

# Supporting Families Employment Adviser (SFEA)

Newsletter: December 2023



Department  
for Work &  
Pensions



## Benefit Payments over Christmas and New Year

Some payments will be made earlier if they're due between 25 December 2023 and 2 January 2024.  
Tell the office that pays your benefit if you do not get your payment on the day it's scheduled.

### When your payment is due

Monday 25 December  
Tuesday 26 December  
Wednesday 27 December  
Monday 1 January  
Tuesday 2 January

### When Universal Credit will be paid

Friday 22 December  
Friday 22 December  
Wednesday 27 December  
Friday 29 December  
Tuesday 2 January

### When other benefits will be paid (not Universal Credit)

Friday 22 December  
Friday 22 December  
Friday 22 December  
Friday 29 December  
29 December or  
Tuesday 2 January

There are different dates for Child Benefit payments and tax credits.

### Child Benefit

#### Due Date

25 December 2023  
26 December 2023  
1 January 2024

#### Payment Date

22 December  
22 December  
29 December

### Tax Credits

#### Due Date

25 December 2023  
26 December 2023  
27 December 2023  
28 December 2023  
  
1 January 2024  
2 January 2024  
3 January 2024

#### Payment Date

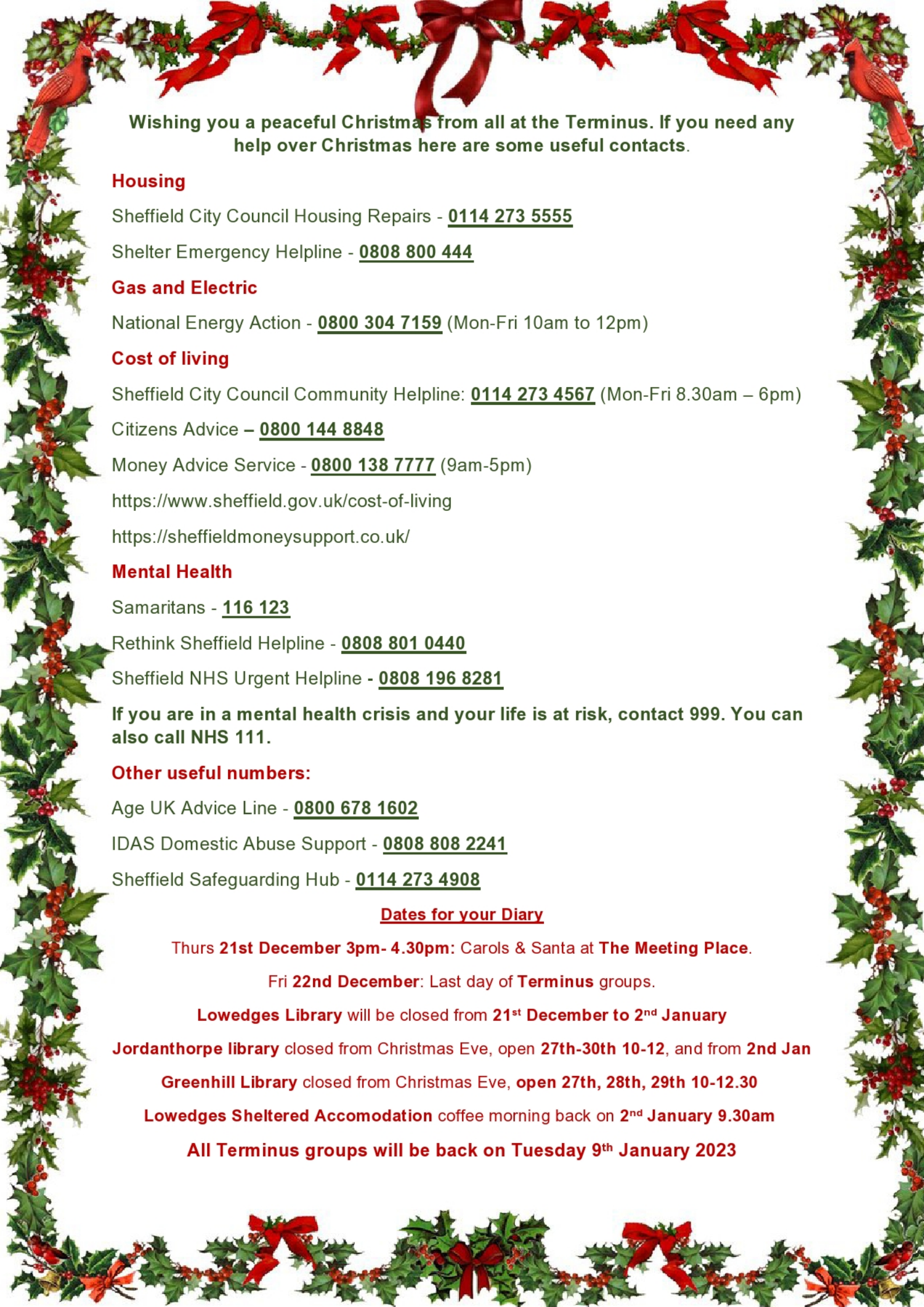
22 December  
22 December  
22 December  
27 December (England  
and Scotland only)  
29 December 2023  
29 December 2023  
2 January 2024 (England  
and Northern Ireland only)

## Christmas and New Year opening at Jobcentre Plus

- 24 December The offices are closed. Phone lines are open for missing or urgent payments only
- 25 December Offices and phone lines are closed
- 28 December Offices and phone lines are closed
- 29 December Offices and phone lines are open as usual
- 30 December Offices and phone lines are open as usual
- 31 December Offices and phone lines are open as usual
- 1 January Offices and phone lines are closed

You can find Jobcentre contact numbers here :

[www.jobcentreplusoffices.co.uk/jobcentre-contact-telephone-numbers](http://www.jobcentreplusoffices.co.uk/jobcentre-contact-telephone-numbers)



Wishing you a peaceful Christmas from all at the Terminus. If you need any help over Christmas here are some useful contacts.

### **Housing**

Sheffield City Council Housing Repairs - 0114 273 5555

Shelter Emergency Helpline - 0808 800 444

### **Gas and Electric**

National Energy Action - 0800 304 7159 (Mon-Fri 10am to 12pm)

### **Cost of living**

Sheffield City Council Community Helpline: 0114 273 4567 (Mon-Fri 8.30am – 6pm)

Citizens Advice – 0800 144 8848

Money Advice Service - 0800 138 7777 (9am-5pm)

<https://www.sheffield.gov.uk/cost-of-living>

<https://sheffieldmoneysupport.co.uk/>

### **Mental Health**

Samaritans - 116 123

Rethink Sheffield Helpline - 0808 801 0440

Sheffield NHS Urgent Helpline - 0808 196 8281

**If you are in a mental health crisis and your life is at risk, contact 999. You can also call NHS 111.**

### **Other useful numbers:**

Age UK Advice Line - 0800 678 1602

IDAS Domestic Abuse Support - 0808 808 2241

Sheffield Safeguarding Hub - 0114 273 4908

### **Dates for your Diary**

**Thurs 21st December 3pm- 4.30pm: Carols & Santa at The Meeting Place.**

**Fri 22nd December: Last day of Terminus groups.**

**Lowedges Library will be closed from 21<sup>st</sup> December to 2<sup>nd</sup> January**

**Jordanthorpe library closed from Christmas Eve, open 27th-30th 10-12, and from 2nd Jan**

**Greenhill Library closed from Christmas Eve, open 27th, 28th, 29th 10-12.30**

**Lowedges Sheltered Accommodation coffee morning back on 2<sup>nd</sup> January 9.30am**

**All Terminus groups will be back on Tuesday 9<sup>th</sup> January 2023**

# Winter Fayre

**WELCOME PLACE,  
THE MOOR MARKET, SHEFFIELD**  
**Tuesday 19th December, 10am-3.30pm**

- **Cost of Living support & hot drinks**
- **Test your everyday numeracy skills**
- **Tombola with chances to win free winter essentials**
- **Information on adult learning courses**



**More info: 07789 875082 / [multiply@sheffield.gov.uk](mailto:multiply@sheffield.gov.uk)**



The Multiply programme in Sheffield is delivered by Sheffield City Council and is funded by the UK Government through the South Yorkshire Mayoral Combined Authority

## Super Santa Wishlist 2023 FAQs

Thank you for deciding to become a Super Santa and purchase a gift to give to Shelter service users this Christmas. For some families and individuals, this might be the only gift they receive this year.

### How do I purchase a gift via a wishlist for the people Shelter helps?

You can find the link to your local Shelter Hub's wishlist below:

[https://www.amazon.co.uk/hz/wishlist/ls/20S7VCUUI20G2?ref\\_=wl\\_share](https://www.amazon.co.uk/hz/wishlist/ls/20S7VCUUI20G2?ref_=wl_share)

- Once you visit the link, you will be able to view the items on the wishlist.
- Select the item[s] you would like to buy then continue to checkout.
- **Note:** if you would like to add an optional message, please select **'This is a gift'** before proceeding to the checkout stage.
- Select the option **'Secret Santa Sheffield'** under **'Choose a delivery address'**.
- Add in your optional message under **'Gift message'**.
- Complete payment.

### What information should I include in the gift message

- In the **'From'** section please include whether you work for one of our corporate partners or a local organisation.
- Your message (see below for information about this)



### I want to include a message with my gift, what should I say?

Adding a message can be a nice touch and can remind our service users that someone is thinking of them at a difficult time. Please make sure that any messages you write are generic, and don't make assumptions about people's circumstances. Example:

*"Happy Holidays! I hope you have a lovely festive period, and this voucher enables you to buy something for yourself or loved ones. Anne xx"*

### Can I purchase a gift from another retailer?

We are not able to accept physical gifts from any other retailers.

### Can I post about this on social media?

Please do! You can #ShelterSuperSanta and @ShelterCharity (Instagram) and @Shelter (Twitter) or @shelterscotland (Twitter) and @ShelterScotland (Instagram).

### I want to find out more about what Shelter does. Where shall I start?

A great place to start is our website. [Shelter England](#). [Shelter Scotland](#)



## UC Telephony Claim Conversion Sheffield

**A course to support and guide you in making  
your UC claim digital**

**Course Dates:**

24th 26th 31st October  
2nd 7th 9th 14th 16th 21st 23rd 28th 30th November  
5th 7th 12th 14th 19th 21st December

**Course Content Includes:**

Creating an email account if needed, and using email to set up a digital claim

Reporting changes of circumstances and requesting an advance on your online account

View and understand your Work Plan & Claimant Commitment

How to record work search details including any job applications

**To be referred to this provision, talk to your Work Coach**

[www.standguide.co.uk](http://www.standguide.co.uk)

Leaflet/Sheffield/SY2014/v2/MP/04.10.23

## UC Telephony Claim Conversion Sheffield

**Where to find the course:**



Map data ©2023 Google

**Address details:**

Life Skills Centres, Shoreham Street,  
Sheffield S1 4SP

**To be referred to this provision, talk to your Work Coach**

[www.standguide.co.uk](http://www.standguide.co.uk)

Leaflet/Sheffield/SY2014/v2/MP/04.10.23

**Are you  
getting  
enough?**

**We can help  
with food, money,  
energy and  
lots more**



**Citizens Advice Sheffield** for free, independent advice on benefits, debt, housing and food bank access.

[www.citizensadvice.org.uk](http://www.citizensadvice.org.uk) / 0808 278 7820

**Energy Affordability Helpline (Gas & Electricity):** 0800 448 0721



**Welcome Places Map** for a warm friendly place to go and someone to talk to near you.

[www.vas.org.uk/sheffield-living-crisis-map-of-support](http://www.vas.org.uk/sheffield-living-crisis-map-of-support)

**VAS:** 0114 253 6600



**Family Hubs** are accessible places near you with help and activities for families of children aged 0-19.

[www.sheffielddirectory.org.uk/familyhuboverview](http://www.sheffielddirectory.org.uk/familyhuboverview)

0114 273 5665



**Warm Homes Sheffield** for help with energy bills, energy debt, and heating.

[www.warmhomessheffield.org.uk](http://www.warmhomessheffield.org.uk)

0800 107 8882



**Employment help** to look for a job or learn new skills.

[www.sheffielddirectory.org.uk/employment](http://www.sheffielddirectory.org.uk/employment)

0114 229 6168



**Mental Health and Wellbeing** for help, advice and someone to talk to.

[www.sheffielddirectory.org.uk/mentalhealth](http://www.sheffielddirectory.org.uk/mentalhealth)

0114 273 7009



**Help with Housing** Council or Housing Association tenants can also contact your landlord for support.

[www.sheffielddirectory.org.uk/housing](http://www.sheffielddirectory.org.uk/housing)

**South Yorkshire Housing Association:** 0114 2900 200

**Council Housing:** 0114 293 0000

**Private rented:** 0114 2900 200

**Community support helpline** 0114 273 4567  
[www.sheffield.gov.uk/cost-of-living](http://www.sheffield.gov.uk/cost-of-living)

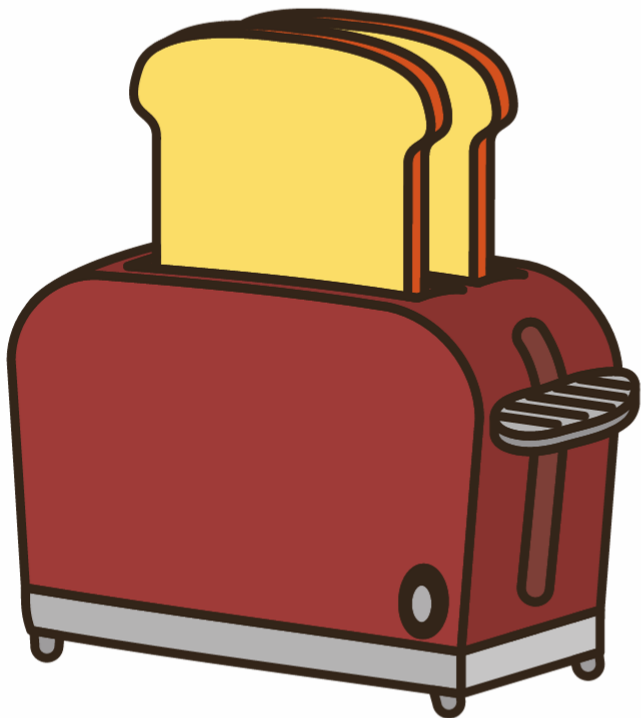
**vas**  
supporting community action

**citizens  
advice**

**Sheffield  
City Council**

# **Welcome Place Breakfast Club**

FREE COFFEE, TEA, HOT  
BUTTERED TOAST & TEACAKES



MON-FRI

10AM-2.30PM

MOOR MARKETS,  
SHEFFIELD CITY  
CENTRE, S1 4PF

# **SOCIAL WELLBEING CAFÉ**

## **One Stop Shop**



**ADVOCACY SUPPORT OR A FOODBANK QUESTION?**

**HOUSING ISSUES?**

**FAMILY AND PARENTING SUPPORT?**

**MENTAL HEALTH ISSUES?**

**CARER OF AN ADULT OR CHILD WITH  
ADDITIONAL NEEDS?**



**MONEY ISSUES?**

**JOB SEARCH ADVICE?**

**HEALTH CHECKS**



**Why not come along to our social wellbeing cafe  
where you can find all support under one roof**

**Every Thursday 11:00-1:00pm**

**Language support available Urdu, Punjabi, Arabic & Hindi**

At ShipShape Community Hub  
The Stables Sharrow Lane  
S11 8AE  
Tel: 0114 250 0222  
Email: [info@shipshape.org.uk](mailto:info@shipshape.org.uk)



**FREE  
Everyone  
welcome!**

# MENTAL HEALTH CONTACTS LIST

## EMERGENCY SERVICES (999)

If someone is a danger to themselves or others please call 999. You will need to report this to your supervisor/safeguarding officer.

## NHS 111

NHS 111 can advise you about where to get help such as a walk-in centre or an out of hours doctor. They also have information about 'safe spaces' you can access locally when you're struggling to stay safe from suicide.



## SINGLE POINT OF ACCESS

(SPA) is Sheffield Health and Social Care's (SHSC's) one route for referrals for adults who are in a mental health crisis. This is for if someone is experiencing mental health distress and is not able to look after themselves or keep themselves safe. To refer to SPA, call: 0114 226 3636 or freephone: 0808 196 8281



## RETHINK SHEFFIELD HELPLINE

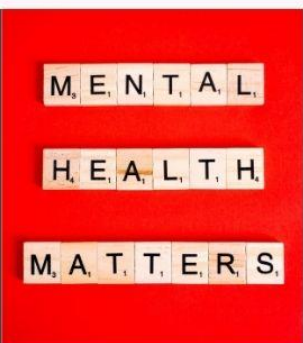
**Sheffield Helpline – 0808 801 0440** – a telephone support service for anyone affected by mental health issues. This service runs 24 hours a day, 7 days a week.

**Sheffield Under 18s Helpline – 0808 801 0612** – a telephone support service for anyone under 18 experiencing difficulties with their mental health. This service runs 24 hours a day, 7 days a week. Staff can provide emotional support, advice and signposting to other services.



## SAMARITANS

They provide a helpline available 24-hours a day, 365 days a year to provide emotional support for people who are experiencing feelings of distress or despair, including those who are experiencing suicidal thoughts or urges. They are open to anyone regardless of who you are or what you are experiencing. You can call **116 123** (free from any phone) or **0330 094 5717** (local call charges apply) to speak with them.



