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29 April - 12 May 2022 / Issue 487

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New jobs for a new era...

The world-renowned, 168-year-old Grasmere Gingerbread® is looking for talented, motivated and enthusiastic individuals to join its 4th generation family business. We have the following vacancies:

• Finance & HR Manager £29 - £33k pro rata (workable school hours)

To deal with all financial and HR aspects of the business;

• Stock & Procurement Manager £26 - £29k pro rata (workable school hours)

New role to oversee & manage all stock and further develop branded products.

We are also seeking an experienced **General Manager** to head up our friendly, close-knit team.

For more information & to apply visit: www.grasmeregingerbread.co.uk/page/employment/

or email finance@grasmeregingerbread.co.uk

OFFICE MANAGER

25 hours 9.30am – 14.30pm / Permanent – Immediate start / £18.50 per hour

We are looking for a self-motivated, energetic individual to join our growing team in a welcoming and well-resourced domestic setting providing a person-centred quality living and lifestyle experience for an adult male with an acquired brain injury and epilepsy living between Kendal and Carnforth. Rural area so driver with own car essential/clean driver licence desirable.

You will be able to prioritise a varied workload, using your initiative to meet deadlines and ensure the smooth running of the office on a day-to-day basis. It would be advantageous if you have worked in a care environment but it is not essential. You will have a meticulous eye for detail, be very experienced in the use of computers (Microsoft Office) and be able to work quickly and efficiently.

Key Skills

- Excellent organisational and communication skills
- Excellent writing skills
- Experience of budget and/or accounts management
- IT skills: Google Drive, Word, Excel, PowerPoint, Adobe, all social media channels
- Reliability and discretion: you will often learn of confidential matters
- Adaptability and Initiative
- Communication, negotiation and relationship-building skills
- Problem solving skills
- Leadership and the ability to "make things happen"
- Experience of working in care settings

Day to day you will have responsibility for general office duties, updating medical records and producing correspondence and documents, alongside manage presentations, spreadsheets and databases.

HR MANAGER

£18.00 – £22.50 per hour depending on experience and qualifications
20 hours per week Mon- Thurs 9.30am – 14.30pm

Seeking an approachable and friendly individual to work as our HR Manager reporting directly to the Line Manager and Financial Deputy. Our HR Manager will direct and manage the whole HR function and will need experience of HR Administration and an understanding of HR processes Absence, Disciplinary, Grievance, recruitment and training.

It would be desirable if you have a CIPD qualification but not essential as you may have long term experience and the relevant experience for the role. It would be helpful if you have experience of the care sector and the policies used in the sector alongside a good underpinning knowledge of employment law in this sector.

The role is based on 20 hrs per week Monday to Thursday between 9.30 – 14.30 but hours/days can be flexible and potentially some remote work from home can be arranged if the need arises.

For more information or to apply, please email your CV and a covering letter to
Carole: office@the-tannery.org.uk

A satisfactory DBS check is required for these roles

Health Care Assistants

Day & Night Shifts Available



Hollow Oak Nursing Home in Haverthwaite is looking for new employees to join its team.

We currently have vacancies for **Health Care Assistants Days** and **Health Care Assistants Nights**.

Excellent pay rates £10.60 - £11.05 dependent on qualifications and day or night rates.

For more information and an informal chat, please call the Registered Manager Sue Callon on 015395 31246.
Or email manager@hollowoaknursinghome.co.uk for an application form

Inside this edition...



WINDERMERE
SCHOOL

FOUNDED 1863



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Arts



Lakeland
Gardens

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Cumbria
Woodlands

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**WINDERMERE
SCHOOL**
FOUNDED 1863

Windermere School is an IB World and Round Square School for students from the UK and overseas from the age of 3 to 18. We currently have the following vacancies:

General Services Manager

This is an exciting opportunity for an experienced manager to develop the School's Catering and Domestic Services functions within the School. Managing a team of 20, you will be responsible for providing three meals per day, seven days per week, for 34 weeks of the School Term across the primary and secondary campuses which are one mile apart. In addition, the General Services Manager will manage the cleaning and caretaking team, and be responsible for internal School events.

This role will suit someone with experience of managing high volume catering and managing staff. The successful candidate will have the skills and motivation to build on the existing provision and deliver change where needed, whilst providing compliance with all the necessary food standards and regulations.

