 optometric practices. The successful applicant will report to and agree a work programme with Jim Barlow Head of Primary Care. Payment will be at the clinical session rate. If there are any optometrists interested in this post, please apply for the post through NHS Jobs by 17th May 2011. The shortlist and interview panel will comprise of Jim Barlow and Malcolm Gray Chair Staffordshire Local Optometric Committee. We hope to interview towards the end of May/beginning of June. If any potential applicant wishes to discuss the post please contact Jim Barlow at Email – jim.barlow@southstaffspct.nhs.uk Tel – 01889 571762

For further details contact Jim Barlow on 01889 571762 or jim.barlow@southstaffspct.nhs.uk

Closing Date: 17 May 2011

Administrative & Clerical

Administrative Support

Tamworth - Wheelchair Service South Staffordshire Primary Care Trust

Salary: £13,653 to £16,753 pa

Hours Per Week: 22.5 Hours/Week **Job Type:** Permanent

Reference: 568-3114-MD

"This vacancy is open to employees of North Staffordshire Community Healthcare, Stoke on Trent Community Health Services and South Staffordshire PCT provider services only". SIR ROBERT PEEL HOSPITAL, TAMWORTH ADMINISTRATION ASSISTANT POST REF: 3114-MD BAND 2 £13,653-£16,753 p.a 22.5 HOURS PER WEEK PERMANENT An exciting opportunity has arisen for an administration assistant to join the district wide wheelchair service within South Staffordshire. The post will be based at Sir Robert Peel Hospital, Tamworth and will be required to cover 3 days a week, worked flexibly according to the demands of the service. You will need to demonstrate good communication and administrative skills, a good telephone manner and be able to prioritise work load and remain calm under pressure. A working knowledge of Lorenzo is advantageous. For further information, or discussion please

contact Lisa Ledger-Wheelchair Service Team Leader on 07528922832. Closing Date: 11th May 2011

For further details contact Lisa Ledger-Wheelchair Service Team Leader on 07528 922832.

Closing Date: 11 May 2011

Receptionist

Burton on Trent - Dental Service

Salary: £13,903 to £17,003 pa pro rata

Hours Per Week: 22.5 Hours/Week

Job Type: Permanent

Reference: 568-2835-SR

We are looking for applicants who have friendly and cheerful natures with excellent front line team skills and previous reception experience within NHS Dentistry, to work in our Dental Access Centres within South Staffordshire. Our main centres are located in Stafford, Cannock and Burton on Trent. The Dental Access Centres are open on Monday to Friday between 8am and 8.00pm, and Saturday and Sunday mornings, as well as Bank Holidays. The successful applicant will be expected to work within our Dental Access Centre opening hours which will include some evenings (until 8.00pm). This post will also require some weekend and Bank Holiday working mainly at our Stafford Dental Access Centre. - Car driver, team working, IT skills and flexibility essential - This post will require travelling between sites Job satisfaction comes from helping patients who are disadvantaged and challenging, as well as the general public with urgent dental problems who are unable to access dental care from General Dental Services. For further information please contact The Dental Office on 01785 223646

PLEASE NOTE: If we experience a high volume of applications for this post, it may be necessary to bring forward the closing date for applications. It is, therefore, advisable to submit an application at the earliest opportunity

For further details contact The Dental Office on 01785 223646

Closing Date: 20 May 2011

Receptionist

Burntwood -

Salary: Please see advert below

Job Type: Permanent

Reference: 568-PRACT58

Advertised by South Staffordshire PCT on behalf of NH Solutions

Part Time Receptionist Burntwood Health & Well Being Centre is a GP Surgery offering Walk In services to non registered patients. We are open 8.00am - 8.00pm 7 days per week, 365 days per year. We are currently recruiting for a part time receptionist to work the following hours on alternate weeks: Week 1 – Hours 9.5 Monday 8:30 a.m > 1:00 p.m = 5 hours Friday 3.30 pm > 8:00 pm = 4.5 hours Week 2 – Hours 10.5 Saturday 3.30 p.m > 8 = 4.5 hours Sunday 7.45 > 1.45 = 6 hours Interested? Please see our website www.nhsolutions.co.uk/our-team for more details plus an application form and details of how to apply. We are an NHS employer and all staff are eligible for an NHS pension.