## ADULT SAFEGUARDING

If someone you know is being abused (or you suspect they are), you should:

Tell someone you trust, i.e. your supervisor. You can also use first contact to raise a concern about adult abuse or neglect. Contact First Contact: **0114 273 4908** (24 hours, 7 days a week)



# **HOMELESSNESS INFORMATION PACK**

## Council housing solution line

0114 2736306: Monday – Friday, 8.30am-5pm

0800 7311 689: Emergency out of hours line

## General homeless support organizations

### Archer project: Centre for homeless and vulnerable individuals in Sheffield

Address: Campo Street, S1 2EF (behind the Cathedral)

Tel: 0114 263 6970

Opening hours: Monday – Friday, 8:30am-1pm

Dentist: Fortnightly on Thursdays 8:30am-1pm

GP: Fortnightly on Mondays 8:30am-12:30pm

Nurse (for wounds only): Monday, Wednesday and Friday 8.30am

### Framework: Street outreach team

Tel: 0800 066 5358

### Shelter

Address: 33-37 Hereford St, Sheffield S1 4PP

Opening hours: Monday-Friday, 9am-5pm



**Ben's center: a safe space and an open hand to those who suffer through substance misuse and its associated barriers.**

Address: 22 Wilkinson Street, Sheffield, S10 2GB

Tel: 0114 279 9961

**St Wilfred's Center: a day centre open to homeless, vulnerable or socially excluded adults.**

Address: 524 Queens Road, Sheffield, S2 4DT

Centre opening hours: Monday-Friday, 10am-4pm

Tel: 0114 255 5720

## Useful websites/directories

[South Yorkshire's homeless survival guide:](#)

comprehensive list of services, listed by category and location

[Sheffield Council Directory for Homeless Support](#)

[Homeless Link:](#) Database of homeless support services. Search by location.



DAY	FREE HOT MEALS
MONDAY	Breakfast: Archer Project, 8.30am Lunch: Archer Project, 12-12:45pm Lunch: Ben's Center, 12:30-1pm Lunch: Open Kitchen Social Club, St Andrews Hall, S2 7RQ, 10am-2pm
TUESDAY	Breakfast: Archer Project, 8.30am Lunch: Archer Project, 12-12:45pm Lunch: Ben's Center, 12:30-1pm Lunch: Open Kitchen Social Club, The Sanctuary, S1 2DP, 12:30pm Dinner: Food Cycle, Mount Tabour Methodist Church, S5 8NJ, 6.30pm
WEDNESDAY	Breakfast: Archer Project, 8.30am Lunch: Archer Project, 12-12:45pm Lunch: Ben's Center, 12:30-1pm Lunch: Food Cycle, Broomhall Centre, S10 2FD, 12.30pm Lunch: Last Wednesday of Month, Open Kitchen Social Club, Victoria Hall, S1 2JB, 1pm
THURSDAY	Breakfast: Archer Project, 8.30am Lunch: Archer Project, 12-12:45pm Lunch: Ben's Center, 12:30-1pm
FRIDAY	Breakfast: Archer Project, 8.30am Lunch: Archer Project, 12-12:45pm Lunch: Ben's Center, 12:30-1pm
SATURDAY	
SUNDAY	Lunch: Victoria Hall, S1 2JB, 1.30pm



## Sheffield Foodbank Finder

Direct people to use the Sheffield Food Finder website. Food banks by postcode.

<https://sheffield-foodfinder.herokuapp.com>

## Community centers/ indoor spaces with support

**The Sanctuary: A place of safety and welcome in the heart of the City**

Address: 37-39 Chapel Walk, S1 2PD

Opening Hours: 10am-4pm, Monday-Thursday

**Sheffield Libraries:** good for indoor activities and internet access.

<https://www.sheffield.gov.uk/libraries-archives/our-libraries>

**List of Sheffield community centres:**

[https://www.sheffield.org.uk/local/Society\\_and\\_Culture/Community\\_Centres/](https://www.sheffield.org.uk/local/Society_and_Culture/Community_Centres/)



# WELL BEING AND MENOPAUSE CAFE

ARE YOU AGED 40 OR OLDER?

WANT TO LEARN MORE ABOUT THE MENOPAUSE?  
GOING THROUGH THE CHANGE?  
CURIOUS ABOUT THE WAY YOUR BODY CAN CHANGE?

**12TH JANUARY 2024**

**1:00PM – 2:30PM**

**MEADOWGREEN HEALTH CENTRE, S8 8DJ**



CAROLYN LINDSAY

JOIN US (FREE)



SHARRON HINCHLIFF

PLEASE CONTACT LISA PUGH  
(SOCIAL PRESCRIBER) ON 07516122421 TO BOOK  
YOUR SPACE

**REFRESHMENTS PROVIDED**

The cafes are part of a project delivered by Heeley Trust. The project is supported by the VCSE Health and Wellbeing Fund, part of a partnership programme between Department of Health & Social Care, NHS England and UK Health Security Agency.

# Tea with Door43



An informal networking event for professionals working closely with young people in Sheffield.



Share best practice and peer support



Make connections, explore collaboration



Hot drinks and snacks provided



26 January 2024



9AM - 9.45AM



Star House  
43 Division Street  
Sheffield



## Cost of Living - Budgeting Workshop



**FREE £20  
SHOPPING  
VOUCHER**

Join our **FREE** budgeting short workshop.

**Need help with:**

- Money handling?
- Calculating salary earnings?
- Budgeting?
- Energy saving?

### COURSE DATES:

- 21/12/2023
- 11/01/2024
- 25/01/2024



**Total delivery time is between 3-4 hours and can be broken down into smaller bite-size chunks.**

Contact us by scanning QR code, phone and text **07975 831053**, or email us at [contact@skills-uk.co.uk](mailto:contact@skills-uk.co.uk)



Funded by  
UK Government



\*Eligibility applies / Age 19+ / Free refreshments during the workshops and on completion, all participants will receive a shopping voucher to help with the cost of living.

## Numeracy Skills for Childcare



**FREE £20  
SHOPPING  
VOUCHER**

Interested in or currently working within a **Childcare, Nursery or Childminding** setting?

Our **FREE** short **MULTIPLY** workshop will help to improve your **numeracy skills** and **problem solving** within:

- **Ratios** - adult to child allocations.
- **Finance** - Income and outgoings, including staffing costs.

Total delivery time is between 3-4 hours and can be broken down into smaller bite-size chunks.

### COURSE DATES:

- 13/12/2023
- 21/12/2023



Contact us by scanning QR code, phone and text **07975 831053**, or email us at [contact@skills-uk.co.uk](mailto:contact@skills-uk.co.uk)



Funded by  
UK Government



\*Eligibility applies / age 19+ / Free refreshments during the workshops and on completion, all participants will receive a shopping voucher to help with the cost of living.

## Numeracy Skills for ESOL Learners



**FREE £20  
SHOPPING  
VOUCHER**

Are you struggling with the cost of living crisis? Our **FREE** short **MULTIPLY** workshop is here to help.

### COURSE DATES:

- 21/12/2023
- 11/01/2024
- 25/01/2024

Our multiply workshops are designed to help with everyday money handling, budgeting, energy saving and switching providers to save money!

Total delivery time is between 3-4 hours and can be broken down into smaller bite-size chunks.



Contact us by scanning QR code, phone and text **07975 831053**, or email us at [contact@skills-uk.co.uk](mailto:contact@skills-uk.co.uk)



Funded by  
UK Government



\*Eligibility applies / age 19+ / Free refreshments during the workshops and on completion, all participants will receive a shopping voucher to help with the cost of living.

# Disability Services Advocacy Team

## January 2024 External Stakeholder Sessions

(Please note: these sessions are for organisations outside the DWP only)

The Disability Services Advocacy Team are here to support with raising awareness of the different Disability Services benefits and grants. These are Personal Independence Payment (PIP), Disability Living Allowance (DLA) and Industrial Injuries Disablement Benefit (IIDB).

Please see details of our upskilling sessions for external stakeholders in the month of January below. To book a place please use each of the individual links for the relevant events.

### Personal Independence Payment

This session covers what PIP is, eligibility criteria and the customer journey when making a claim, including the assessment process. There will be opportunity for Q&A at the end of the session. **Capita complete PIP assessments for Wales and central England** and **Independent Assessment Services cover the remainder of England.**

#### **Personal Independence Payment awareness sessions with IAS**

18/01/24 10am–1pm **Register at:** <https://www.ticketsource.co.uk/dsat/t-avlnnra> Password:DWP2024

23/01/24 10am–1pm **Register at:** <https://www.ticketsource.co.uk/dsat/t-qjyonvv> Password:DWP2024

31/01/24 10am–1pm **Register at:** <https://www.ticketsource.co.uk/dsat/t-avlxoed> Password:DWP2024

#### **Personal Independence Payment awareness sessions with Capita**

11/01/24 10am–12.30pm **Register:** <https://www.ticketsource.co.uk/dsat/t-lnvppga> Password:DWP2024

30/01/24 10am–12.30pm **Register:** <https://www.ticketsource.co.uk/dsat/t-novpzqx> Password:DWP2024

#### **Personal Independence Payment Change of Circumstances:**

11/01/24 1.30pm–3pm **Register at:** <https://www.ticketsource.co.uk/dsat/t-xmzkkln> Password:DWP2024

18/01/24 1.30pm–3pm **Register at:** <https://www.ticketsource.co.uk/dsat/t-yapnpxv> Password:DWP2024

### Disability Living Allowance for Children

This session covers what Disability Living Allowance for Children is, the eligibility criteria and then the whole customer journey from making a claim to receiving a decision. There will be Q&A at the end of the session.

#### **Disability Living Allowance for Children awareness session**

17/01/24 1.30pm–3pm **Register at:** <https://www.ticketsource.co.uk/dsat/t-eazenlz> Password:DWP2024

25/01/24 1.30pm–3pm **Register at:** <https://www.ticketsource.co.uk/dsat/t-yapjmkp> Password:DWP2024

### Industrial Injuries Disablement Benefit

This session covers what IIDB is, who may be eligible and the customer journey both for claims for injuries and diseases. There will be opportunity for Q&A at the end of the session.

#### **Industrial Injuries Disablement Benefit awareness session**

16/01/24 2pm - 3pm **Register at:** <https://www.ticketsource.co.uk/dsat/t-dvlzzmn> Password:DWP2024

# Disability Services Advocacy Team

## February 2024 External Stakeholder Sessions (Please note: these sessions are for organisations outside the DWP only)

The Disability Services Advocacy Team are here to support with raising awareness of the different Disability Services benefits and grants. These are Personal Independence Payment (PIP), Disability Living Allowance (DLA) and Industrial Injuries Disablement Benefit (IIDB).

Please see details of our upskilling sessions for external stakeholders in the month of February below. To book a place please use each of the individual links for the relevant events.

### Personal Independence Payment

This session covers what PIP is, eligibility criteria and the customer journey when making a claim, including the assessment process. There will be opportunity for Q&A at the end of the session. **Capita complete PIP assessments for Wales and central England** and **Independent Assessment Services cover the remainder of England.**

#### **Personal Independence Payment awareness sessions with IAS**

08/02/24 10am – 1pm **Register at:** <https://www.ticketsource.co.uk/dsat/t-moqdaea> Password DWP2024

15/02/24 10am – 1pm **Register at:** <https://www.ticketsource.co.uk/dsat/t-rpygqn> Password DWP2024

29/02/24 10am – 1pm **Register at:** <https://www.ticketsource.co.uk/dsat/t-jzqpmjv> Password DWP2024

#### **Personal Independence Payment awareness sessions with Capita**

21/02/24 10am – 12.30 pm **Register at:** <https://www.ticketsource.co.uk/dsat/t-vvpdprx> Password DWP2024

### Disability Living Allowance for Children

This session covers what Disability Living Allowance for Children is, the eligibility criteria and then the whole customer journey from making a claim to receiving a decision. There will be Q&A at the end of the session.

#### **Disability Living Allowance for Children awareness session**

13/02/24 1.30pm – 3pm **Register at:** <https://www.ticketsource.co.uk/dsat/t-zzkdkmj> Password: DWP2024

28/02/24 1.30pm – 3pm **Register at:** <https://www.ticketsource.co.uk/dsat/t-dvpoprz> Password DWP2024

### Industrial Injuries Disablement Benefit

This session covers what IIDB is, who may be eligible and the customer journey both for claims for injuries and diseases. There will be opportunity for Q&A at the end of the session.

#### **Industrial Injuries Disablement Benefit awareness session**

08/02/24 2pm – 3pm **Register at:** <https://www.ticketsource.co.uk/dsat/t-rprdryn> Password: DWP2024

29/02/24 2pm – 3pm **Register at:** <https://www.ticketsource.co.uk/dsat/t-gadgdol> Password DWP2024



# Sheffield Volunteer Doula Programme

## Can YOU Become a Volunteer Doula??

Do you have the time and passion to encourage and support vulnerable pregnant women and new mothers?

Would you like to support a woman through her pregnancy, during her birth and feeding and caring for baby?

**Come along to one of our Information Events at the Town Hall, Pinstone St, Sheffield S1 2HH on:**

**Tuesday 23 January 2024 10am – 11:30 OR**

**Thursday 25 January 2024 1pm – 2:30pm**

**If you are unable to make either date, please contact us using the details below.**

***Note Interviews are 5<sup>th</sup> and 6<sup>th</sup> February and training starts from 21 February onwards***


For more information, please call: **0114 273 5733**

Email: **[doulaproject@sheffield.gov.uk](mailto:doulaproject@sheffield.gov.uk)**

Visit: **<https://www.sheffield.gov.uk/home/public-health/doula-volunteer>**


or scan our QR Code





# NEW BEGINNINGS

VOLUNTEER SKILLS BUILDING COURSE



Registered Charity No. 276108

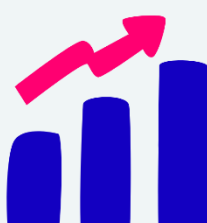
## What is NEW BEGINNINGS?

Sheffield Mind's new, free, 10-week training programme starting in the New Year

Meet new people and share experiences in a fun, relaxed space.

Light lunch provided!

The course is open to anyone who wants to gain new skills they can take into the community or workplace




Topics we will be  
**COVERING:**

- 1 Ways to build wellbeing
- 2 Effective communication skills
- 3 Workplace etiquette
- 4 Building confidence
- 5 Time management skills

**AND LOTS MORE!**

## Meet the TRAINER:



"Hi, I'm Ieva and I'll be coordinating the New Beginnings Course. I cannot wait to deliver this brand-new service for you and with you! I know from my own experience that starting something new isn't always easy, but learning new skills is always worth it!"

## WHERE

will the sessions take place?

Courses will run at the Wellbeing Centre throughout 2024 - see our website ([www.sheffieldmind.co.uk](http://www.sheffieldmind.co.uk)) for dates and times.




## CONTACT INFORMATION

To book a place, or find out more:

0114 258 4489

[training@sheffieldmind.co.uk](mailto:training@sheffieldmind.co.uk)

Sheffield Mind Wellbeing Centre,  
110 Sharrow Lane, S11 8AL

[www.sheffieldmind.co.uk](http://www.sheffieldmind.co.uk)



# GET STARTED IN MINDSET AND MINDFULNESS



**WHERE:** Online **WHEN:** Taster Day 24<sup>th</sup> Jan 2024 / Course Dates 29<sup>th</sup> Jan – 2<sup>nd</sup> Feb 2024

Our FREE 5-day Get Started in Mindset and Mindfulness programme gives young people the chance to learn from industry experts, get invaluable skills and techniques in mindset and mindfulness.

On this course you will:

- Receive a mindset diary
- Understand key terminology in relation to mindfulness
- Identify how to use a positive mindset to reframe a failure, using role models and finding personal strengths

For more information contact: [YHOutreach@princes-trust.org.uk](mailto:YHOutreach@princes-trust.org.uk)



Prince's Trust

# HEALTH & SOCIAL CARE



We are proud to work in the Health & Social Care sector and work with partners who have hundreds of entry-level jobs available.

The NHS is one of the largest employers in the world, and the biggest in Europe with over 1.3 million staff. Along with many partners in the community it supports a growing and ageing population.

But a younger, more diverse workforce is needed to help sustain the Health and Social Care sector, with only 5% of the workforce being under 26 years old. We're set to train thousands of young people like you with the skills and confidence you need to move into health and social care jobs, as well as receive mentoring to develop your careers. All with the support of our brilliant network of hospitals and care homes.

For more information contact: [YHOutreach@princes-trust.org.uk](mailto:YHOutreach@princes-trust.org.uk)



Prince's Trust



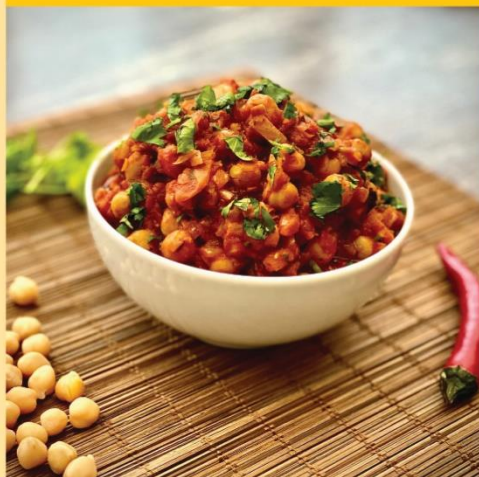
# JOIN OUR **FREE**, FUN COOKING COURSES.

...all you need is a kitchen and a phone!

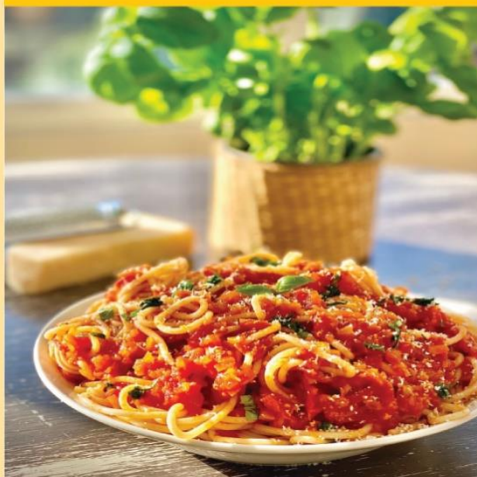
## SAVE MONEY, COOK BETTER THAN THE TAKEAWAY.