Full time, full year position, usually working five days per week. Some flexibility may be needed for events, but in the main there is no requirement for regular evening or weekend working. Salary £35,000 per annum.

Please contact Sue Ross, Business Manager, on 015394 46164 for further information.

Full-Time Second Chef - 45hrs a week

Full time position working 45 hours a week over 5 days in a 7-day week (including both Saturday and Sunday), between the hours of 7am-7pm.

The position would suit an experienced all-round chef looking to work only 5 evenings a year maximum and join our established team. Salary £26,500 per annum.

Full-Time Housekeeping Supervisor - 40hrs a week

Managing a team of 8, the position will include some cleaning of areas, stock control and the monitoring of standards in both boarding houses and general areas around the School.

The hours are flexible but the applicant must be able to start before 8am. Salary £22,400 per annum.

Full time Caretaker - 37.5hrs a week

Full time position between the hours of 2pm- 10pm Monday to Friday during term time with some possible flexibility in the hours during school holiday periods. This job includes cleaning of agreed areas of the school, securing the site at the end of each day as well as the setting up of exam rooms and school functions.

Salary £20,475 per annum.

General Cleaners

We are looking for general cleaners. Full time positions and term time positions available. Any combination of hours will be considered. £10 per hour.

Please contact Nick Kirkpatrick 07769898266 for further information on the Chef, Caretaker and Housekeeper and Cleaning roles.

Day Matron - 40hrs a week, 41 weeks per year

Supporting students in the boarding houses, Mondays to Fridays 8am to 4.30pm during the 35 weeks of term time, plus 6 weeks during the school holidays and travel days. Actual annual pay £20,400.

Please contact Mel Monk, Head of Boarding, on 015394 46164 for further information.

All posts have these benefits: 33 days holiday a year plus any lieu time accrued. Generous company pension scheme and excellent sickness benefits. Considerable discounted school fees. The School closes at Christmas.

Closing date for all posts: Thursday 19 May 2022 at 12 noon

Please apply by downloading further information and an application form from the Vacancies section of our website: www.windermerschool.co.uk

Windermere School is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

Windermere School
Patterdale Road, Windermere, Cumbria LA23 1NW
T: 01539 446164
E: HR@windermerschool.co.uk



Summer's Coming Fast...
Have You Got All the Staff You Need?

Are you Awesome?.....We are Hiring

At the Tannery we provide 24/7 care 365 days a year to a charming young man with an acquired brain injury (since birth) and epilepsy who lives independently in his own home situated between Kendal and Carnforth. We are not your standard care set up, every day is different and the roles varied and sometimes challenging but that's what makes them interesting.

Personal Care & General Assistants

£10.50 - £15.00 per hour depending on experience and qualifications
Full-time, live-in position. Permanent contract.

Seeking reliable, competent and responsible Personal Care assistants (NVQ or QCF trained to level 2/3) who are highly motivated with a professional approach to work and a commitment to high standards to join our growing team in a welcoming and well-resourced domestic setting providing a person-centred quality living and lifestyle experience. We have a polytunnel and kitchen garden, swimming pool and Arts and Crafts room on site. A can-do approach is key. For those thinking of a change of career and perhaps entering into care the role of general assistant supports a taster experience with constant supervision. Rural area so driver with own car essential/clean driving licence desirable. Client has own vehicle.

Desirable: Good computer skills and experience in using applications like Facebook, messenger, skype, Garage band etc. Complimentary interests and skills in the area of filmmaking, photography, Arts and crafts, Music, Woodwork, Cooking, Gardening and sport.

For further information, job description or to apply (by emailing a cover letter and your CV) simply contact Carole: office@the-tannery.org.uk

A satisfactory DBS check is required for these roles



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Get in touch – let us be a part of helping you shape your future.

For more details, please either visit our website: adultlearning.cumbria.gov.uk

Or call us directly;

For Barrow: 01229 407630 / barrowadultlearning@cumbria.gov.uk and
South Lakeland: 01539 713257 / southlakelandadultlearning@cumbria.gov.uk

Don't Miss Our Next Issue...

Out 13th May!

Available online & free from hundreds of outlets throughout the area

Summer's Coming Fast...

Have You Got All the Staff You Need?

