



SAFER RECRUITMENT & EMPLOYMENT POLICY

SEPTEMBER 2012

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Introduction

This policy has been designed to deliver the Council's commitment to safer recruitment of staff working with children and vulnerable adults. It complements the corporate recruitment and selection code of practice and ensures that our recruitment processes comply with current safeguarding legislation and regulations including Criminal Records Bureau (CRB).

1.1 Statement of Intent

"Bolton Council is committed to safeguarding and promoting the welfare of children, young persons and vulnerable adults and we expect all staff and volunteers to share that commitment. Fair and thorough recruitment, selection and interview processes are in place throughout the Council."

1.2 Safer Recruitment & Vetting: Overview of Policy Framework

To fulfil the Council's commitment to safeguarding in recruitment we will, under the terms of this policy:

- Ensure all relevant pre-employment checks are completed for prospective new starters
- Maintain a risk profile of posts in each department that involve working with children, young people or vulnerable adults and will therefore be subject to the Enhanced Disclosure regime
- Undertake a rolling programme of 3 yearly renewals of Enhanced Disclosure checks
- Ensure that, when a positive CRB check is received, the appointment decision is made by the Assistant Director Children's Services (Staying Safe) or Chief Officer Social Care, with reference to the relevant Director
- Ensure that the protection of children and vulnerable adults is a condition of awards/grants and service level agreements when planning the commissioning/contracting of services and that inspection mechanisms are in built as part of normal contracting arrangements as a means of auditing compliance
- Ensure that prospective employees do not normally commence working for the Council until full clearances of all relevant pre-employment checks have been received and verified. Any decision for employment to commence prior to receipt of full pre-employment checks can only be taken by the Assistant Director Children's Services (Staying Safe) or Chief Officer Social Care with reference to the relevant Director.

1.3 Safer Recruitment Standards

This policy complements the corporate recruitment and selection code of practice and ensures that the Council's recruitment practices comply with recognised safer recruitment standards. In summary, all recruitment to posts that involve working with vulnerable people must require the successful applicant to:

- Complete a detailed application for the post
- Provide at least two pieces of identification, one of which should be photographic, which should identify name, current address and date of birth. Normally for proof of identification the individual should present their photo driving license and/or passport
- Provide at least two written references, which will be followed up before a post is offered. One reference should be from the last employer or an organisation which has knowledge of the applicant's work or volunteering with vulnerable adults, children or young people
- Consent to a CRB disclosure
- Be aware that they have a responsibility to disclose any subsequent convictions, cautions etc
- Undergo an interview which assesses the applicant's suitability for the particular role, his/her attitude towards vulnerable adults and/or children and young people and their ability to perform the role

Overseas staff should be checked in the same way as for all other staff but should additionally endeavour to provide a certificate of good conduct from their home police force or embassy, as well as from other countries where they have worked, where this is available. CRB disclosures do not detail offences committed abroad.

1.3.1 The applicant/employee's duty to disclose information

A central plank of the safer recruitment and employment policy is that the Council requires all applicants and existing employees to disclose any convictions/cautions to the Council within their application forms and, via an ongoing duty, to their Senior Manager and/or departmental HR advisor.

Any failure to disclose relevant information will be regarded as a potentially serious breach of trust and confidence and may result in disciplinary action, potentially leading to dismissal, of existing staff or non appointment of applicants. Any decision to appoint someone under these circumstances should be taken either by the Assistant Director Children's Services (Staying Safe) or Chief Officer Social Care, with reference to the relevant Director.

1.3.2 Safeguarding checks for Agency/Supply Staff

Staff engaged from recruitment Agencies including school supply registers must have the relevant level of CRB clearance, if applicable, for the post. Should a positive disclosure be returned the decision about whether to engage the individual is the responsibility of the Assistant Director Children's Services (Staying Safe) or Chief Officer Social Care. Recruitment Agencies and/or school supply registers are therefore obliged to refer details of positive disclosures to the Council, through the recruiting manager, for decision.

1.4 Retention of personal files

All personal files of those staff who have enhanced CRB disclosure will be retained for 25 years following the termination of their employment with the Authority.

1.4.1 The Single Central record for Schools-based Staff

In schools, a single central record of safeguarding checks for those who work within the school on a paid or voluntary basis must be maintained. The record, as prescribed by DfE guidance, should include details of all staff employed at the school, whether directly or through an agency. This includes anyone else who is identified by the school as "working/volunteering in regular contact with children". The record should confirm:

- Proof of identity- confirmation that name , address and date of birth have been checked and verified
- Evidence of qualifications, where the qualification is a requirement of the job, ie posts where a person must have Qualified Teacher Status
- evidence of permission to work in the UK for those who are not nationals of a European Economic Area country and that steps have been taken to check their suitability
- the date of a List 99 check, if appropriate as a separate item where the person has started in post prior to a CRB check being completed
- the date and number of CRB enhanced disclosure, including List 99 check for all those who require a check under the guidance and regulation applying at the time they were recruited

2 Safer Recruitment & Employment Policy & Process

The safer recruitment and employment framework requires relevant staff to have adequate clearance from the Criminal Records Bureau (CRB), before they commence work with the Council.

2.1 Criminal Records Bureau (CRB) clearance

Guidance about the posts that should be subject to clearance is provided by the CRB themselves and the Local Authority has limited discretion to vary this. In order to ensure consistency of decision making across the Council, decisions relating to a number of aspects of the policy will be made either by the Assistant Director Children's Services (Staying Safe) or Chief Officer Social Care, with reference to the relevant Director. In their absence decisions can only be made by the Director of Children Services or Director of Adult Services.