Free, fun cooking  
courses AT HOME,  
**Cook great food  
in just 2 weeks!**  
Impress friends  
and family

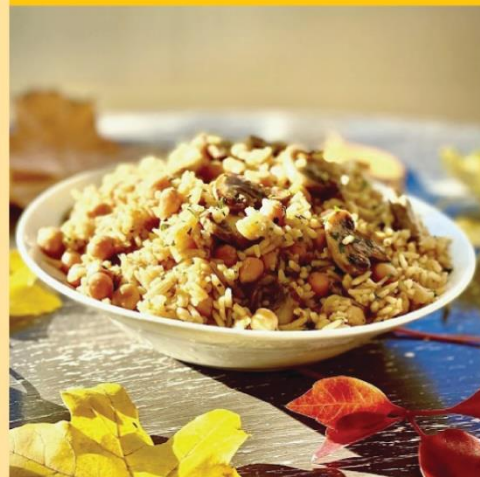
CHANA MASALA



ITALIAN PASTA SAUCE



MIDDLE EASTERN PILAF



SCAN ME

Exciting meals can be quick, fun, easy and cheap to cook with our FREE (ingredients included), flexible, home based short courses.

To register: <https://bagsoftaste.org/students/>  
Tel: 07463 111006 Email: [sheffield@bagsoftaste.org](mailto:sheffield@bagsoftaste.org)

# Are you worried about the rising cost of food and how to eat healthily on a tight budget?

Then join one of our free, fun cooking courses. Learn how to make delicious, healthy meals from all over the world whilst saving money.



**All you need is a kitchen and a phone!**

## About the course

**\*FREE\***

- Cook tasty, healthy meals, cheaply
- Get tips on how to budget and save money when you're shopping
- Learn how to waste less

## How does it work?

- We deliver 3 step-by-step recipes and all the ingredients you need, straight to your door
- Your personal mentor will support you by phone or WhatsApp with lots of tips and advice along the way
- At the end, you'll get a free gift of wallet-friendly recipes

## What do I need to do?

All we ask is that you cook the three recipes and send us photos of your lovely food!

## How long does it take?

About two weeks, but you can work at your own pace

## How do I join?

- Register online:  
[www.bagsoftaste.org/students](http://www.bagsoftaste.org/students)
- Call/Whatsapp 07463 111006
- Email [sheffield@bagsoftaste.org](mailto:sheffield@bagsoftaste.org)

Once we've confirmed your registration, we'll contact you to arrange your delivery

\* Free course for qualifying participants only



**LEARN TO  
COOK**



**EAT LESS  
TAKEAWAYS**



**SAVE  
MONEY**



**IMPROVE  
HEALTH**



**HAVE  
FUN**

# Customer Service Advisor

**jobcentreplus**

Department for  
Work and Pensions

**COMPANY:** Santander UK

**Location:** Sheffield, S9 2EG

**Salary:**

**Hours:** Part time

## Summary:

We are currently recruiting Customer Service Advisors with a starting package up to £23,184 (Pro Rata), this is made up of a base salary of £21,200 along with an additional £500 flexible benefit and up to a £1484 discretionary performance related bonus.

For our customers, you'll be more than just the friendly face and voice of Santander. You'll be a listener and problem solver. Whether you're helping someone with a simple cash transaction, aiding them with technology, transacting with them over the phone or protecting your customers against fraud and scams, you'll never know what the next challenge will be.

We'll help you to develop the skills needed to build strong customer relationships, take ownership, and deliver a great customer experience.

You'll be flexible in your approach and comfortable in undertaking a broad range of activities. This means not limiting your time and focus on one element of your role. You'll thrive on the variety this gives you and take satisfaction for operating in a multi-skilled environment. And you'll be encouraged 'Think Customer' and share ideas on improving processes and customer experience. You're the eyes and ears of our business after all.

**Closing date:** 20 December 2023

# Team Member

jobcentreplus

Department for  
Work and Pensions

**COMPANY:** Greggs PLC

**Location:** Sheffield, S35 9WJ

**Salary:** £10.60

**Hours:** Part time

## Summary:

Greggs Team Members are the face and voice of our business, engaging with our customers and offering a fantastic shopping experience, whatever the weather!

We offer fantastic benefits that help make Greggs a great place to work;

- Competitive pay
- Colleague discount, up to 50% off our own-produced products
- Free hot drinks while on a shift break
- 4.2 weeks annual leave pro-rated, increasing with service
- Profit share: We want everyone to share in the success of the business, so we distribute 10% of our profits to all our employees who have at least 6-month service, or more, each year
- Share save schemes that let you buy discounted Greggs shares, by saving a set amount of money over a fixed time, to have an even bigger share of our profits
- Career progression and learning and development
- Employee Assistance Programme; A free, confidential helpline, offering advice and support with financial, relationship, work-related and wellbeing issues, 24 hours a day, 365 days a year. Including a mobile app providing a range of wellness content on physical, mental, social, and financial wellbeing.
- Perks and savings, such as digital gift card discounts, online cashback, in-store and online coupons and lifestyle offers.
- A company who cares about our communities; the environment and being a better business! [Click here to read about The Greggs Pledge](#)
- Colleague Networks – internal groups where colleagues and their allies can share their own personal experiences, offer feedback on the way we do things at Greggs, and provide support to one another

**Closing date:** 05 January 2024

# Mystery Shopper

jobcentreplus

Department for  
Work and Pensions

**COMPANY:** Serve Legal

**Location:** Sheffield,

**Salary:** Pay per audit

**Hours:** Part time

## Summary:

Serve Legal are recruiting compliance auditors (mystery shoppers) to perform audits to a range of sites. These audits can be to supermarkets, high-street retailers, betting shops and more, making a specific purchase then reporting back on the experience. We have opportunities for anyone aged 16+, but particularly require 18 and 19 year olds for age-verification audits, which involve buying age-restricted products and reporting if ID was requested.

This is a part-time, flexible role, which is ideal to fit around other work or education. Pay is calculated on a per-audit basis, estimated to align with a Real-Living-Wage hourly rate, with audits being allocated as a 'batch' which are nearby to each other. There is no obligation to complete work consistently or regularly, and our Area Managers liaise with Auditors to allocate suitable work, accounting for other commitments and travel limitations.

## We offer:

- > Flexible work – ideal to fit around other work and studies.
- > Great rates of pay, including bonuses for good work and our 'Refer a Friend' scheme.
- > Opportunities to travel, with expenses covered!
- > Interesting, varied work, which helps keep your community safe.
- > Personal & career development – most of our Area Managers started their career as an auditor.
- > Free stuff! Keep what you buy – this can include grocery shops of up to £40, paid for by us!

**Closing date:** 04 January 2024

# Team Member

**jobcentreplus**

Department for  
Work and Pensions

**COMPANY:** SSP Food Travel Experts

**Location:** Sheffield, S1 2BP

**Salary:** £10.42-10.42 per hour

**Hours:** Full time

**Summary:**

Everyone regardless of age starts on £10.42 per hour

You may be wondering who are SSP? Well, we're one of the best kept secrets in Hospitality and Retail. You may not know us by name, but you will know us from our brands. We are the leading operator of restaurants, bars, cafes, food courts and retail stores in airports, train stations, motorway service areas and other leisure locations.

We are looking for Full Time Team Members to join our Burger King at Sheffield Station. As a team member you will work a variety of shifts between 6am and 12:30am including weekends.

Don't worry if you don't have any experience as we will teach you everything you need to know to do well in this role.

**Responsibilities for Team Member:**

- Demonstrate knowledge of Burger King products to advise customers in a professional and helpful manner
- Maintain all unit displays in accordance with Café Ritazza standards
- Consistently meet shift/daily average spend, waste and portion control targets
- Maintain high standards of cleanliness and appearance in all work areas

**Requirements for Team Member:**

- Due to some responsibilities within this role, applicants will need to be 18 years of age or over to perform certain tasks or work on certain shifts and also will need to be able to serve and handle alcohol.

**Closing date:** 03 January 2024

# Sales Assistant

jobcentreplus

Department for  
Work and Pensions

**COMPANY:** British Heart Foundation

**Location:** Sheffield,

**Salary:** £10.60 per hour

**Hours:** Part time

**Summary:**

Contract: Permanent

Would you like to be part of a retail team that are community based, offer amazing choice and genuine sustainability? We are looking for a Sales Assistant to join our store team.

About the role

When it comes to generating stock, maximising value, and building customer loyalty, we put a lot of trust in our retail staff. Our Sales Assistants work alongside the management team and volunteers to drive shop performance. As a Sales Assistant you will be involved in all aspects of a customer focussed role such as:

Ensuring highest standard of customer service

Achieving maximum sales

Assisting in all store operating procedures such as sorting donations, stock rotation, deliveries, merchandising, pricing, and shop-floor replenishment

Liaising with E-Commerce team to maximise online sales

As a Keyholder, you will be responsible for the store when there isn't a manager on duty, and this may involve lone working. Therefore, applicants must be 18+ years old.

This position is for 14 hours and includes some weekend working on a rota basis.

**Closing date:** 03 January 2024

# Duty Manager

jobcentreplus

Department for  
Work and Pensions

**COMPANY:** Heron Foods

**Location:** Sheffield, S5 9ND

**Salary:** £11.00 per hour

**Hours:** Full time

## Summary:

As a Duty Manager at Heron Foods, you will be the heartbeat of our store, making sure everything ticks along seamlessly!

- \* Lead & inspire the team to greatness!
- \* Ensure customer service shines & handle queries like a pro.
- \* Maintain a stunning store condition – from cleanliness to merchandising.
- \* Aim for the stars with sales targets and profitability.

## Are You the One?

- \* Proven success as a Retail Supervisor / Duty Manager / Assistant Manager / Shift Manager in fast-paced retail.
- \* Energetic, organised, and passionate about leadership.
- \* Thrive in a lively, sometimes challenging, environment.

**Closing date:** 03 January 2024

# Part Time Sales Assistant

jobcentreplus

Department for  
Work and Pensions

**COMPANY:** Heron Foods

**Location:** Sheffield, S2 2BS

**Salary:** Up to £10.42 per hour

**Hours:** Part time

## Summary:

As our Part Time Sales Assistant, you're pivotal to our store's seamless operation:

- \* Ensure top-notch store efficiency.
- \* Guarantee fantastic customer service and adeptly handle all queries.
- \* Oversee and maintain the store's immaculate presentation and visual standards.

## Who We're Looking For:

- \* Prior experience in a sales role, especially in bustling retail or hospitality settings.
- \* An energetic, honest personality that's passionate about customer service.
- \* Robust work ethic and a love for vibrant atmospheres.

**Closing date:** 31 December 2023

# Team Member - Upper Crust

jobcentreplus

Department for  
Work and Pensions

**COMPANY:** SSP Food Travel Experts

**Location:** Sheffield, S1 2BP

**Salary** £10.42-10.42

**Hours:** Full time

## Summary:

You may be wondering who are SSP? Well, we're one of the best kept secrets in Hospitality and Retail. You may not know us by name, but you will know us from our brands. We are the leading operator of restaurants, bars, cafes, food courts and retail stores in airports, train stations, motorway service areas and other leisure locations.

We are looking for Part Time Team Members to join Upper Crust at Sheffield Station. As a team member you will work a variety of shifts between 5am and 7:30pm including weekends. Don't worry if you don't have any experience as we will teach you everything you need to know to do well in this role.

## Responsibilities for Team Member:

- Demonstrate knowledge of Upper Crust / products to advise customers in a professional and helpful manner
- Maintain all unit displays in accordance with Brand standards
- Consistently meet shift/daily average spend, waste and portion control targets
- Maintain high standards of cleanliness and appearance in all work areas

## Requirements for Team Member:

- Due to some responsibilities within this role, applicants will need to be 18 years of age or over to perform certain tasks or work on certain shifts and also will need to be able to serve and handle alcohol.
- Lone working
- Candidate must be flexible to work between the other coffee brands in Sheffield Station.

**Closing date:** 29 December 2023

# Team Member - Upper Crust

jobcentreplus

Department for  
Work and Pensions

**COMPANY:** SSP Food Travel Experts

**Location:** Sheffield, S1 2BP

**Salary** £10.42-10.42

**Hours:** Full time

## Summary:

You may be wondering who are SSP? Well, we're one of the best kept secrets in Hospitality and Retail. You may not know us by name, but you will know us from our brands. We are the leading operator of restaurants, bars, cafes, food courts and retail stores in airports, train stations, motorway service areas and other leisure locations.

We are looking for Part Time Team Members to join Upper Crust at Sheffield Station. As a team member you will work a variety of shifts between 5am and 7:30pm including weekends. Don't worry if you don't have any experience as we will teach you everything you need to know to do well in this role.

## Responsibilities for Team Member:

- Demonstrate knowledge of Upper Crust / products to advise customers in a professional and helpful manner
- Maintain all unit displays in accordance with Brand standards
- Consistently meet shift/daily average spend, waste and portion control targets
- Maintain high standards of cleanliness and appearance in all work areas

## Requirements for Team Member:

- Due to some responsibilities within this role, applicants will need to be 18 years of age or over to perform certain tasks or work on certain shifts and also will need to be able to serve and handle alcohol.
- Lone working
- Candidate must be flexible to work between the other coffee brands in Sheffield Station.

**Closing date:** 29 December 2023

# Team Leader - Burger King

jobcentreplus

Department for  
Work and Pensions

**COMPANY:** SSP Food Travel Experts

**Location:** Sheffield, S1 2BP

**Salary:** £11-11 per hour

**Hours:** Full time

## Summary:

Everyone regardless of age starts on £11 per hour. You may be wondering who are SSP? Well, we're one of the best kept secrets in Hospitality and Retail. You may not know us by name, but you will know us from our brands. We are the leading operator of restaurants, bars, cafes, food courts and retail stores in airports, train stations, motorway service areas and other leisure locations. We are looking for Team Leader to join our Burger King at Sheffield Station.

As a Team Leader you will work a variety of shifts between 6.00am and 12:30am, including weekends.

Responsibilities for Team Leader:

- Leads the shift and motivates the team to drive sales
- Follows opening, closing & shift changeover procedures ensuring effective handover
- Ensures the cleaning schedules are followed with all cleaning monitored & allocated fairly
- Following Health & Safety/Food Safety/Statutory requirements and report to Line Manager if required
- Trains the team on brand standards
- Ensures cash procedures followed by all staff

**Closing date:** 29 December 2023

# Catering Manager

jobcentreplus

Department for  
Work and Pensions

**COMPANY:** Exemplar Health Care Services Limited

**Location:** Sheffield, S4 8AR

**Salary:** £12.26 per hour

**Hours:** Full time

## Summary:

As a Catering Manager, you'll lead the Catering Team in providing delicious, healthy and nutritious meals for our service users.

This is an exciting opportunity to use your cooking skills to make a real difference! One of our values is fun, and we expect our Catering Managers to get involved in all aspects of care home life. There'll be lots of opportunities to use your creative flair to make tasty treats for activities, events and parties in the home.

The role is very hands on. As well as managing the day-to-day running of the kitchen, you'll prepare, cook and serve food.

The people who live here may have complex dietary requirements due to their medical conditions. You'll take the time to understand people's likes, needs and choices, and develop suitable menus.

As a manager, you'll ensure the team complies with food hygiene standards, complete the relevant checks and records, and control stock and purchases within an allocated budget.

This role has line management responsibility, in which you'll ensure that your team is adequately inducted, trained and supported.

Being a Catering Manager is extremely rewarding. You'll see the difference you make each and every day, which provides great job satisfaction.

**Closing date:** 04 January 2024

# Kitchen Team Member

**jobcentreplus**

Department for  
Work and Pensions

**COMPANY:** Whitbread

**Location:** Sheffield, S3 8LN

**Salary**

**Hours:** Full time

**Summary:**

Come and be a Kitchen Team Member at Sheffield Meadowhall Premier Inn. Help us prepare, cook and serve our mouth-watering meals to Premier Inn guests. Immediate start, no chef experience needed.

**Closing date:** 31 December 2023

# Assistant Cook

jobcentreplus

Department for  
Work and Pensions

**COMPANY:** Elior UK

**Location:** Sheffield, S36 1EJ

**Salary:** £11.00 per hour

**Hours:** Part time

## Summary:

- Assisting in daily operations and food preparation to uphold company's reputation for quality and service
- Helping with menu planning, paperwork, and administrative tasks such as record-keeping and time tracking
- Upholding Taylor Shaw standards on hygiene, food safety, health & safety, and adhering to all relevant regulations
- Promptly responding to any incidents including accidents, thefts, damage, and property loss
- Supporting staff training and induction, while participating in ongoing personal training
- Monitoring portion control and maintaining cleanliness of the premises and equipment
- Assisting with dining furniture setup, cleaning, and storage
- Undertaking any other duties necessary for the efficient running of the unit, as requested by the Cook Supervisor or Unit Manager
- Being ready to cover staff at other units within the contract when required

**Closing date:** 31 December 2023

# Cook

jobcentreplus

Department for  
Work and Pensions

**COMPANY:** Exemplar Health Care Services Limited

**Location:** Sheffield, S4 8AR

**Salary:** £11.21 per hour

**Hours:** Full time

## Summary:

- Preparing, cooking and serving food
- Ensuring that food is presented well and looks appetising
- Ensuring that food is stored according to food hygiene legislation
- Minimising waste levels and disposing of food in an appropriate manner
- Carrying out food and fridge temperature checks, and recording as necessary
- Interacting with our service users on a daily basis
- Obtaining feedback on food, reporting any compliments, comments or complaints

## About You:

- Be a qualified chef with a minimum of a relevant Level 2 qualification
- Hold an in-date Food Handling Certificate
- Have an understanding of our Service User's religious and dietary requirements
- Able to work as part of a team whilst also having the ability to work on your own initiative
- Polite & professional, with a positive attitude

**Closing date:** 29 December 2023

# Mobile Cook Supervisor

jobcentreplus

Department for  
Work and Pensions

**COMPANY:** Elior UK

**Location:** Sheffield, S9 2LF

**Salary:** £12.40 per hour

**Hours:** Full time

## Summary:

This role sits within our **Education** division - catering for students. Dedicated to providing high-quality, nutritious, fresh, and sustainable food for our younger generation, we're 100% committed to supporting a healthy diet. At Taylor Shaw & Edwards & Blake, we're driven by the knowledge that young people deserve and need the best food for their wellbeing; we do food with a difference.

