

# Vacancy Newsletter

## 8<sup>th</sup> September 2023

east lothian  
**works**

**Company:** Thrive East Lothian CIC

**Location:** Haddington

**Role:** Out of School Club Manager

**Hours:** Part-time (28 hours per week)

**Salary:** £25,480 per year, pro rata (based on 35 hours)

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

Thrive East Lothian CIC is a registered community enterprise which is developing an out of school service for children up to the age of 12 within Haddington and the surrounding areas. We are currently seeking to recruit a dynamic, experienced and enthusiastic manager to join our team!

You will work directly with the CEO, co-director and committee board to create and deliver a provision for children from 4 to 12, providing them with an exciting programme of play opportunities.

Knowledge of Care Inspectorate and Health and Social Care Standards is essential. We are looking for someone who has a positive attitude, excellent communication skills, good IT skills, and has experience in leading and motivating a staff team.

The successful applicant will be required to become a member of the Protecting Vulnerable Groups (PVG) Scheme, register with the SSSC (Scottish Social Services Council) and provide two written references.

For more information, and to apply online, follow the link: [Thrive East Lothian | Vacancies](#)

**Company:** NHS Scotland

**Location:** East Lothian Community Hospital, Haddington

**Role:** Domestic Assistant

**Hours:** Part-time (7 hours per week, Saturday & Sunday – 16:30 to 20:00)

**Salary:** £23,362 - £25,368 (pro-rata)

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

Responsible for providing a range of domestic services within Clinical / Non Clinical Departments throughout all areas of the Hospitals and Health Centres ensuring compliance with quality standards, Health & Safety, control of infection, Audit Scotland and HAI task force requirements, National Cleaning Services Specification and other requirements as specified by the Division.

For more information, and to apply online, follow the link: [NHS Scotland Jobs | Domestic Assistant](#)

**Company:** NHS Scotland  
**Location:** Musselburgh Primary Care Centre  
**Role:** Administrative Assistant

**Hours:** Part-time (15 hours per week)  
**Salary:** £23,362 - £25,368 (pro-rata)  
**Closing date:** 20<sup>th</sup> September 2023

To provide high quality support in the daily running of the department as an individual and team player.

To undertake a range of clerical and administrative duties required to maintain the smooth running of the department and enable the team to achieve their objectives and meet required deadlines.

For more information, and to apply online, follow the link: [NHS Scotland Jobs | Administrative Assistant](#)

**Company:** Torness Power Station  
**Location:** Dunbar  
**Role:** Domestic Cleaner

**Hours:** Full-time (37 hours per week)  
**Salary:** £11.19 per hour

We have an opportunity at Torness Power Station for a Domestic Cleaner.  
Duties will include: cleaning the site offices, mess rooms, ablution blocks, emptying bins, etc.

Successful candidates will:

- Have previous experience in a similar role
- Ideally have their own transport due to the remote location of the site
- Be willing to undergo the nuclear clearance vetting process (which we will assist you with), which allows you to work on a power station

If you are interested in applying for this position, please send your CV to Dalia  
- [d.dimitrova@oandb.co.uk](mailto:d.dimitrova@oandb.co.uk)

For more information, follow the link: [Indeed.com | Domestic Cleaner](#)

**Company:** with YOU

**Location:** Tranent

**Role:** Support Worker – Learning Disabilities & Mental Health

**Hours:** Full-time (36 hours)

**Salary:** £12.50 per hour

**Who we are looking for**

We are looking for a hardworking and enthusiastic support worker to join our expanding team. This is a fantastic opportunity for someone passionate about a career in social care who wants to gain valuable hands-on experience and enhance their skillset. Above all we want someone that shares in our values. Our mission is to provide positive, life changing support, delivered by inspiring, professional staff.

As a support worker, you will support people to achieve their ambitions and live as independent a life as possible both at home and in the community.

**Role and Responsibilities:**

- Provide support that positively impacts the person we support's health and wellbeing
- Contribute and implement support plans
- Be responsible for the delivery of all support and its administration, including personal care, tenancy support, health needs (including assistance with medication), personal development, emotional needs and inclusion.

**Essential Skills and Attributes**

- Empathetic and Patient
- Compassionate
- Ability to work as part of a team and on your own initiative
- Ability to engage in continuous development, including formal learning
- Qualified to the level required by the SSSC as a support worker in a housing support service and care at home service, or a willingness to work towards and to successfully complete qualification within the SSSC specified timeframe.

**Desired Skills and Attributes:**

- If you're starting a career in social care, or are already working in social care but don't have the qualifications just yet, we will support you to gain the appropriate qualifications needed to register without condition with the SSSC.
- We want to encourage our staff and their own personal development. Training will be provided to help you excel in your role. We offer funded SCQF levelled qualifications, such as SVQs and HNCs as part of your development plan.

For more information, and to apply online, follow the link: [with YOU Jobs | Support Worker](#)

**Company:** Toolstation

**Location:** Haddington

**Role:** Store Assistant

**Hours:** Part-time (20 hours per week)

**Salary:** £10.60 per hour

**Closing date:** 15<sup>th</sup> September 2023

### What you'll do

You'll be the face of Toolstation, making a fantastic first impression, building long-lasting relationships and going above and beyond to make our customers happy. This isn't your average retail role. It's much more than just a store job. Of course, you'll serve customers, but you'll also be checking deliveries, picking items from the warehouse and stocking shelves. And it can be hot in the summer and cold in the winter. But if you take real pride in what you do, our customers will notice and love us all the more for it.

### Day-to-day:

- **Mucking in.** Checking and unpacking deliveries, stocking shelves, cleaning the branch and putting orders together.
- **Delivering great service.** Providing a great customer experience with a smile on your face – no matter how busy you are.
- **Asking questions and building relationships.** Making sure our customers leave the store with everything that they need for the job.
- **Building a fun working environment.** Maintaining our great product availability and high store standards, while making sure that your branch is somewhere everyone loves coming to work.

### What you'll bring:

- **Hard work and passion.** You don't need retail experience. Just be focused on delivering great service and we'll teach you the rest.
- **A love of team work.** Be happy to muck in and get your hands dirty.
- **A positive attitude.** Make sure that our customers have a great experience while in our branch.
- **Reliability.** Be there when we need you, be flexible and fun to be around.
- **Yourself.** Bring your whole self to work and let your true personality shine through.

For more information, and to apply online, follow the link: [Toolstation Jobs | Store Assistant](#)

For all vacancies within East Lothian Council visit: [Jobs | East Lothian Council | myjobscotland](#)

### Contact:

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