

Low Laithes Village, Barnsley

Low Laithes Village residents all have complex needs, challenging behaviours and severe learning difficulties, arising mainly from autism.

Administrator

Salary Range: £17,659 - £21,517 pa dependent upon qualifications and experience • 37.5 hours/wk • Incl. 6 wks' paid holiday

We are looking to recruit an Administrator for Low Laithes Village. This is a pivotal role that provides a key function in leading the administration process and supporting the General Manager in a variety of tasks. You will be a confident individual with strong administrative and IT skills. You will have exceptional organisational skills to allow you to lead and co-ordinate the administrative team to provide a reliable and competent service. Quality assurance and confidentiality will prove important as well as a proactive and professional approach to all tasks.

To be successful in this role you will have previous supervisory experience in an office environment, with the ability to organise multiple tasks using your own initiative, whilst managing a range of information. Ideally qualified to NVQ Level 4 (or equivalent) you will also hold a current word processing/typing qualification. **Ref. LL/23/A/09**

Full-time Vocational Mentors (Horticulture and Art/Crafts)

Salary Range: £14,486 - £16,390 pa dependent upon qualifications and experience • Hours flexible to include weekends and evenings

We are looking for professionals in either Horticulture or Art/Crafts to work with our residents. As a Vocational Mentor you will plan and deliver a programme of vocational experiences, working closely with the residents to help them develop skills in your specialism. It is essential that you hold a relevant qualification in your profession equivalent to NVQ Level 2.

For an informal discussion about the Vocational Mentor roles please contact Julie Holland, Vocational Services Manager, on 01226 272050. **Ref. LL/21/VM/09**

For an application pack for either roles please email recruitment@hesleygroup.co.uk stating your full name and address or telephone 01302 861666, quoting the appropriate reference. Closing date: 11th December 2009.

www.hesleygroup.co.uk

The Hesley Group is an Equal Opportunities employer. We are committed to safeguarding and promoting the wellbeing of students and residents. An enhanced CRB Disclosure check will be performed on all employees.



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