## What you'll be doing...

### Responsibilities:

- Oversee daily operations within contractual terms
- Ensure food quality and service meet the company's reputation through planning, cooking, and presentation
- Comply with food and premise legislation through control procedures and record-keeping
- Manage food production and service within a set budget
- Handle unit clerical duties using digital or paper systems in line with policies
- Track and reconcile expenses, cash receipts, and stock usage
- Manage, take responsibility for, and train staff within the Unit
- Order and track supplies from approved vendors
- Display accurate weekly menus and maintain hygiene, Food Safety, and Health & Safety standards as per regulations
- Exhibit statutory notices and address incidents like accidents, thefts, or property damages
- Coordinate with Area Manager/Supervisor to adjust staffing levels as needed

**Closing date:** 29 December 2023

# Chef Apprenticeship

jobcentreplus

Department for  
Work and Pensions

**COMPANY:** Lifetime Training

**Location:** Sheffield, S10 5DT

**Salary:** £224.7 to £312.6 per week

**Hours:** Full time

## Summary:

As an apprentice Chef at Stonehouse, we will help you master our menu, with your food being the reason guests keep coming through our doors! You'll thrive off the hustle and bustle of a fast-paced kitchen, with the support of a close-knit team, because it's the people that make it all worthwhile.

## Responsibilities:

- Be a champion of brand standards
- Keep your kitchen clean
- Prepare everything that is needed before a busy shift
- Cook to spec and work with recipes

You don't need any experience as we can teach you everything! If you are willing to learn and be proud to work with us, we can show you exactly what it takes to become a vital team member in any kitchen.

You'll take on a full-time role in the kitchen under the supervision of passionate chefs alongside your training. Not only do you gain a Level 2 Production Chef Apprenticeship, you will be able to support the running of our kitchens, creating some amazing moments making sure that quality never slips for our guests!

**Closing date:** 29 December 2023

# Class 1 Driver in Sheffield S9

jobcentreplus

Department for  
Work and Pensions

**COMPANY:** Ideal Recruit Ltd

**Location:** Sheffield, South Yorkshire S9 1TQ

**Salary:** Competitive

**Hours:** Full time

## Summary:

Ideal Recruit is currently looking for HGV Class 1 (C+E) Drivers for well-established client based in Sheffield.

The role will include deliveries to across the UK.

Ongoing work for Christmas period.

Shifts available Monday to Friday or Tuesday to Saturday with 11am start time.

You will need to meet the below criteria to be considered for the vacancy:

- HGV Class 1 driving entitlement (category CE)
- At least 12 months of experience as a class 1 driver
- Experience of driving refrigerator unit preferred.
- Valid Driver's CPC card and Digital Tachograph card
- No more than 6 points for minor endorsements

•**Closing date:** 05 January 2024

# Female Driver Support Worker

jobcentreplus

Department for  
Work and Pensions

**COMPANY:** HF Trust Ltd

**Location:** Sheffield, South Yorkshire

**Salary:** Competitive

**Hours:** Full time

## Summary:

Are you looking for a meaningful career? Would you like the opportunity to become a dedicated Support Worker, helping individuals with learning disabilities live the best life possible?

We are looking for Female Driver Support Workers to join our growing team in Sheffield. Experience is not essential as we will provide you with support and training to become a confident Support Worker. Hft is a charity that supports adults with learning disabilities. We believe in a world where anyone with a learning disability can live within their community with all the choice and support they need to live the best life possible. We are looking for people who are naturally caring and compassionate and align with our values.

Giving the highest possible standards of support to individuals with moderate to severe learning disabilities.

Supporting them to discover new interests, reaching goals like travelling and holidays and working positively with their families and friends.

Helping individuals to engage in different leisure, home or work-related activities, all according to their personal choice.

As a Support Worker (Care Assistant), your responsibilities are varied and no two days are the same.

•**Closing date:** 05 January 2024

# Driver Support Worker

jobcentreplus

Department for  
Work and Pensions

**COMPANY:** HF Trust Ltd

**Location:** Sheffield, South Yorkshire

**Salary:** Competitive

**Hours:** Full time

## Summary:

Are you looking for a meaningful career? Would you like the opportunity to become a dedicated Support Worker, helping individuals with learning disabilities live the best life possible?

We are looking for Driver Support Workers to join our growing team in Sheffield. Experience is not essential as we will provide you with support and training to become a confident Support Worker. Hft is a charity that supports adults with learning disabilities. We believe in a world where anyone with a learning disability can live within their community with all the choice and support they need to live the best life possible. We are looking for people who are naturally caring and compassionate and align with our values.

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Supporting them to discover new interests, reaching goals like travelling and holidays and working positively with their families and friends.

Helping individuals to engage in different leisure, home or work-related activities, all according to their personal choice.

As a Support Worker (Care Assistant), your responsibilities are varied and no two days are the same.

•**Closing date:** 05 January 2024

# 7.5T HGV Drivers

jobcentreplus

Department for  
Work and Pensions

**COMPANY:** Quality Service Recruitment Limited

**Location:** Sheffield, South Yorkshire S20 7JG

**Salary:** Competitive

**Hours:** Full time

## Summary:

Carrying out home deliveries of white goods with the support of a driver's mate, this guaranteed 8 hours a day role, needs you!

You will be delivering goods in and around the Sheffield area to residential properties.

This role is 5 days out of 7. 06:00am starts. 8 hours per day minimum.

There will be weekend work required.

This is an ongoing role, offering longevity and continual income.

For this role:

You must have a valid UK driving license with 7.5t entitlement.

You must have a CPC card.

You must have a Digi-Tacho card.

You must have no more than 6 points.

You must have at least 7.5t driving experience.

This is an ongoing role, offering longevity and continual income.

This role is 5 days out of 7. 06:00am starts. 8 to 10 hours per day minimum.

This role is £12.84 per hour.

•**Closing date:** 02 January 2024

# HGV Class 2 Driver

jobcentreplus

Department for  
Work and Pensions

**COMPANY:** Workchain

**Location:** Sheffield, South Yorkshire S12 2AX

**Salary:** Competitive

**Hours:** Full time

## Summary:

**HGV Class 2 Driver (Temporary) Job Description:** Are you an experienced and reliable HGV Class 2 Driver looking for temporary employment? We are currently seeking a skilled driver to join our client's dynamic team in Sheffield.

As a UK-based recruitment agency called Workchain, we connect talented individuals with various job opportunities in the Driving industry. This temporary position offers competitive pay rates ranging from £14.00 to £15.00 per hour.

**Responsibilities:-** Safely and efficiently operate a HGV Class 2 vehicle in accordance with all relevant regulations and guidelines.- Ensure timely and accurate delivery of goods to designated locations within Sheffield and surrounding areas.- Utilize navigational tools and maintain strong knowledge of local routes to optimize delivery schedules.- Adhere to health and safety regulations, including securing loads and using appropriate equipment for loading and unloading.- Conduct vehicle inspections and perform basic maintenance tasks as needed.- Collaborate with warehouse and logistics teams to ensure smooth operations and accurate documentation.

**Qualifications:-** Valid UK HGV Class 2 license, including CPC (Certificate of Professional Competence) qualification.- Proven experience as a HGV Class 2 Driver, with preferably a clean driving record.- Familiarity with Sheffield and surrounding areas, and ability to navigate effectively using both traditional maps and GPS tools.- Strong communication skills, both verbal and written, to efficiently interact with colleagues and customers.- Excellent time management and organizational abilities, ensuring punctuality and adherence to delivery schedules.- Attention to detail and ability to follow instructions accurately.- Commitment to workplace safety protocols.

•**Closing date:** 04 January 2024

# Customer Delivery Driver

jobcentreplus

Department for  
Work and Pensions

**COMPANY:** Asda

**Location:** Sheffield, South Yorkshire S13 9LR

**Salary:** Competitive

**Hours:** Full time

## Summary:

Our operation runs 24 hours per day, 7 days per week, with that brings a wide variety of shift patterns - if you're looking for flexible working to fit around your lifestyle, then look no further! We'll work with you on your shifts, but weekend working is a requirement of the role and we may need to be flexible with your work pattern.

A great customer experience. That's what our drivers are out to deliver. From loading up, fuelling and checking the van for the next route, or giving a customer a call so they know what time their shopping will arrive, everything we do is with our customers in mind.

Join our growing delivery team, and you'll be the face of Asda for our home shopping customers. You're in the driving seat, spending your day greeting our customers and delivering their shopping on-time with lots of Asda personality.

When you're not on the road, you'll make sure your van is clean and fit for the next delivery (don't worry, you don't need to be an expert mechanic - we'll give you all the training you need) and when are really busy, you'll be asked to help your team, picking and packing online orders.

•**Closing date:** 19 December 2023

# Postperson with Driving

jobcentreplus

Department for  
Work and Pensions

**COMPANY:** Royal Mail

**Location:** Sheffield, South Yorkshire S8 0PG

**Salary:** Competitive

**Hours:** Full time

## Summary:

Each year, we make billions of deliveries possible. Whatever the weather, come rain or shine, we show up. Because for us, it's personal. For every person, from every walk of life, we deliver. From exam results and tax returns, to wedding invites or online purchases. You could be part of it. Part of the fabric of the nation, bringing trust to the doorstep. A Postie. Delivering for your local community, because you care about the people. The excited faces that open front doors and the small businesses run from bedrooms. It's a physical job – but it keeps you fit. Interested? Join us and make a difference to the place you call home.

## A bit about you

- Upbeat, independent and self-motivated
- Organised, punctual and ready to deliver great customer service
- Think of yourself as a people-person and a friendly face in the community
- Happy walking for long periods and working outside in any weather
- Has a strong sense of community and takes pride in what you do
- Has a full UK manual driving licence with no more than 6 penalty points

•**Closing date:** 04 January 2024

# Car/Van Driver

jobcentreplus

Department for  
Work and Pensions

**COMPANY:** Workchain

**Location:** Sheffield, South Yorkshire S25 3SH

**Salary:** Competitive

**Hours:** Full time

## Summary:

Temporary Car/Van Driver in Sheffield Workchain, a reputable UK-based recruitment agency, is currently seeking an experienced Car/Van Driver to join our client's team in Sheffield. This temporary position offers an excellent opportunity to work within the driving industry, providing valuable support to our client's operations. If you are a reliable and skilled driver, we encourage you to apply via our website [workchain.co.uk](http://workchain.co.uk) by completing the online application form.

**Key Responsibilities:**

1. Safely and efficiently transport goods and/or equipment between designated locations, adhering to all relevant traffic regulations and company procedures.
2. Load and unload cargo, ensuring proper handling and securement to prevent damage or loss.
3. Conduct routine vehicle checks, promptly reporting any maintenance or mechanical issues to the appropriate personnel.
4. Maintain accurate delivery records and relevant documentation.
5. Provide exceptional customer service by communicating effectively with clients and addressing any inquiries or concerns promptly and professionally.
6. Follow designated routes and schedules, while remaining flexible to accommodate any unforeseen changes or last-minute additions.
7. Comply with health and safety regulations, ensuring personal protective equipment (PPE) is worn as required.
8. Adhere to strict deadline requirements, delivering goods within specified timeframes.

**Qualifications:**

- Valid and clean Category B driving license.
- Proven experience as a professional Car/Van Driver.
- Familiarity with Sheffield and surrounding areas, demonstrating a sound understanding of local traffic regulations and routes.

•**Closing date:** 03 January 2024

# Car/Van Driver

jobcentreplus

Department for  
Work and Pensions

**COMPANY:** Workchain

**Location:** Sheffield, South Yorkshire S25 3SH

**Salary:** £11 to £12

**Hours:** Full time

## Summary:

Job Title: Temporary Car/Van Driver - Sheffield Are you an experienced Car/Van Driver looking for temporary work in Sheffield? Workchain, a leading UK-based recruitment agency, is seeking a skilled and reliable individual to join our client's team in the driving industry. If you are hardworking, detail-oriented, and possesses a valid driver's license, read on to find out more about this exciting opportunity.

**Responsibilities:-** Safely and efficiently operate company vehicles, including cars and vans, for the timely delivery and collection of goods.- Plan and follow the most effective routes based on traffic and timing considerations.- Load and unload goods from vehicles, ensuring proper handling and securing of items.- Conduct routine checks on vehicles to ensure maintenance and safety standards are met.- Maintain accurate documentation of deliveries, including proof of delivery and any discrepancies.- Provide excellent customer service, delivering goods with a professional and courteous approach.- Adhere to company policies and procedures, including health and safety regulations.

**Qualifications and Requirements:-** Valid UK driver's license with no more than 3 penalty points.- Proven experience as a Car/Van Driver, preferably in a delivery or logistics role.- Knowledge of Sheffield and surrounding areas, along with the ability to efficiently plan and navigate routes.-

•**Closing date:** 3 January 2024

# Vehicle Technician

jobcentreplus

Department for  
Work and Pensions

**COMPANY:** autoskills-uk

**Location:** Sheffield, South Yorkshire S9 4WA

**Salary:** Competitive

**Hours:** Full time

## Summary:

VEHICLE TECHNICIAN

Basic: £30,000 + Bonus

Hours: Monday - Friday 8.30am till 5pm & 1 in 2 Saturdays 8.30am till 12.30pm

Location: Sheffield

A proactive, consistent and efficient Vehicle Technician with an attention to detail in all their work required for Dealership. As Vehicle Technician you will be a team player with great work ethic.

## Responsibilities of a Vehicle Technician

- Work in ranges from servicing a vehicle to general vehicle repair.
- Good technical skills.

## Skills and Qualifications of a Vehicle Technician

- NVQ Level 3 in Vehicle Maintenance and Repair
- Previous Vehicle Technician experience within the automotive industry
- Good attitude and a time-conscious individual
- Full clean UK Driving Licence

Please contact Kelsey White @ Auto Skills and quote job number: 45332

• **Closing date:** 03 January 2024

# Behaviour Support Assistant

jobcentreplus

Department for  
Work and Pensions

**COMPANY:** senploy

**Location:** Sheffield,

**Salary** £75 to £95 per day

**Hours:** Full time

## Summary:

We are currently looking for a Behaviour Support Assistant to deliver person centred support to individuals who present high levels of complex needs and challenging behaviours associated with learning disabilities, autistic spectrum conditions and mental health problems. You will be working in a school and supporting children and young people who need 1:1 support for multiple reasons, such as:

- Children in Looked After Care
- Anxiety
- Exclusion
- Speech and language difficulties
- Physical and mental health issues, disabilities and learning difficulties

The candidate must have:

- Some experience working with children and young people who display challenging behaviour
- Experience of de-escalation training would be advantageous
- The school would also consider candidates from youth work backgrounds, or similar roles
- Confidence to make decisions
- Excellent communication and the ability to build positive relationships with the students
- Empathy and understanding
- Willingness to enhance skills with professional training and development

**Closing date:** 04 January 2024

# Primary Care Pharmacy Technician

jobcentreplus

Department for  
Work and Pensions

**COMPANY:** NHS

**Location:** Sheffield S9 4EU

**Salary** £26,617.50 to £30,712.50

**Hours:** Full time

## **Summary:**

**Clinical Responsibilities** Undertake patient facing and patient supporting roles to ensure effective medicines use, through shared decision-making conversations with patients. Carry out medicines optimisation tasks including effective medicine administration (e.g. checking inhaler technique), supporting medication reviews and medicines reconciliation. Where required, utilise consultation skills to work in partnership with patients to ensure they use their medicines effectively. As determined by the PCN, support medication reviews and medicines reconciliation for new care home patients and synchronising medicines for patient transfers between care settings, linking with local community pharmacies Support the Clinical Pharmacist in Structure Medication Reviews (SMR) i.e. undertake medicines use review and/or organise necessary monitoring tests prior to SMR Provide expertise to address both the public health and social care needs of patients, including lifestyle advice, service information, and help in tackling local health inequalities. Manage shared care protocols and liaise with Clinical Pharmacists for more complex patients. Support initiatives for antimicrobial stewardship to reduce inappropriate antibiotic prescribing locally. **Technical and Administrative Responsibilities** Support the PCN multi-disciplinary team to ensure efficient medicines optimisation processes are being followed. Implement efficient ordering and return processes and reducing medication wastage. Provide training and support on the legal, safe and secure handling of medicines, including the implementation of the Electronic Prescription Service (EPS). Promotion of Electronic Repeat Dispensing (eRD) and online ordering Develop relationships with other pharmacy professionals and members of the multi-disciplinary team to support integration across health and social care including primary care, community pharmacy, secondary care and mental health.

**Closing date:** 07 January 2024

# Relief Support Worker

jobcentreplus

Department for  
Work and Pensions

**COMPANY:** Creative Support

**Location:** Sheffield,

**Salary** £11.00

**Hours:** Part time

## Summary:

We are looking for motivated, caring individuals to provide person-centred support to people with a learning disability who live in a supported living setting in Sheffield.