Closing Date: 13 May 2011

Practice Manager

Burton Under Needwood

Salary: Please see advert below

Job Type: Permanent

Reference: 568-PRACT59

Advertised by SSPCT on behalf of: BARTON FAMILY PRACTICE SHORT LANE BARTON UNDER NEEDWOOD BURTON ON TRENT STAFFORDSHIRE DE13 8LT

PRACTICE MANAGER VACANCY The position is for 25 hours per week. Salary is up to £32K pro rata We are an enthusiastic Training Practice situated 4 miles from Burton on Trent in a semi rural area. We are a well established GMS Practice catering for 6800 patients from modern purpose built premises. Due to the present manager's change of role we are looking for a proactive and accomplished manager to join us in early August 2011. The successful candidate will have:

- Excellent interpersonal and HR skills
- A high degree of computer literacy
- Confidence in managing the Primary Care Team including 4 GPs, nurses and administrative staff
- An ability to motivate change
- Strategic thinking to assist the Practice to capitalise on opportunities that arise in the rapidly changing NHS
- Enthusiasm and commitment
- Previous NHS experience is highly desirable

Full job description is available on request. 08444 77 0918 or at barton.fp@nhs.net Apply with CV to: David Rose, Practice Manager at the address above
For further details contact David Rose, Practice Manager on 08444 77 0918 or barton.fp@nhs.net

Closing Date: 27 May 2011

Receptionist

Cannock

Salary: To be discussed

Job Type: Permanent

Reference: 568-PRACT55

Advertised by SSPCT on behalf of Dr. A Verma Practice

Position: Receptionist

Employer Dr A Verma Location Cannock

Salary to be discussed with candidate

Hours 9¼ hours per week , Permanent position

Receptionist Varied and interesting position for Part Time Medical Receptionist required for 9¼ hours per week working Mondays and Tuesdays plus additional hours to cover holidays and sickness. Ideal position for someone local as Mondays will be a split shift. Must have good communication and computer skills. Experience preferred but not essential. Please apply in writing with CV to Mrs Tracy Talbot, Practice Manager, Dr A Verma, 14-16 Newhall Street, Cannock, Staffs WS11 1AB

Closing Date: 10 May 2011

Additional Clinical Services

Phlebotomist

Cannock - 568 DN West Chadsmoor

Salary: £13,903 to £17,003 pa

Hours Per Week: 18.75 Hours/Week **Job Type:** Permanent

Reference: 568-3191-CH

"This vacancy is open to employees of North Staffordshire Community Healthcare, Stoke on Trent Community Health Services and South Staffordshire PCT Provider Services only".

COMMUNITY PHLEBOTOMIST

We currently have a vacancy for a part-time phlebotomist to work within a District Nursing Team. Ideally you will need to be experienced in phlebotomy, although there would be training available for a suitable candidates. It would be desirable to have some experience of working in a community setting. You will need to demonstrate good communication skills and be able to work independently in a variety of community settings. You will need a flexible approach and the ability to work alone and as part of a team and use your own initiative. Hours of work are 18.75 hours per week, Monday – Friday 9.00 am – 12.45 pm. Due to the nature of our work candidates are also expected to be flexible in their working patterns in particular to cover sickness and annual leave. Due to the nature of the role applicants must be able to travel independently across the locality and have access to a suitable vehicle for business purposes. When applying for this post it is essential that you read the Job Description and Personal Specification and demonstrate how your skills, knowledge and experience meet the requirement of the person specification, as your application will be judged against this. For further details contact: Jill Hyden at West Chadsmoor Clinic Cannock Telephone 01543 879787 9am – 4.30pm

PLEASE NOTE: If we experience a high volume of applications for this post, it may be necessary to bring forward the closing date for applications. It is, therefore, advisable to submit an application at the earliest opportunity

For further details contact Jill Hyden on 01543 879787

Closing Date: 12 May 2011

Nursing & Midwifery Registered

School Nurse

Tamworth

Salary: £25,528 to £34,189 pa pro rata

Hours Per Week: 30 Hours/Week **Job Type:** Permanent

Reference: 568-3189-SR

"This vacancy is open to employees of North Staffordshire Community Healthcare, Stoke on Trent Community Health Services and South Staffordshire PCT Provider Services only".