Your responsibilities will include:

- Providing support, personal care, practical and emotional to people with a learning disability & physical disability who live in supported living setting or within their own homes
- Identifying and accessing opportunities for community involvement with service users
- Collaborating with service users, families, and involved professionals to provide a consistent and coordinated service that meets the needs of service users
- Assisting the line manager with the day-to-day running of the service and Outreach Service

This is a fantastic network of services which enables great outcomes for the people we support. We are looking for staff who have the commitment and dedication to go the extra mile to enable people to achieve their personal goals and live a happy life.

**Closing date:** 22 December 2023

# Healthcare Support Worker

jobcentreplus

Department for  
Work and Pensions

**COMPANY:** Medacs Healthcare

**Location:** Sheffield, S1 1AA

**Salary** £13.70 to £17.00 per hour

**Hours:** Full time

## Summary:

*Medacs Healthcare are proud to be working with a leading provider of specialist hospital at home care.*

*Working in line with the company ethos to deliver excellent care to patients being treated in their own homes rather than a hospital setting, we are currently recruiting experienced community Healthcare support workers in the Sheffield area.*

*The role will involve visiting patients in their own homes under the direction of a qualified healthcare professional. Duties will include:*

- Attend 45-minute patient visits.*
- Personal care, including support with meals, personal hygiene and ensuring general safety at home.*
- Observations and recording in line with the company systems.*
- Collect and transport clinical specimens.*
- Observe and recording pressure areas and skin integrity. Recording and highlighting concerns to the clinical lead.*
- Provide additional support with training if required.*

## **Qualifications and experience**

- NVQ Level 2 / 3 or equivalent*
- Experience in a similar role and confidence to work independently in the community.*
- Excellent communication skills and the ability to build relationships with patients.*
- This is a mobile role so a full driving licence, relevant insurance and access to a car is essential.*

**Closing date:** 06 January 2024

# Community Healthcare Assistant

jobcentreplus

Department for  
Work and Pensions

**COMPANY:** Medacs Healthcare

**Location:** Sheffield, S1 1AA

**Salary** £13.70 to £17.00

**Hours:** Full time

## Summary:

*Medacs Healthcare are proud to be working with a leading provider of specialist hospital at home care.*

*Working in line with the company ethos to deliver excellent care to patients being treated in their own homes rather than a hospital setting, we are currently recruiting experienced community Healthcare support workers in the Sheffield area.*

*The role will involve visiting patients in their own homes under the direction of a qualified healthcare professional. Duties will include:*

- Attend 45-minute patient visits.*
- Personal care, including support with meals, personal hygiene and ensuring general safety at home.*
- Observations and recording in line with the company systems.*
- Collect and transport clinical specimens.*
- Observe and recording pressure areas and skin integrity. Recording and highlighting concerns to the clinical lead.*
- Provide additional support with training if required.*

**Closing date:** 06 January 2024

# Senior Personal Assistant

jobcentreplus

Department for  
Work and Pensions

**COMPANY:** Penderels Trust

**Location:** Sheffield, S5

**Salary** £10.50 per hour

**Hours:** Part time

## Summary:

Support and/or prompt to attend appointments as necessary, e.g. hospital/doctors.

- Support to get to and from school/work/college/social activities.
- Develop a good and trusting one to one working relationship.

The individuals needs may vary from day to day and your tasks may reflect this. You could be required to perform other duties as reasonably required.

You have a responsibility as an employee to report all accidents to the employer immediately. You have a duty to report defects and / or hazards which may give rise to an accident. You are to ensure the safety of the individual at all times.

Due to the nature of the work for which you are applying, this post is subject to a satisfactory DBS disclosure (costs will be covered).

## Required Skills:

- Be honest, reliable, trustworthy and punctual.
- Maintain confidentiality and respect privacy, including the prohibited use of social media in relation to the job role.

**Closing date:** 04 January 2024

# Childrens Home Manager

jobcentreplus

Department for  
Work and Pensions

**COMPANY:** Purosearch

**Location:** Sheffield, S9

**Salary** £42,000 to £48,000

**Hours:** Full time

## Summary:

Purosearch are looking for an enthusiastic and committed Children's Home Manager for a small service for children and young people with complex needs and challenging behaviours within a large established organisation. This is fantastic opportunity for a knowledgeable children's home manager to take on a stimulating new opportunity with a real chance to make a difference.

## Job Requirements for the Children's Home Manager Role:

- The registration and development of a new children's service
- To manage and promote team development and effective team working
- To set and review targets and objectives for the home's staff team
- To promote the practice of working in partnership with young people and their families
- To ensure the highest standards of care, safety and well being for the children

The suitable candidate for the Children's Home Manager will have:

Have at least two years in a role supervising staff

A minimum of 2 years' experience in a position relevant to the residential care of children

Working as a Deputy Manager

Level 3 Diploma in Residential Childcare (Or equivalent)

Level 5 Diploma in Residential Childcare (or be prepared to acquire within 2 years)

Full driving licence is essential

To be able to provide consistency of care and support to the young people

Experience working with children who may display challenging behaviour

Flexibility around the rota, covering when needed.

**Closing date** 06 January 2024

# Female Personal Care Assistant

**jobcentreplus**

Department for  
Work and Pensions

**COMPANY:** Penderels Trust

**Location:** Sheffield, S10

**Salary** £12.00 per hour

**Hours:** Part time

## **Summary:**

Duties and Responsibilities:

- Support and/or prompt with personal care. This may include toileting, showering/bathing, getting in and out of bed, getting dressed.
- Support and/or prompt with cooking/meal preparation and eating meals/drinks.
- Assist with household chores and general homemaking.
- Support and/or prompt to attend appointments as necessary, e.g. hospital/doctors.
- Develop a good and trusting one to one working relationship.

The individuals needs may vary from day to day and your tasks may reflect this. You could be required to perform other duties as reasonably required.

You have a responsibility as an employee to report all accidents to the employer immediately. You have a duty to report defects and / or hazards which may give rise to an accident. You are to ensure the safety of the individual at all times.

**Closing date:** 04 January 2024

# Personal Assistant

jobcentreplus

Department for  
Work and Pensions

**COMPANY:** Penderels Trust

**Location:** Sheffield,

**Salary** £11.50 per hour

**Hours:** Part time

## Summary:

I am young girl who requires support to attend activities such as swimming, shopping, and football. I have learning difficulties and limited road sense so I would need support to access the community, and help me with roads, I would like support to access public transport and build my confidence and help me become more independent.

## Employer Disability and Health Conditions

- Cognitive / Learning

Global development delay

## The employer's hobbies and interests:

- shopping• swimming• football

## Other relevant information

### About the Role

### Duties and Responsibilities

- Support and/or prompt with cooking/meal preparation and eating meals/drinks.
- Support to get to and from school/work/college/social activities.
- Support and/or prompt the individual to access sporting and leisure activities.
- Assist and encourage socialisation, participating in activities.
- Promote and encourage friendships and independence.
- Develop a good and trusting one to one working relationship.

**Closing date:** 03 January 2024

# Medical Secretary

jobcentreplus

Department for  
Work and Pensions

**COMPANY:** NHS

**Location:** Sheffield, S10 2TH

**Salary** £22816.00 - £24336.00

**Hours:** Full time

## **Summary:**

To ensure post addressed to the consultant / clinical team is promptly collected, sorted, recorded and actioned as appropriate. To act on own initiative where appropriate in responding to incoming mail. Act as a focal point for the clinical team. Provide a friendly and professional service, deal with enquiries from a multitude of sources following Trust policies and standard operating procedures. Liaise with GPs, other hospitals, patients, internal medical/non-medical staff and medical/non-medical external staff by a variety of means i.e. face to face/phone/e-mail/letter on a daily basis. Ensure all duties are undertaken in line with standard operating procedures and to enable the achievement of Trust and service specific key performance indicators. Frequently receive and respond appropriately to telephone and personal enquiries from patients, relatives, GPs, other consultants and external bodies, referring enquiries to the consultants/clinical teams where necessary. This will require analysis of queries/issues, making judgements about how to deal with them and escalating as appropriate. Arrange investigations and follow up work and ensure that all results are presented to medical staff and subsequently filed into the patients medical record. Accurately record all paper/computerised patient records, updating and amending information in a timely manner and within standard operating procedures. Undertake routine or ad hoc data validation as required. Undertake typing of medical correspondence using copy, audio tapes and relevant IT systems to a high and accurate standard. This may include clinic letters, medico-legal reports and other administrative work.

**Closing date** 07 January 2024

# Behaviour Support Assistant

jobcentreplus

Department for  
Work and Pensions

**COMPANY:** NHS

**Location:** Sheffield S9 4EU

**Salary** £26,617.50 to £30,712.50

**Hours:** Full time

## Summary:

Clinical Responsibilities Undertake patient facing and patient supporting roles to ensure effective medicines use, through shared decision-making conversations with patients. Carry out medicines optimisation tasks including effective medicine administration (e.g. checking inhaler technique), supporting medication reviews and medicines reconciliation. Where required, utilise consultation skills to work in partnership with patients to ensure they use their medicines effectively. As determined by the PCN, support medication reviews and medicines reconciliation for new care home patients and synchronising medicines for patient transfers between care settings, linking with local community pharmacies Support the Clinical Pharmacist in Structure Medication Reviews (SMR) i.e. undertake medicines use review and/or organise necessary monitoring tests prior to SMR Provide expertise to address both the public health and social care needs of patients, including lifestyle advice, service information, and help in tackling local health inequalities. Manage shared care protocols and liaise with Clinical Pharmacists for more complex patients. Support initiatives for antimicrobial stewardship to reduce inappropriate antibiotic prescribing locally. Technical and Administrative Responsibilities Support the PCN multi-disciplinary team to ensure efficient medicines optimisation processes are being followed. Implement efficient ordering and return processes and reducing medication wastage. Provide training and support on the legal, safe and secure handling of medicines, including the implementation of the Electronic Prescription Service (EPS). Promotion of Electronic Repeat Dispensing (eRD) and online ordering Develop relationships with other pharmacy professionals and members of the multi-disciplinary team to support integration across health and social care including primary care, community pharmacy, secondary care and mental health.

**Closing date:** 07 January 2024

# Behaviour Support Assistant

jobcentreplus

Department for  
Work and Pensions

**COMPANY:** NHS

**Location:** Sheffield, S10 2TH

**Salary** £22816.00 - £24336.00

**Hours:** Full time

## Summary:

To ensure post addressed to the consultant / clinical team is promptly collected, sorted, recorded and actioned as appropriate. To act on own initiative where appropriate in responding to incoming mail. Act as a focal point for the clinical team. Provide a friendly and professional service, deal with enquiries from a multitude of sources following Trust policies and standard operating procedures. Liaise with GPs, other hospitals, patients, internal medical/non-medical staff and medical/non-medical external staff by a variety of means i.e. face to face/phone/e-mail/letter on a daily basis. Ensure all duties are undertaken in line with standard operating procedures and to enable the achievement of Trust and service specific key performance indicators. Frequently receive and respond appropriately to telephone and personal enquiries from patients, relatives, GPs, other consultants and external bodies, referring enquiries to the consultants/clinical teams where necessary. This will require analysis of queries/issues, making judgements about how to deal with them and escalating as appropriate. Arrange investigations and follow up work and ensure that all results are presented to medical staff and subsequently filed into the patients medical record. Accurately record all paper/computerised patient records, updating and amending information in a timely manner and within standard operating procedures. Undertake routine or ad hoc data validation as required. Undertake typing of medical correspondence using copy, audio tapes and relevant IT systems to a high and accurate standard. This may include clinic letters, medico-legal reports and other administrative work.

**Closing date** 07 January 2024

# Medical Secretary

**jobcentreplus**

Department for  
Work and Pensions

**COMPANY:** NHS

**Location:** Sheffield, S5 7HD

**Salary:**

**Hours:** Full time

## **Summary:**

To provide general secretarial support to the practice manager, doctors and health professionals, involving word processing and audio typing skills with general clerical work. Job responsibilities: To provide an efficient audio, copy typing and word processing service for the practices growing clinical team and health professionals as required. This includes the typing of letters, reports, patient referrals, minutes etc in an accurate and quality manner. To assist the practice manager and admin team with all clerical and administrative duties. To make appointments, bookings and admissions as required. Contact and liaise with hospitals and other outside agencies as requested. To liaise and arrange meetings (to include the booking of rooms) as required and to attend meetings and take minutes. To help with practice promotional material and displays for patient education and new services etc. To establish and maintain filing and administrative systems so that written or computer information is easily accessible and secure. To retrieve medical records and assist the completion of medical/insurance records.

**Closing date:** 19 December 2023

# ACU Clerical Officer/ Receptionist

jobcentreplus

Department for  
Work and Pensions

**COMPANY:** NHS

**Location:** Sheffield, S10 2SF

**Salary:** £22,383.00

**Hours:** Full time

## **Summary:**

Contribute to the delivery of an efficient and effective administrative service within the Department.

Undertake administration functions for the department, such as e-mail, post, telephone calls, messages, photocopying and scanning.

Undertake accurate recording / inputting and amending of data within patient notes and Trust information systems, including input of data to HFEA regulatory body within set timeframes.

Booking and rescheduling patient appointments.

Communicate effectively with the use of tact and diplomacy and seek to overcome barriers to effective communication. This may require the use of multiple communication methods, such as email, telephone, reception duties, etc.

Work collaboratively with the wider departmental team to ensure a consistent and effective Patient First service.

Actively use initiative within the role but seek guidance when required and appropriate.

**Closing date:** 17 December 2023

# Service Organiser Administrator

jobcentreplus

Department for  
Work and Pensions

**COMPANY:** NHS

**Location:** Sheffield, S5 7AU

**Salary:** £25,147.00 to £27,596.00

**Hours:** Full time

## Summary:

Provide an integrated weekly medical rota across the 24/7 period at both the Royal Hallamshire Hospital and Northern General Hospital. This includes consultants, trainee doctors and PAA's and any other member of the Anaesthetic workforce that provides medical cover.

Work closely with all colleagues particularly other members of staff undertaking a service role with OSCCA to always ensure a comprehensive and cohesive response to service planning.

Ensure that the service is delivered within the identified staffing resource in any given week. At all times ensure that the correct skill mix is rostered to the correct location.

Ensure rotas are produced in advance on a rolling 6-week basis to ensure alignment with Trust wide service planning.

Together with the Duty Floor Anaesthetist deal with daily unscheduled absences such as sickness, carers leave etc to ensure gaps are covered accordingly and the rota is updated in a timely manner.

**Closing date:** 01 January 2024

# X2 Labourers in Sheffield

**jobcentreplus**

Department for  
Work and Pensions

**COMPANY:** 360 Recruitment Ltd

**Location:** Sheffield, South Yorkshire

**Salary:** £13.50 per hour

**Hours:** Full time

**Summary:**

X2 Labourers in Sheffield (S2) to start TODAY!

2 weeks work / Must have CSCS, Lifting included

7:30 AM - 16:30 PM / Must have PPE / £13.50 per hour

Get there before mid-day for a full days pay!!

If you are interested, please call Keith on 07375919896

**Closing date:** 30 December 2023

# Joiner

jobcentreplus

Department for  
Work and Pensions

**COMPANY:** Catch 22 Recruitment

**Location:** Sheffield, South Yorkshire S35 0aa

**Salary:** £31,200 per year

**Hours:** Full time

## Summary:

Catch 22 are currently working with a property maintenance company based in Sheffield who are seeking an experienced Joiner to provide high quality and efficient work on domestic properties in South Yorkshire and surrounding areas.

Details of the role below;

- Completing all aspects of Joinery within a domestic setting, such as Kitchen fitting, Wardrobe fitting, Hanging doors or fitting Skirting Boards.
  - Salary of around £31,200 (Based on a rate of pay of £15ph working around 40 hours per week, with overtime available)
  - Minimum 5 years site experience as a Joiner OR City & Guilds Level 2 Joinery qualification plus 2 years practical professional site experience.
  - Other demolition and construction work as required
  - Van included + travel expenses.
  - Must be confident with technology to complete accurate record of work carried out.
  - Base location of Sheffield, with further travel to areas such as Mablethorpe, Nottingham, and Halifax.
- If you're interested in this role as a Joiner please apply or get in touch with Jake for more information

**Closing date:** 04 January 2024

# Plasterer

jobcentreplus

Department for  
Work and Pensions

**COMPANY:** Catch 22 Recruitment

**Location:** Sheffield, South Yorkshire s35 0aa

**Salary** £29,120 per year

**Hours:** Full time

## Summary:

Catch 22 are currently working with a property maintenance company based in Sheffield who are seeking an experienced plasterer to provide high quality and efficient work on domestic properties in South Yorkshire and surrounding areas.

Details of the role below;

- Plastering ceilings and walls including external rendering, application of undercoat and finish plaster to walls and ceilings.
- Salary of around £29,000 (Based on a rate of pay of £14ph working around 40 hours per week, with overtime available)
- Minimum 5 years site experience as a plasterer OR City & Guilds Level 2 Plastering qualification plus 2 years practical professional site experience.
- Other demolition and construction work as required
- Van included + travel expenses.
- Must be confident with technology to complete accurate record of work carried out.
- Base location of Sheffield, with further travel to areas such as Mablethorpe, Nottingham, and Halifax.

If you're interested in this role as plasterer please apply or get in touch with Laura for more information.

**Closing date:** 03 January 2024

# Tiler

**jobcentreplus**

Department for  
Work and Pensions

**COMPANY:** Infinity Recruitment Consultancy Limited

**Location:** Sheffield, South Yorkshire

**Salary:** £31,200 to £31,200

**Hours:** Full time

## **Summary:**

As Tiler, you will be responsible for floor and wall preparation and tiling, along with demolition / construction work as required, site set up, clear down and clean up, purchasing and collection of required construction materials, video recording of works with audio commentary before work commencement and on completion, daily assessment of allocated work, completing quality checks, obtaining customer satisfaction sign off, keeping company vehicle clean and roadworthy, site health and safety.

The role will cover work in the following locations:-Halifax, Leeds, Wakefield, Bradford, Doncaster, Lincolnshire, Nottinghamshire & Derbyshire therefore it is essential that you have a full UK driving licence.

To be considered for the role of Tiler, you will have site experience and / or City & Guilds Level 2 Wall & Floor Tiling qualification and two years practical tiling experience as a minimum. You will have general building industry knowledge, ability to understand drawings, pc literacy, effective communication skills, working to targets and deadlines, excellent attention to detail.

**Closing date:** 28 December 2023

# Plasterer

jobcentreplus

Department for  
Work and Pensions

**COMPANY:** Infinity Recruitment Consultancy Limited

**Location:** Sheffield, South Yorkshire

**Salary:** £29,120 to £29,120

**Hours:** Full time

## Summary:

As Plasterer, you will be responsible for plastering ceilings and walls including external rendering, site set, clear down and clean up, purchasing and collection of required construction materials, video recording of works with audio commentary before work commencement and on completion, daily assessment of allocated work, completing quality checks, obtaining customer satisfaction sign off, keeping company vehicle clean and roadworthy, site health and safety.

The role will cover work in the following locations:-Halifax, Leeds, Wakefield, Bradford, Doncaster, Lincolnshire, Nottinghamshire & Derbyshire therefore it is essential that you have a full UK driving licence.

To be considered for the role of Plasterer, you will have 5 years site experience and / or City & Guilds Level 2 Plastering qualification and two years practical experience. You will have general building industry knowledge, ability to understand drawings, pc literacy, effective communication skills, working to targets and deadlines, excellent attention to detail.

In return our client will offer a basic salary of £29,120 plus paid travel one way (which adds roughly a further 10% to salary), 28 days paid holiday including statutory holidays, pension scheme, annual performance reviews.

**Closing date:** 28 December 2023

# Joiner

**jobcentreplus**

Department for  
Work and Pensions

**COMPANY:** Infinity Recruitment Consultancy Limited

**Location:** Sheffield, South Yorkshire

**Salary** £31,200 to £31,200

**Hours:** Full time

## Summary:

Our superb client based near Sheffield is seeking an experienced Joiner to join them on a full time permanent basis 8am-4.30pm Monday to Friday. Please note this role is a permanent PAYE position and cannot be considered on a self employed basis.

As Joiner, you will be responsible for first and second fix joinery and carpentry work, you will be recently experienced in using mitre jigs for complex kitchen refits, site set up, clear down and clean up, purchasing and collection of required construction materials, video recording of works with audio commentary before work commencement and on completion, daily assessment of allocated work, completing quality checks, obtaining customer satisfaction sign off, keeping company vehicle clean and roadworthy, site health and safety.

The role will cover work in the following locations:-Halifax, Leeds, Wakefield, Bradford, Doncaster, Lincolnshire, Nottinghamshire & Derbyshire therefore it is essential that you have a full UK driving licence.

**Closing date:** 28 December 2023

# Electrician

jobcentreplus

Department for  
Work and Pensions

**COMPANY:** Infinity Recruitment Consultancy Limited

**Location:** Sheffield, South Yorkshire

**Salary:** £33,280 to £33,280

**Hours:** Full time

## Summary:

The role will cover work in the following locations:-Halifax, Leeds, Wakefield, Bradford, Doncaster, Lincolnshire, Nottinghamshire & Derbyshire therefore it is essential that you have a full UK driving licence.

To be considered for the role of Electrician, you will have 5 years site experience and City & Guilds Level 3 Advanced Diploma in Electrical Installation qualification and two years practical experience, plus City & Guilds Level 3 award in the Requirements of Electrical Installations BS76761:2018. You will have general building industry knowledge, ability to understand drawings, pc literacy, effective communication skills, working to targets and deadlines, excellent attention to detail. In return our client will offer a basic salary of £33,280 plus paid travel one way (which adds roughly a further 10% to salary), 28 days paid holiday including statutory holidays, pension scheme, annual performance reviews.

Infinity Recruitment Consultancy Limited acts as an employment agency for permanent, contract and temporary recruitment. By applying you will be registered as a candidate with Infinity Recruitment Consultancy Limited, your personal data may be added to our database as part of the application process. Our privacy policy is available on our website and explains how we will use your data.

**Closig date:** 28 December 2023

# Decorator

jobcentreplus

Department for  
Work and Pensions

**COMPANY:** Infinity Recruitment Consultancy Limited

**Location:** Sheffield, South Yorkshire

**Salary:** £27,040 to £27,040

**Hours:** Full time

## Summary:

Our super client based near Sheffield is seeking an experienced Decorator to join them on a full time permanent basis 8am-4.30pm Monday to Friday. Please note this role is a PAYE permanent position and cannot be considered on a self employed basis.

As Decorator, you will be responsible for painting & decorating (painting, wallpaper hanging, coving and textured features) at client sites, site set, clear down and clean up, purchasing and collection of required construction materials, video recording of works with audio commentary before work commencement and on completion, daily assessment of allocated work, completing quality checks, obtaining customer satisfaction sign off, keeping company vehicle clean and roadworthy, site health and safety.

The role will cover work in the following locations:-Halifax, Leeds, Wakefield, Bradford, Doncaster, Lincolnshire, Nottinghamshire & Derbyshire therefore it is essential that you have a full UK driving licence.

To be considered for the role of Decorator, you will have 5 years site experience and / or City & Guilds Level 2 Painting & Decorating qualification and two years practical experience. You will have general building industry knowledge, ability to understand drawings, pc literacy, effective communication skills, working to targets and deadlines, excellent attention to detail.

**Closing date:** 28 December 2023

# Bricklayer

jobcentreplus

Department for  
Work and Pensions

**COMPANY:** Infinity Recruitment Consultancy Limited

**Location:** Sheffield, South Yorkshire

**Salary:** £31,200 to £31,200

**Hours:** Full time

## Summary:

Our client based in near Sheffield is seeking an experienced Bricklayer to join them on a full time permanent basis 8am-4.30pm Monday to Friday. Please note that this role is a PAYE permanent position and cannot be considered as a self-employed or subcontractor role.

As Bricklayer, you will be responsible for brickwork, stonework and blockwork, renewal of foundations and repointing at client sites, site set, clear down and clean up, purchasing and collection of required construction materials, video recording of works with audio commentary before work commencement and on completion, daily assessment of allocated work, completing quality checks, obtaining customer satisfaction sign off, keeping company vehicle clean and roadworthy, site health and safety.

The role will cover work in the following locations:-Halifax, Leeds, Wakefield, Bradford, Doncaster, Lincolnshire, Nottinghamshire & Derbyshire therefore it is essential that you have a full UK driving licence.

To be considered for the role of Bricklayer, you will have 5 years site experience and / or City & Guilds Level 2 Bricklaying qualification and two years practical experience. You will have general building industry knowledge, ability to understand drawings, pc literacy, effective communication skills, working to targets and deadlines, excellent attention to detail.

**Closing date:** 28 December 2023

# Trainee Window, Curtain Wall installer

**jobcentreplus**

Department for  
Work and Pensions

**COMPANY:** M S Glazing Solutions LTD

**Location:** Sheffield, South Yorkshire

**Salary:**

**Hours:** Full time

## **Summary:**

LEVEL 2 & 3 TRAINING IN CURTAIN WALL INSTALLATION,  
FENESTRATION & ENGINEERING SURVEYING

AS PART OF YOUR TRAINING YOU WILL: Work towards your Level 2 & 3  
Certificate in Glass Related Operations

Work towards your NVQ Level 2 & 3 in Curtain Wall Installation, Functional  
Skills (if required) Personal Learning Thinking Skills (PLTS)

Curtain wall installation and glazing will require you to work at heights and you  
will need to be prepared to work in all types of weather conditions, as this work  
is mostly outside.

As a curtain wall trainee, you will follow a comprehensive training programme in  
one of the following pathways:

\* The installation of windows, doors & curtain walls.

Our curtain wall apprenticeships will help you meet the requirements required  
and give you the training and qualifications needed to work on construction  
sites.

Must have PPE

Hard hat, boots (gloves, glasses & high viz will be provided)

Beneficial to have driving license but not essential.

Training length 12-24 months £500 bonus paid on registration and completion  
along with £500 tool voucher.

If this is of interest to you please contact

Martyn Shenton

07527618970

Msg\_Site@outlook.com

**Closing date:** 28 December 2023

# SIA DOOR SUPERVISOR

jobcentreplus

Department for  
Work and Pensions

**COMPANY:** Task

**Location:** Sheffield, South Yorkshire,

**Salary:**

**Hours:** Full time

## Summary:

Task Personnel Solutions are venue and event security specialists. We strive and pride ourselves on achieving success within the field of crowd management.

The future holds a prosperous event calendar ahead, we are seeking additional SIA Door Supervisors to join our ever-expanding teams, providing support at a variety of major and well establish venues.

Whether you're looking for lots of work or just a handful of shifts, our casual contract offers you great flexibility. However, you must be able to work some Friday and/ or Saturday shifts (but not necessarily every week).

In addition to local work, you will have the opportunity to work at venues and events further afield if you are willing and able to do so! From the far reaches of Scotland to the Southern Coast of Bournemouth and Southampton. You will have access to amazing opportunities at major events and festivals across the UK.

**Closing date:** 02 January 2024

# SIA Door Supervisor

jobcentreplus

Department for  
Work and Pensions

**COMPANY:** Task

**Location:** Sheffield, South Yorkshire,

**Salary:**

**Hours:** Full time

## Summary:

The future holds a prosperous event calendar ahead, we are seeking Event Safety Stewards to join our ever-expanding teams, providing support at a variety of major and well establish venues.

The role of an Event Safety Steward is largely focused on customer service so you will need to be confident and approachable with a polite and friendly demeanor.

Whether you're looking for lots of work or just a handful of shifts, our casual contract offers you great flexibility. However, you must be able to work some Friday and/ or Saturday shifts (but not necessarily every week).

In addition to local work, you will have the opportunity to work at venues and events further afield if you are willing and able to do so! From the far reaches of Scotland to the Southern Coast of Bournemouth and Southampton. You will have access to amazing opportunities at major events and festivals across the UK.

Of particular interest are candidates who would be interested commencing as an Event Safety Steward but quickly training to become a licensed SIA Door Supervisor (subject to you meeting certain criteria, TPS may support you with the cost of this).

The benefit to you of doing so is an enhanced rate of pay and increased shift availability.

**Closing date:** 02 January 2024

# CCTV & Access Control Engineer

jobcentreplus

Department for  
Work and Pensions

**COMPANY:** Search Consultancy LTD

**Location:** Sheffield, South Yorkshire, S1 2HU

**Salary:** £35,000.00 to £38,000.00

**Hours:** Full time

## Summary:

CCTV & Access Control Engineer

Sheffield

£38,000

Are you a CCTV & Access Control engineer local to Sheffield looking for training on: C.Cure, Genetec & Gallagher?

A fantastic opportunity for a Security Service Engineer local to Sheffield to work on Enterprise level systems for High Profile Clients such as Mercedes Formula One & more.

\* £35,000 - £38,000 (Based on experience)

\* Location: Local to Sheffield

\* 45% CCTV, 45% Access Control, 10% Intruder Alarms

\* Company Van

\* Fuel Card

\* Paid Travel

\* 1 in 4 Week Call Out (£210 Standby Rate)

\* Door to Door at Overtime Rate for any call outs

\* Optional Overtime (1.5X Mon - Sat) (2.0X Sundays & Bank Holidays)

\* 25 Days Paid Holiday (Plus Bank Holidays)

\* Engineers Commission Scheme

\* Full Sick Pay

\* Life Insurance

\* Pension (Matched up to 7%)

**Closing date:** 31 December 2023

# Security Officer

jobcentreplus

Department for  
Work and Pensions

**COMPANY:** Mitie

**Location:** Sheffield, South Yorkshire, S9 1EH

**Salary**

**Hours:** Full time

## Summary:

-Retail Security Officer role to protect the M&S store, its people, and/or assets by providing security and excellent customer service through Mitie and M&S key values.

-Company funded SIA Licence renewal.

-£11.23 per hour payrate alongside numerous Mitie benefits including Save As You Earn, Share Incentive Plan, Cycle to Work, Life Assurance and Childcare Vouchers!

-Fantastic opportunity to join the M&S and Mitie family!!

-Full and extensive training will be provided.

-Fully supported by the Security Operations Centre and provided with technology such as body worn camera and incident reporting mobile device.

-Delivering results that meet and/or exceed the expectations of Mitie and M&S by using all technology provided and following legal guidance.

**Closing date:** 29 December 2023

# Bartender

jobcentreplus

Department for  
Work and Pensions

**COMPANY:** redwigwam

**Location:** Sheffield South Yorkshire S1 2JE

**Salary** £10.87 per hour

**Hours:** Part time

## Summary:

Black button-up shirt (ironed), black tie, long smart black suit trousers (not skinny/fitted jeans or cropped trousers and must go all the way to your shoes), black leather shoes (no loafers/boots/trainers/ballet pumps/heels), black long socks. Ensure fingernails are short and all nail varnish and facial piercings are removed.

Please note, all timesheets will be paid a week in arrears. Meaning that timesheets will be approved the following Wednesday and paid before the Friday.

## \*\*Benefits\*\*

Fast pay

Lots of regular work

Flexible working

Book now!

**Closing date:** 06 January 2024

# Flexi Work

jobcentreplus

Department for  
Work and Pensions

**COMPANY:** redwigwam

**Location:** Sheffield South Yorkshire S13 7JN

**Salary** £11.69 per hour

**Hours:** Part time

## Summary:

We are currently seeking a merchandiser and pos placement staff, to work with some of the biggest names in the retail industry. As a merchandiser, you will be responsible for ensuring that our clients' products are displayed in the most appealing way possible. You will work closely with store managers to ensure that their stores are well-stocked and visually pleasing.

**Closing date:** 06 January 2024

# Cleaner

jobcentreplus

Department for  
Work and Pensions

**COMPANY:** Active Cleaning Ltd

**Location:** Sheffield South Yorkshire S9 1TG

**Salary** £10.52 per hour

**Hours:** Part time

**Summary:**

PLEASE PHONE ACTIVE CLEANING ON 01977 689271 TO APPLY

Previous experience is preferable, but training will be given. Must be honest and reliable. Duties include a variety of cleaning tasks, mopping, dusting, vacuuming, emptying bins and cleaning toilet areas.

Postcode: S9 1TG you will need this when you call the office. Please ensure you would be able to get to this location prior to calling.

Monday to Friday: 13:00 to 15:30 OR 13:30 to 16:00

12.5 hours per week

£10.52 per hour

If you are sure this vacancy is suitable for you, please call the office for a short telephone interview.

Office number: 01977 689271 Mon-Fri between 9.30am and 3.30pm

**Closing date:** 06 January 2024

# Delivery Driver

**jobcentreplus**

Department for  
Work and Pensions

**COMPANY:** Penistone, Sheffield

**Location:** Sheffield South Yorkshire

**Salary**

**Hours:** Part time

## **Summary:**

This is a permanent, part-time, self-employed contract - ideal if you're looking to earn some extra money while leaving time for other commitments during the day.

You will be delivering newspapers to households on a pre-designated route.

## **Requirements**

To join our team as an early morning delivery driver you need to:

- Be available to work 7 mornings per week from 2.30am (approx 2.5 - 3 hrs)
- Own your own car or small van (with reasonable running costs)
- Own a smartphone (android or iPhone)
- Live locally to the area above

## **Rewards and Benefits**

- Delivery drivers are paid a standard drop rate of £0.50 per drop
- There is a guaranteed minimum of £280 per week (including training period)
- Full round has up to 800 weekly drops achieving a weekly total of up to £400
- As soon as you start delivering the full round, you will receive a one-off bonus of £200, paid the same day
- Career progression is available within the group to supervisory and managerial positions.
- This is an excellent opportunity for early risers wanting to earn some extra money.

**Closing date:** 05 January 2024

# Weekend Order Pickers

jobcentreplus

Department for  
Work and Pensions

**COMPANY:** The Best Connection Group Limited

**Location:** Sheffield South Yorkshire S91HW

**Salary** £11.46 to £12.61 per hour

**Hours:** Part time

## Summary:

Title: Weekend Order Pickers / Weekend Warehouse Operative WEEKEND PICKER / PACKER OPERATIVE VACANCIES

The Best Connection Sheffield are excited to be recruiting positions for Weekend picker/packers, to start work for our well established client, Ferraris Piston Service Ltd (FPS Distribution) \*Part of the largest car parts distributor in the world!\*, to join their team working in a busy warehouse for genuine long term ongoing positions.

\*Daily site tours & inductions are available\*

Shifts: 8am-4pm Saturday, 8am-5pm Sunday

Location: Sheffield, Grange Mill Lane S9 1HW

Daily Duties to include! Picking car parts and car related products using an arm strap picking system and hand scanner Packing car parts and car related products Other details! Applications are completed online for your ease! We will support you through each step of this simple application process Benefits! Increased rates of pay for overtime! Free onsite parking! Staff discounts! Free hot drinks, water, ice creams! All training given no experience required! Benefits of working for TBC: On-going assignments Shifts to suit Holiday entitlement Personal accident insurance Excellent rates of pay Overtime On-line Payslips Pension provision

**Closing date:** 03 January 2024

# Waking Night Worker

jobcentreplus

Department for  
Work and Pensions

**COMPANY:** Phoenix Futures

**Location:** Sheffield South Yorkshire S10 2BJ

**Salary** £15,058.87

**Hours:** Part time

## Summary:

We are recruiting for a Night Support Worker to join our Specialist Family Residential Service in Sheffield. The service provides drug and alcohol recovery support for parents and their children in a residential setting. Previous experience is desirable, however not essential.