SPECIAL NEEDS SCHOOL NURSING Special Needs School Nurse, BAND 6 - COVERING TWO RIVERS HIGH SCHOOL, Torc Campus, Tamworth Part Time- 30 hours per week (5 days) Term- time only

An exciting opportunity has arisen for an enthusiastic, motivated and flexible nurse to join the Special Needs School Nursing Team in South Staffordshire. We are looking to recruit a Staff Nurse to join our service to provide high standards of health care to children within Two Rivers High School. The successful candidate will work collaboratively and co-operatively as a

member of the special needs school health nursing team delivering a range of health related services. You will be accountable for assessing, implementing, agreed health action plans and improving health services with in the allocated schools working in partnership with children and their families and working closely with school nurse colleagues, educational staff and other agencies promoting health and education. Candidates must have 1st level registration show good communications/interpersonal skills and have experience of working with children and young people. Applicants will be expected to demonstrate knowledge and understanding of current policy and developments in services for children. You must be able to meet the travel requirements of the post. The Trust is committed to offering its staff professional support, clinical supervision together with an excellent range of internal and external learning and development opportunities. You should be able to show strong commitment to continued professional and team development. For further information please contact Deborah Ward, Senior School Nurse / Team Coordinator for the Special Needs School Nursing Team on 07976 563598

PLEASE NOTE: If we experience a high volume of applications for this post, it may be necessary to bring forward the closing date for applications. It is, therefore, advisable to submit an application at the earliest opportunity

For further details contact Deborah Ward, Senior School Nurse / Team Coordinator on 07976 563598

Closing Date: 11 May 2011

School Nurse

Lichfield -

Salary: £21,176 to £27,625 pa

Hours Per Week: 30 Hours/Week **Job Type:** Permanent

Reference: 568-3188-SR

"This vacancy is open to employees of North Staffordshire Community Healthcare, Stoke on Trent Community Health Services and South Staffordshire PCT Provider Services only".

SPECIAL NEEDS SCHOOL NURSING SCHOOL NURSE - BAND 5 BASED LICHFIELD Part Time- 30 hours per week (5 days) - Term- time only

An exciting opportunity has arisen for an enthusiastic, motivated and flexible bank nurse to join the School Nursing Team at Saxon Hill School in Lichfield. We currently have an opportunity for a Bank Staff Nurse (Band 5) to work as part of the school nursing bank team based at Saxon Hill School. You should be qualified as a first level nurse and have experience of working with children and young adults. Successful applicants must be able to demonstrate good communication, organisational, interpersonal skills and be able to work within a team setting. Experience of working with people with disability is desirable. You will work, alongside other School Nurses and multi-agency colleagues, taking responsibility for the assessment, care planning and delivery of care. You will also be expected to undertake clinical procedures as necessary. Applicants will be expected to demonstrate knowledge and understanding of current policy and developments in services for children. The Trust is committed to offering its staff professional support, clinical supervision together with an excellent range of internal and external learning and development opportunities. You should be able to show strong commitment to continued professional and team development. For further information please contact: Deborah Ward, Senior School Nurse / Team Coordinator SSN Team Tel: 07976 563598

PLEASE NOTE: If we experience a high volume of applications for this post, it may be necessary to bring forward the closing date for applications. It is, therefore, advisable to submit an application at the earliest opportunity

For further details contact Deborah Ward, Senior School Nurse / Team Coordinator on 07976 563598

Closing Date: 11 May 2011

Bank School Nurse

East Staffordshire Locality

Salary: £21,176 to £27,625 pa pro rata

Hours Per Week: 0 Hours/Week **Job Type:** Bank

Reference: 568-3187-SR

SPECIAL NEEDS SCHOOL NURSING BANK SCHOOL NURSES BAND 5 - Term-time only
Specific Areas of Work: Special Schools in Lichfield, Tamworth, Cannock, Stafford & Burton on Trent

We currently have an opportunity for Bank Staff Nurses (Band 5) to work as part of the School Nursing Team within Staffordshire. You should be qualified as a first level nurse and have experience of working with children and young adults. Successful applicants must be able to demonstrate good communication, organisational, interpersonal skills and be able to work with in a team setting. Experience of working with people with disability is desirable You will work, alongside other School Nurses and multi-agency colleagues, taking responsibility for the assessment, care planning and delivery of care. You will also be expected to undertake clinical procedures as necessary. Applicants will be expected to demonstrate knowledge and understanding of current policy and developments in services for children. The Trust is committed to offering its staff professional support, clinical supervision together with an excellent range of internal and external learning and development opportunities. You should be able to show strong commitment to continued professional and team development. For further information please contact: Deborah Ward, Senior School Nurse / Team Coordinator SSN Team Tel: 07976 563598.

PLEASE NOTE: If we experience a high volume of applications for this post, it may be necessary to bring forward the closing date for applications. It is, therefore, advisable to submit an application at the earliest opportunity

For further details contact Deborah Ward, Senior School Nurse / Team Coordinator on 07976 563598

Closing Date: 18 May 2011