As a Night Support Worker your role is to provide cover to the service at night. You will be reliable with the ability to be awake and alert at all times during your shift. You may be working alone, and you will be required to act with integrity and use your initiative, staying calm in the event of an emergency.

Ensuring the support and safety of the residents and the building

You will be responsible for monitoring and controlling access to the site, dealing with emergencies, and communicating any concerns or events to the manager on call and the rest of the team.

You will have good communication skills with the ability to respond and interact with residents and colleagues.

You will also have experience in administrative procedures and maintain clear, accurate records.

Flexibility is required, as you will be working a night shift rota that includes weekends and public holidays.

**Closing date:** 19 December 2023

# Sessional Worker

jobcentreplus

Department for  
Work and Pensions

**COMPANY:** Phoenix Futures

**Location:** Sheffield South Yorkshire S10 2BJ

**Salary** £10.90 per hour

**Hours:** Part time

## Summary:

This opportunity is at our unique, Specialist Family Residential service, the only one of its kind in the UK. A place where parents addicted to drugs or alcohol come with their children to change their lives and determine their futures. We're looking for skilled, dedicated and passionate staff to join us on flexible hours, to form part of our pool of sessional staff at our Sheffield Family Residential Service.

## Skills required:

Act with reasonable care and skill

Good communication skills

Independent judgement

Ability to work effectively within the team

Ability to evaluate and interpret information and think creatively

Flexible and adaptable

Previous experience is desirable, however not essential. Support Workers come from many different backgrounds and experiences, and you may have the transferable skills required. We are seeking dedicated individuals, based on your values, willingness to learn new skills and the compassion to deliver the best service possible to our residents.

**Closing date:** 19 December 2023

# Cleaning Operative

jobcentreplus

Department for  
Work and Pensions

**COMPANY:** GCC Property Care Limited

**Location:** Sheffield South Yorkshire S1 2PP

**Salary**

**Hours:** Part time

**Summary:**

Sheffield Millennium Galleries S1 2PP - Arundel Gate

COMMENCING IN JANUARY 2024

We are looking for a cleaner to join our friendly team at the Museum site. Duties to include:

1. Sweep or vacuum hard floors, stairs, etc.
2. Mop hard floors, stairs, etc.
3. Empty bins
4. Dust or damp wipe furniture, fixtures & fittings, telephones, painted & polished surfaces, etc.
5. General cleaning of toilets, washrooms, kitchens, etc.
6. All other tasks as described in the appropriate specification
7. Carry out such further tasks as may from time to time be delegated by the Cleaning Supervisor

Total - 12 Hours Per Week

Friday 12.30 - 5 pm

Saturday - 9am - 5 pm (30 mins break)

Rate - Minimum Wage

**Closing date:** 4 January 2024

# Cleaner

jobcentreplus

Department for  
Work and Pensions

**COMPANY:** ShawCare Cleaning Services

**Location:** Sheffield South Yorkshire

**Salary**

**Hours:** Part time

**Summary:**

ShawCare Cleaning Services require a CLEANER for a site in SHEFFIELD, S9.

Hours of work are: 2 hours on a Thursday (from 12 noon to 2 pm).

Rate:- £10.42 per hour

Fortnightly pay, overtime opportunities, full holiday and training.

Apply below. Please do NOT call the office - staff there cannot help you with your application and it will save the cost of the call.

**Closing date:** 03 January 2024

# Cleaner

jobcentreplus

Department for  
Work and Pensions

**COMPANY:** LPS - Landlord Property Services (UK) Limited

**Location:** Sheffield South Yorkshire S26 5PQ

**Salary** Up to £10.42

**Hours:** Part time

**Summary:**

Only experienced Applicants need apply - Minimum of 3 years experience.

**Job description**

A minimum of 3 years experience required.

Landlord Property Services, is a well established property maintenance company working with clients throughout the property rental market together with corporate clients which has grown quite considerably over the last few years and continues to do so.

We are looking to expand our areas of expertise and offer our clients a Cleaning Service - We are currently in the process of recruiting cleaners to become part of a growing company - Cleaning Division, with an immediate start for the right person.

The ideal candidate will have knowledge and experience in all aspects of cleaning to a high standard including white goods, bathrooms/kitchen etc.  
A full introduction to how we operate will be provided.

The role will involve daily travel to properties throughout South Yorkshire predominately , however, we do cover other area's when required. The use of a company vehicle is provided together with materials etc to carry out duties. Company uniform and pension are provided within the role.

We are looking for a contentious, hard working ambitious individual with good time keeping and communication skills, looking to join a fast moving, growing company.

**Closing date:** 03 January 2024

# Primary Teacher

jobcentreplus

Department for  
Work and Pensions

**COMPANY:** Teacheractive Limited

**Location:** Sheffield, South Yorkshire Sheffield,

**Salary:** £140 to £180 per day

**Hours:** Part time

## Summary:

The successful Primary Teacher will have:

- QTS with knowledge of all subjects (ECTs are also welcomed)
- Experience teaching Early Years Foundation Stage / EYFS, Key Stage 1 / KS1 and Key Stage 2 / KS2
- Engaging and motivating
- Experience with SEND and EAL

In return for the above you can expect to receive:

- A dedicated team of consultants available 24/7 to help you with the easy onboarding process
  - Guaranteed Payment Scheme \*Terms and Conditions apply\*
  - CPD Courses and certificates as part of the My-Progression channel
  - Market leading rates of pay
  - TeacherActive Referral Scheme – Receive up to £200 when you refer a friend
- \*Terms and Conditions apply\*

Our Staff are paid on a PAYE basis, so you can rest assured that you're paying the right level of TAX and National Insurance and there's no messing around with admin charges coming out of your hard earned cash.

If you are interested in this position, then please click 'APPLY NOW' and I will be in touch regarding this fantastic opportunity.

EMAIL: [oli.hudson@teacheractive.com](mailto:oli.hudson@teacheractive.com)

CONTACT NUMBER: 0114 321 0757

**Closing date:** 01 January 2024

# Teaching Assistant

jobcentreplus

Department for  
Work and Pensions

**COMPANY:** Hays Specialist Recruitment

**Location:** Sheffield, South Yorkshire Sheffield S1 2LA

**Salary:** £80.0 to £100.0

**Hours:** Full time

## Summary:

The job of a Teaching Assistant can be very varied dependent on the needs of the school. As a minimum, you can expect to be working with young people aged 11-16. This may be in a full classroom setting, or on a personalised 1:1 basis. The students you will support may have a range of Special Educational Needs, be working to a lower ability level or be classed as vulnerable or disengaged. Your job is to provide a safe and supportive learning environment whilst being sensitive to their needs. You will work alongside other staff members, Special Educational Needs Co-ordinator, parents/carers to ensure every student you work with receives the best level of support and guidance possible.

The jobs we get can be full or part-time, Mondays to Fridays - perfect to suit your needs! Please note, you will need an Enhanced DBS certificate registered with the Update Service or be willing to apply for a new one if not.

In order to apply for these jobs:

- You must have experience working with 11-16 year olds. This doesn't have to be in a school setting
- Have a calm and empathetic nature
- Have strong behaviour management skills
- Be flexible and adaptable, and organised

**Closing date:** 06 January 2024

# Primary Teaching Assistant

jobcentreplus

Department for  
Work and Pensions

**COMPANY:** Teacheractive Limited

**Location:** Sheffield, South Yorkshire Sheffield,

**Salary:**

**Hours:** Full time

## Summary:

The main responsibilities for this position include:

- Creating a well-organised, neat, and engaging learning environment that is welcoming to students.
- Conducting one-on-one and small group teaching sessions in subjects such as Literacy, Numeracy, and Phonics.
- Engaging students and encouraging their active participation in lessons and the curriculum.
- Collaborating with the classroom teacher to provide regular progress reports.

The ideal candidate should have:

- A relevant degree or qualification.
- Previous experience in a school setting.
- An understanding of special educational needs (SEN) is beneficial but not mandatory.
- A Level 4 TA qualification is advantageous, though applicants with TA experience are encouraged to apply.

If you believe that you are a good fit for this role, please submit your CV through the application page or reach out to Liam at LTF Recruitment.

Our Mission: At LTF, our primary goal is to secure long-term, full-time positions, tailoring our support to meet the unique needs of each candidate and delivering top-notch service.

**Closing date:** 03 January 2024

# Primary Teacher

jobcentreplus

Department for  
Work and Pensions

**COMPANY:** Teacheractive Limited

**Location:** Sheffield, South Yorkshire Sheffield, S6

**Salary:** £140 to £180 per day

**Hours:** Part time

## Summary:

TeacherActive are proud to be working with a primary school based in Sheffield. The school is looking for a new Primary Teacher who is proactive and able to make an impact on the children. They provide an exceptional standard of education providing an inclusive, fun and energetic environment with a range of activities to inspire students to think creatively and develop all round skills.

The school is looking for a Primary Teacher on a short term basis, leading to a long-term role for the right candidate. The successful candidate will be working across all of Primary through Early Years Foundation Stage / EYFS, Key Stage 1 / KS1 and Key Stage 2 / KS2. Candidates will have an ability to teach all subjects and adapt their teaching styles to each Key Stage.

The successful Primary Teacher will have:

- QTS with knowledge of all subjects (ECTs are also welcomed)
- Experience teaching Early Years Foundation Stage / EYFS, Key Stage 1 / KS1 and Key Stage 2 / KS2
- Adaptable and Proactive

**Closing date:** 05 January 2024

# Teaching Assistant

jobcentreplus

Department for  
Work and Pensions

**COMPANY:** Teacheractive Limited

**Location:** Sheffield, South Yorkshire Sheffield

**Salary** £80 to £100 per day

**Hours:** Full time

## Summary:

Teacher Active are proud to be working with a primary school based in Sheffield. The school is looking for a Teaching Assistant who is able to cover sickness on a day to day basis with the potential for a long term role for the right candidate. They provide an exceptional standard of education providing an safe, dynamic and active environment with a range of activities to inspire students to develop their skills and have confidence in their next steps within education. The school is looking for a Teaching Assistant on a short-term basis. The successful candidate will be working across Key Stage 1 / KS1 and Key Stage 2 / KS2. The ideal candidates will have an ability to support all children and adapt their teaching styles to each Key Stage to ensure that students are receiving the best possible education.

The successful Teaching Assistant will have:

- Level 2 Qualification (At Least)
- Experience teaching Early Years Foundation Stage / EYFS and Key Stage 1 / KS2
- Great classroom management

**Closing date:** 05 January 2024

# Nursery Nurse

jobcentreplus

Department for  
Work and Pensions

**COMPANY:** Bamboo Recruitment Ltd

**Location:** Sheffield, South Yorkshire Sheffield, S3 7HE

**Salary:** £10.42 to £10.92

**Hours:** Full time

## Summary:

We are recruiting for Nursery Nurses Nurseries in the Sheffield area that are party of a medium sized chain. They are based in the following postcode areas:  
S3 and S41

- Nursery Nurse level 2 £10.42 - £10.66 per hour
- Nursery Nurse level 3 £10.50 - £10.92 per hour

They are ideally looking for 40 hours but can consider 3 full days – would have to be on a rota between hours of 7.30am and 6.00pm  
Essentai critera for the role is:

- Experience of working in a nursery either paid or through placements
- Knowledge of the EYFS and
- Safeguarding knowledge
- Communication skills

They offer

- Discounted childcare
- Closed over christmas
- Career progression with own training department
- Pension scheme

**Closing date:** 05 January 2024

# Nursery Practitioner

jobcentreplus

Department for  
Work and Pensions

**COMPANY:** Nurse Seekers Ltd

**Location:** Sheffield, South Yorkshire Sheffield S1 2HU

**Salary:** £22,000 to £27,000

**Hours:** Full time

## **Summary:**

We are looking for qualified level 2/3 practitioners, to work with children between the ages of 3 months to 5 years old in a nursery setting. This is a hugely rewarding role for the right person, offering flexible hours and great benefits while having the chance to make a real difference to children's lives.

Location: Sheffield

Salary: £11.00 + Per Hour

Working hours: Full time and Part Time

## **THE IDEAL CANDIDATE WILL:**

- **NVQ Level 2 or 3 in childcare**
- **Be reliable and trustworthy**
- **Be able to work on your own initiative.**
- **Previous experience is essential**
- **Be able to work alternate weekends.**
- **Be willing to participate in basic training such as care certificate, first aid, DBS.**

If this sounds like the perfect role for you then please get in touch, we would love to hear from you.

**Closing date:** 04 January 2024

# Early Years Practitioner Apprentice

jobcentreplus

Department for  
Work and Pensions

**COMPANY:** GetMyFirstJob Ltd

**Location:** Sheffield, South Yorkshire Sheffield, S13 8HH

**Salary** £5.28 per hour

**Hours:** Part time

## Summary:

Your full role and responsibilities will be set out by your employer. Handsworth Community Nursery

will provide you with all of the on-the-job training you need to up-skill in your role, and your 20% off-the-job learning will be incorporated as part of your working day

You will be working towards the Level 2 Early Years Practitioner apprenticeship standard, which includes:

Knowledge, Skills and Behaviours

Level 2 Early Years Practitioner Qualification

Functional skills in Maths and English if required, This will be delivered through Handsworth Community Nursery's dedicated training provider,

Caring for children

Preparing and maintaining environments to meet children's needs

Supporting children's play and learning

Supporting children's development

Adhere to all safeguarding practices

Preparing snacks and help with their feeding and cleaning

**Closing date:** 26 December 2023

# Nursery Nurses and Assistants

jobcentreplus

Department for  
Work and Pensions

**COMPANY:** Teacheractive Limited

**Location:** Sheffield, South Yorkshire Sheffield

**Salary:** £11 to £13 per hour

**Hours:** Full time

## Summary:

Must be at least Level 2 or Level 3 qualified in Childcare (or equivalent)

- Sound knowledge of EYFS
- Have an interest in child development and education
- Be able to build strong relationships with both children and parents
- Team player
- Be passionate about working with Early Years
- Observe, support, and extend children learning

## In Return You Can Expect To Receive:

- Competitive rates of pay
- A dedicated team of consultants available 24/7 to help you with the onboarding process
- CPD Courses and certificates as part of the My-Progression channel

**\* TeacherActive Referral Scheme - Receive up to £200 when you refer a friend \*Terms and Conditions apply\***

Our staff are paid on a PAYE basis, so you can rest assured that you're paying the right level of TAX and National Insurance, and there's no messing around with admin charges coming out of your hard-earned cash.

If you are interested in this position, then click 'APPLY NOW' and I will be in touch regarding this fantastic opportunity. Otherwise, please email me at [ellie.ashton@teacheractive.com](mailto:ellie.ashton@teacheractive.com) or call me at 0114 321 0757.

**Closing date:** 20 December 2023

# Medical Secretary

jobcentreplus

Department for  
Work and Pensions

**COMPANY:** NHS

**Location:** Sheffield, South Yorkshire S10 2TH

**Salary** £22,186.00 to 24,336.00

**Hours:** Full time

## **Summary:**

Sheffield Children's NHS Foundation Trust is looking for proactive and detail-focussed 18 Week RTT Validation Officers to join its Performance Team. This is an exciting opportunity to gain wide range of knowledge about the NHS and SCFT; this includes becoming an expert in the national RTT rules (as well as other national performance targets), gaining an in-depth understanding of clinical specialties within the Trust, and also becoming familiar with the different admin processes that take place on a patient's pathway to help progress them from referral, to treatment.

As you will encounter many patient pathways in this role, we will also look to you to help identify and escalate any data quality issues. You will then be involved in the improvements and process changes to help prevent these issues reoccurring. You will also provide support to clinical divisions, giving advice and guidance on the interpretation and implementation of national waiting times rules.

**Closing date:** 19<sup>th</sup> December 2023

# Medical Secretary

jobcentreplus

Department for  
Work and Pensions

**COMPANY:** NHS

**Location:** Sheffield, South Yorkshire S5 7HD

**Salary** Negotiable

**Hours:** Full time

## **Summary:**

•Job summary: To provide general secretarial support to the practice manager, doctors and health professionals, involving word processing and audio typing skills with general clerical work. Job responsibilities: To provide an efficient audio, copy typing and word processing service for the practices growing clinical team and health professionals as required. This includes the typing of letters, reports, patient referrals, minutes etc in an accurate and quality manner. To assist the practice manager and admin team with all clerical and administrative duties. To make appointments, bookings and admissions as required. Contact and liaise with hospitals and other outside agencies as requested. To liaise and arrange meetings (to include the booking of rooms) as required and to attend meetings and take minutes. To help with practice promotional material and displays for patient education and new services etc. To establish and maintain filing and administrative systems so that written or computer information is easily accessible and secure. To retrieve medical records and assist the completion of medical/insurance records. To action SARS requests for patient records for legal and other purposes. File patient records and correspondence in patient medical records.

**Closing date** 19<sup>th</sup> December 2023

# Clinical Team Leader

jobcentreplus

Department for  
Work and Pensions

**COMPANY:** NHS

**Location:** Sheffield, South Yorkshire S7 2BW

**Salary** £38,727.73 to £42,600.51

**Hours:** Full time

## Summary:

•Are you an experienced Clinical Team Leader, with a valid NMC pin, looking for a new opportunity? Join our team and play a pivotal role in ensuring the seamless operation of our centre on a daily basis.

Location: South Yorkshire area. Centres based in Sheffield,

Doncaster, Rotherham, Barnsley, and Nottingham Contract type:

Permanent, 37.5 hours, Monday to Friday (and the occasional

Saturday) with no unsociable hours About Our Benefits Package

Financial Achievable opportunities for salary progression Market

leading Aviva pension provider (up to 5% employer contribution) Over

4,000 perks and discounts through Blue Light card Up to £1000

salary sacrifice to purchase a bike tax free (including safety equipment

**Closing date** 29<sup>th</sup> December 2023

# Registered Nurse

jobcentreplus

Department for  
Work and Pensions

**COMPANY:** NHS

**Location:** Sheffield, South Yorkshire S7 2BW

**Salary** £30,599.69 to 38,727.73

**Hours:** Full time

## Summary:

•Do you want to make a difference within the local community and work within a friendly and supportive environment? At MSI UK, you can Be More rewarded for the services you provide to our clients.

Location: South Yorkshire area. Centres based in Sheffield, Doncaster, Rotherham, Barnsley, and Nottingham Contract type: Permanent, 37.5 hours, Monday to Friday (and the occasional Saturday) with no unsociable hours About Our Benefits Package Financial Achievable opportunities for salary progression Market leading Aviva pension provider (up to 5% employer contribution) Over 4,000 perks and discounts through Blue Light card Up to £1000 salary sacrifice to purchase a bike tax free (including safety equipment)

**Closing date** 29<sup>th</sup> December 2023

# Midwife

jobcentreplus

Department for  
Work and Pensions

**COMPANY:** NHS

**Location:** Sheffield, South Yorkshire S7 2BW

**Salary** £30,599.69 to £38,727.73

**Hours:** Full time

## Summary:

•Do you want to make a difference within the local community and work within a friendly and supportive environment? At MSI UK, you can Be More rewarded for the services you provide to our clients. Location: South Yorkshire area. Centres based in Sheffield, Doncaster, Rotherham, Barnsley, and Nottingham Contract type: Permanent, 37.5 hours, Monday to Friday (and the occasional Saturday) with no unsociable hours About Our Benefits Package Financial Achievable opportunities for salary progression Market leading Aviva pension provider (up to 5% employer contribution) Over 4,000 perks and discounts through Blue Light card Up to £1000 salary sacrifice to purchase a bike tax free (including safety equipment)

**Closing date** 29<sup>th</sup> December 2023

# Cleaner

**jobcentreplus**

Department for  
Work and Pensions

**COMPANY:** Active Cleaning Ltd

**Location:** Sheffield, S9 1TG

**Salary:** £10.52 per hour

**Hours:** Part Time

**Summary:**

PLEASE PHONE ACTIVE CLEANING ON 01977 689271 TO APPLY

Previous experience is preferable, but training will be given. Must be honest and reliable. Duties include a variety of cleaning tasks, mopping, dusting, vacuuming, emptying bins and cleaning toilet areas.

Postcode: S9 1TG you will need this when you call the office.

Please ensure you would be able to get to this location prior to calling.

Monday to Friday: 13:00 to 15:30 OR 13:30 to 16:00

12.5 hours per week

£10.52 per hour

If you are sure this vacancy is suitable for you, please call the office for a short telephone interview.

Office number: 01977 689271 Mon-Fri between 9.30am and 3.30pm

**Closing date:** 5<sup>th</sup> January 2024

# Cleaning Operative

jobcentreplus

Department for  
Work and Pensions

**COMPANY:** GCC Property Care Limited

**Location:** Sheffield, S1 2PP

**Salary:** minimum wage

**Hours:** Part time

**Summary:**

Sheffield Millennium Galleries S1 2PP - Arundel Gate

COMMENCING IN JANUARY 2024

We are looking for a cleaner to join our friendly team at the Museum site.

Duties to include:

1. Sweep or vacuum hard floors, stairs, etc.
2. Mop hard floors, stairs, etc.
3. Empty bins
4. Dust or damp wipe furniture, fixtures & fittings, telephones, painted & polished surfaces, etc.
5. General cleaning of toilets, washrooms, kitchens, etc.
6. All other tasks as described in the appropriate specification
7. Carry out such further tasks as may from time to time be delegated by the Cleaning Supervisor

Total - 12 Hours Per Week

Friday 12.30 - 5 pm

Saturday - 9am - 5 pm (30 mins break)

Rate - Minimum Wage

**Closing date:** 4<sup>th</sup> January 2024

# Cleaner

jobcentreplus

Department for  
Work and Pensions

**COMPANY:** Shawcare Cleaning Services

**Location:** Sheffield, S9

**Salary:** £10.42

**Hours:** Part time

**Summary:**

ShawCare Cleaning Services require a CLEANER for a site in SHEFFIELD, S9.

Hours of work are: 2 hours on a Thursday (from 12 noon to 2 pm).

Rate:- £10.42 per hour

Fortnightly pay, overtime opportunities, full holiday and training.

**Closing date:** 3<sup>rd</sup> January 2024

# Cleaner

jobcentreplus

Department for  
Work and Pensions

**COMPANY:** LPS – Landlord Property Services UK limited

**Location:** Sheffield, S26 5PQ

**Salary:** Minimum Wage

**Hours:** Part time

## Summary:

Job description

A minimum of 3 years experience required.

Landlord Property Services, is a well established property maintenance company working with clients throughout the property rental market together with corporate clients which has grown quite considerably over the last few years and continues to do so.

We are looking to expand our areas of expertise and offer our clients a Cleaning Service - We are currently in the process of recruiting cleaners to become part of a growing company - Cleaning Division, with an immediate start for the right person.

The ideal candidate will have knowledge and experience in all aspects of cleaning to a high standard including white goods, bathrooms/kitchen etc.

A full introduction to how we operate will be provided.

The role will involve daily travel to properties throughout South Yorkshire predominately , however, we do cover other area's when required. The use of a company vehicle is provided together with materials etc to carry out duties. Company uniform and pension are provided within the role.

We are looking for a contentious, hard working ambitious individual with good time keeping and communication skills, looking to join a fast moving, growing company.

If you feel you could be part of our team, please complete the application process and send in your CV.

**Closing date:** 3<sup>rd</sup> January 2024

# Bus Cleaner

jobcentreplus

Department for  
Work and Pensions

**COMPANY:** The Recruitment Co

**Location:** Sheffield, S2 3GE

**Salary:** £10.92

**Hours:** Full time

**Summary:**

The Recruitment Co are recruiting for Bus Cleaners in Sheffield S2.

Duties include:

- Sweeping the buses
- Disposing of rubbish
- Mopping the floors
- Removing graffiti
- Wiping ledges and the drivers cab

Previous cleaning experience would be beneficial however training can be provided

Working 5 evenings a week 5:30pm-1:30am - must be able to work weekends as your rest days will be either Monday & Tuesday or Tuesday & Wednesday

**MUST BE ABLE TO GET HOME AT 1:30AM**

£10.92 per hour

**Closing date:** 31<sup>st</sup> December 2023

# Domestic Assistant / Housekeeper

jobcentreplus

Department for  
Work and Pensions

**COMPANY:** Sheffcare Ltd

**Location:** Sheffield, S11 8AY

**Salary:** £10.42 per hour

**Hours:** Part time

## Summary:

Are you a passionate Domestic Assistant who would like to work for a values-based charity who put the people we support first?

Can you demonstrate our values, which are:

- Kindness
- Dignity
- Respect
- Independence
- Choices

If you do share our values and care, we want you!

We will give you all the training and support you need to be a successful Domestic Assistant within our support team, you will ensure any designated areas within the care home are hygienically cleaned to the highest standard at all times. The Domestic Assistant will also carry out all housekeeping duties in an efficient and timely manner and help to create a warm and friendly atmosphere for our residents.

Good team working skills are essential.

Can you show us how you would treat the people we support; with the dignity and respect they deserve? Are you a hard-working Domestic Assistant who is willing to champion quality, and raise concerns?

**Closing date:** 30<sup>th</sup> December 2023

# Cleaner

jobcentreplus

Department for  
Work and Pensions

**COMPANY:** Lynx Employment Services Ltd

**Location:** Sheffield,

**Salary:** Minimum Wage

**Hours:** Part time

**Summary:**

We are recruiting on behalf of our Sheffield clients for domestics to cover in Schools working in the afternoons 3pm to 6pm. Must have previous cleaning experience and ideally hold an Enhanced DBS on the Update Service, or be willing to have one processed.

For more details please apply via CV or call Tina for more details 0114 2812946.

Job Types: Temporary contract, Part-time

Salary: £10.42 per hour

Ability to commute/relocate:

Sheffield: reliably commute or plan to relocate before starting work (required)

Experience:

Cleaning: 1 year (required)

Licence/Certification:

Enhanced DBS on the Update Service

**Closing date:** 29<sup>th</sup> December 2023

# Warehouse operative

jobcentreplus

Department for  
Work and Pensions

**COMPANY:** Workchain

**Location:** Sheffield, South Yorkshire

**Salary** £11

**Hours:** Full time

## Summary:

1. Efficiently handle incoming and outgoing stock, ensuring accuracy and attention to detail at all times.
2. Safely load and unload goods using appropriate handling equipment.
3. Inspect and maintain the quality of incoming and outgoing stock.
4. Accurately update the warehouse inventory system to reflect stock movements.
5. Collaborate with team members to ensure a smooth and effective workflow.
6. Maintain a clean and organized work environment, adhering to health and safety regulations.
7. Follow company policies and procedures to meet set targets and deadlines.

**Closing date:** 24<sup>th</sup> December 2023

# Backs Warehouse Operative

jobcentreplus

Department for  
Work and Pensions

**COMPANY:** DX Network Services

**Location:** Sheffield, South Yorkshire S9 1XS

**Salary** £16,255.20 per year

**Hours:** Full time

## Summary:

The Warehouse Operative assists in the sortation, storage, loading and unloading of product within the warehouse operation. This role works on behalf of our customers to ensure they are receiving the correct freight at the correct time and upholding our promise of delivering exactly.

## Key responsibilities

- Represent DX in a professional manner at all times
- Follow all aspects of DX Manual Handling and safe working policies
- Handle all freight with care and attention
- Access and egress vehicles using the correct means
- Use the correct equipment and methods for handling and moving all freight
- Ensure all deliveries are loaded safely prior to leaving the depot
- Report all damages immediately to your line manager
- Ensure all freight being loaded or unloaded matches relevant paperwork / scanner information
- Ensure that customers freight are transported, stored safely and treated with respect

**Closing date:** 20<sup>th</sup> December 2023

# Sales / Warehouse Assistant

jobcentreplus

Department for  
Work and Pensions

**COMPANY:** MAC Rendering Ltd

**Location:** Sheffield, South Yorkshire

**Salary** £11.50 to £12.50 per hour

**Hours:** Full time

## **Summary:**

Sales / Warehouse assistant required for trade counter.

Duties will be serving and assistant customers, picking and packaging online orders, deliveries in company vehicle (South Yorkshire). Updating and replenishing inventory. Other duties include basic general office admin & warehousing duties.

Clean Driving License Preferred

Counter Balance Forklift License Preferred

Full training to be provided to the right candidate.

40 Hours per week / Paid weekly + holiday pay and bonus scheme.

A great opportunity to join a small business looking to expand.

**Closing date:** 28<sup>th</sup> December 2023

# Forklift Driver Counterbalance

jobcentreplus

Department for  
Work and Pensions

**COMPANY:** Workchain

**Location:** Sheffield, South Yorkshire S25 3SH

**Salary** £11 to £11.50 per hour

**Hours:** Full time

## Summary:

**Key Responsibilities:-** Safely operating a Counterbalance forklift to move and stack materials within the warehouse or production facility- Loading and unloading goods from delivery vehicles, ensuring accuracy and efficiency- Assisting with the receiving, storing, and organizing of products- Conducting routine maintenance checks on the forklift, reporting any faults or issues promptly- Adhering to health and safety guidelines to ensure a safe working environment- Collaborating with the warehouse team to achieve daily targets and deadlines

**Qualifications:-** Valid and up-to-date Counterbalance forklift license- Proven experience as a Forklift Driver Counterbalance, preferably in an industrial or warehouse setting- Excellent knowledge of forklift operations and safety procedures

**Closing date:** 24<sup>th</sup> December 2023



**SECTOR-BASED  
WORK ACADEMY  
PROGRAMME**

## **SIA**

### **Information:**

Sheffield College will be running another Security/SIA course from Hillsborough College. The course will run from the 8th of January and will last for 3 weeks.

This course is designed to prepare customers for work in various roles across the security industry.

Most of the sessions are scheduled from 8.45 am to 5 pm. It is necessary to attend all sessions and they must arrive on time.

Upon successful completion of all qualifications, the Sheffield College will provide guidance on how to complete the online SIA License application, and fund the SIA Licence.

Week1 - intro to working in the security industry, create SIA learner account. Counter terrorism training, customer service skills, fire safety and hazardous situation awareness and alcohol and substance misuse.

Weeks 2 & 3 – full door supervisor level 2 delivery, conflict management, physical intervention skills. Door supervisor and first aid quals.

Uniform, black trousers, white shirt, black shoes needed for weeks 2 & 3.

### **Start Date:**

**08/01/2024**

**For more information,  
please speak to your  
work coach TODAY!**

**jobcentreplus**

**Department for  
Work and Pensions**

## Care

### Information:

Claimants will be qualified in Level 1 Certificate in Health and Social Care. They will also gain qualifications in:

- First Aid Awareness
- Dementia Awareness
- Infection Control
- Moving and Handling
- Equality, Diversity and Inclusion
- Safeguarding and Dignity
- Challenging behaviour

The College will pay for and apply for all learners DBS checks.

### Information Session:

Bailey Court JC  
19/12/2023

For more information,  
please speak to your  
work coach TODAY!

**jobcentreplus**

Department for  
Work and Pensions

# TRAINING

## CCTV

### Information:

5 -Day course which includes WIPSI Unit 1 of the Doors CCTV units and Data Protection.

It covers the cost of the CCTV badge

The training Venue will be at the Lifeskills Building, Shoreham St, Sheff, S1 4SP.

Start Date:  
January 2024

For more information,  
please speak to your  
work coach TODAY!

**jobcentreplus**

Department for  
Work and Pensions

# TRAINING

## Telecoms Engineer Skills Bootcamp

### Information:

5 -Day course which includes WIPSI Unit 1 of the Doors CCTV units and Data Protection.

It covers the cost of the CCTV badge

The training Venue will be at the Lifeskills Building,  
Shoreham St, Sheff, S1 4SP.

Start Date:  
January 2024

For more information,  
please speak to your  
work coach TODAY!

**jobcentreplus**

Department for  
Work and Pensions

# TRAINING

## A&S FLT

### Information:

We are a fork lift truck training centre in Sheffield. We provide free funded training with a potential interview for employment on completion, for eligible candidates (Must be 19+)

We can offer candidates the opportunity to gain 4 qualifications in only two weeks of attendance. The qualifications are;

- Level 1 Certificate in Warehousing & Storage
- Level 2 Award in FLT Operations
- RTITB Counterbalance Forklift Truck Certificate
- RTITB Reach Forklift Truck Certificate

We also allow candidates to access a truck for a pre interview brush up on request.

### Start Date:

Bailey Court JC  
20<sup>th</sup> December

For more information,  
please speak to your  
work coach TODAY!

**jobcentreplus**

Department for  
Work and Pensions

# INTERVIEW

## GEO Amey - Prisoner Officers

### Information:

- The ability to work well under pressure and to tight time deadlines, as well as a flexible team player.
- Up to date knowledge of Standard Operating Procedures and GEOAmey Policies.
- A positive and practical attitude.
- Good IT skills.
- Accuracy and attention to detail.
- Good communication skills, both written and oral.
- Proven multi-tasking experience in a fast paced environment.
- Flexible approach.

### Date and Location:

Cavendish Court JC  
20/12/2023

For more information,  
please speak to your  
work coach TODAY!

**jobcentreplus**

Department for  
Work and Pensions

# PROVIDER ON SITE

## NCS for NHS Applications

### Information:

NCS are holding workshops on a fortnightly basis to support customers through the NHS Application Process

#### **By attending this workshop:**

- It will enable you to feel confident in completing NHS application form, along with hints and tip to complete the process.
- Enable you to feel able to deconstruct job descriptions /personal specifications.
- Understand what is required.
- Discover the vast array of roles available. From administration, to chef, to engineers. You will get ongoing support with the NHS selection process

### Date and Location:

**Bailey Court JC**

13th December / 10th January / 24th January / 7th February  
21st February / 6th March / 20th March

**For more information,  
please speak to your  
work coach TODAY!**

**jobcentreplus**

Department for  
Work and Pensions

# Events

## SWFC Youth Hub Jobs Fair

### Information:

#### **Employers confirmed so far.**

Braun - Production roles

Civil Service -

Home Office -

Mach Recruitment - Warehouse & Production jobs.

NHS - various roles

S2S UK - Warehouse, Sales, Marketing, plus Technical Apprenticeships.

South Yorkshire Police - Police Handler, Call Handler & Apprenticeships

SWFC - Security / Stewards

#### **Training Providers confirmed so far**

Aim 2 Learn - Telecomms Bootcamps.

B2W - Digital courses for 19-24 yr olds.

Free 2 Learn - SWAPs and various courses.

Momentum - Nail Technician, CSCS, SIA, Welding.

PET-Xi - Employment Support for 19-24 yr olds.

### Date and Location:

**SWFC Youth Hub**

**17/01/2024**

**For more information,  
please speak to your  
work coach TODAY!**

**jobcentreplus**

Department for  
Work and Pensions

# **PROVIDERS**

## **National Careers Service**

### **Information:**

Specialist support for individuals seeking support with  
CV / Cover Letters / Interview Preparations / Training  
Courses

### **Date and Location:**

**Bailey Court  
Everyday  
9am - 4pm**

**For more information,  
please speak to your  
work coach TODAY!**

**jobcentreplus**

Department for  
Work and Pensions