2.1.1 Enhanced CRB checks

In line with CRB guidance, Enhanced CRB checks are required for posts that involve:

- **Adults** – an enhanced CRB with barred list check is only available for those providing social care, health care or transport to/from a place providing one of these
- **Children's** – an enhanced CRB with barred list check is only available for those undertaking unsupervised activities in a school, children's home or other childcare premises, including teaching, training, providing personal care or driving a vehicle solely for children; Child-minders and foster carers.

Enhanced CRB checks contain details of all convictions, cautions, reprimands and warnings held on the police national computer. They also contain information from the ISA Children's Barred List and the ISA Vulnerable Adults Barred List, along with information held by the Department for Education under section 142 of the Education Act 2002, detailing those considered unsuitable or banned from working with children. In addition, an Enhanced check will show any local police force information considered relevant. This could include information relating to someone who is currently under investigation or previous unsubstantiated allegations, etc. A full list of those posts requiring Enhanced checks is attached at Appendix B.

Should an individual move from a position in which no check or a Standard check is required into a position for which an Enhanced check is required, this Enhanced check should be completed prior to the commencement of the post.

2.1.2 Standard CRB checks

Standard CRB checks are typically required for posts that do not involve working directly with children, young people or vulnerable adults but may be required as part of a licence for accessing certain databases eg Department for Work and Pensions. The standard CRB does not include a check of the ISA barred lists so for this reason, would only be requested in a very small number of cases.

2.1.3 Checks for "Umbrella Body" organisations

Where requested, Bolton Council may act as an "Umbrella body" to countersign applications and receive disclosure information on behalf of other related employers or voluntary organisations. When acting as an umbrella body the Council makes a charge to cover administrative costs.

The appointment decision for staff in "umbrella organisations", based on disclosure information received, is the responsibility of the relevant Chief Executive Officer of the organisation concerned and not Bolton Council unless the person is being recruited to work within Bolton Council, for example via the Sports and Active Living Team

2.1.4 Positive Disclosures

The term “positive disclosure” refers to a disclosure containing information relating to convictions, cautions, reprimands and so on, plus “soft information” relating to non-convictions but which the police deem as relevant.

Positive disclosures will be referred to the Assistant Director Children’s Services (Staying Safe) or Chief Officer Social Care who will, with reference to the relevant Director, be responsible for completing a risk assessment of whether the offence(s) listed is/are sufficiently serious to cause concern. To aid the decision making process it may be appropriate to interview the applicant to verify the information received, prior to any judgements being made.

The assessment of the positive disclosure will be in accordance with the following checklist:

- the likely impact that the positive disclosure could have on the individual’s ability to carry out the job role;
- the seriousness and nature of the offence(s);
- the nature of the appointment;
- the length of time since the offence(s) occurred;
- the number and pattern of offences;
- the applicant’s age at the time;
- any explanation of the circumstances of the offence(s) that may already have been given
- concealment of the offence(s) at the application stage

The decision taken, based on the disclosure information received, will be recorded using the form at Appendix A. Where appointment proceeds, the record of decision will be retained permanently on the individual’s personnel file and the CRB disclosure information will be retained securely for 6 months from the decision being made, in accordance with CRB Policy.

If a positive disclosure is returned through the CRB renewal process about an existing member of staff who is employed in a high risk post, they should be suspended from duty immediately pending an investigation led by the Assistant Director Children’s Services (Staying Safe) or Chief Officer Social Care. The Assistant Director will be responsible for determining whether:

- to facilitate the potential redeployment of the individual into a non-risk post or
- recommend disciplinary action.

The decision will be made with reference to the criteria set out above and with reference to the relevant Director.

2.1.5 Appointment without full CRB clearance

Following an offer and acceptance of employment, employees should not commence working for the Council until full clearances of all relevant pre-employment checks, including CRB clearance, have been received and checked.

Any decision for employment to commence prior to receipt of full pre-employment checks can only be taken by Assistant Director Children’s Services (Staying Safe) or Chief Officer Social Care, with reference to the relevant Director, following a risk assessment based on the nature of work; the level of exposure to children, young people and vulnerable adults and the information provided on the application form.

The contract of any employee appointed prior to receiving clearance should remain subject to this condition being met. Until such time as the CRB clearance is received, the employee will remain subject to robust control measures of which they will be notified. The line manager is responsible for monitoring the individual until clearance is received and ensuring progress on the CRB check is pursued at least every 14 days. The Assistant Director Children's Services (Staying Safe) or Chief Officer Social Care remain accountable for this decision until the CRB clearance has been granted.

2.1.6 Portability

Neither the CRB nor the Council endorse the use of portability, i.e. the re-use of a CRB disclosure obtained for a position in one organisation and later used for another position in another organisation. A disclosure carries no formal period of validity and reflects information that was available at the time of its issue only. Portability should therefore only be considered as part of an overall risk assessment process and reserved for exceptional circumstances. Any decision to allow a portable CRB check will be made and recorded by the Assistant Director Children's Services (Staying Safe) or Chief Officer Social Care.

It is not Council policy to routinely re-check staff with current CRB clearance if they move between positions within the Authority, although an up to date check may be requested depending upon the requirements of the role. Enhanced checks will be renewed on a 3 yearly basis as part of the rolling programme of quality assurance.

Where employees with a positive disclosure move to a new role, a new risk assessment should be undertaken by the Assistant Director Children's Services (Staying Safe) or Chief Officer Social Care, with reference to the relevant Director. A copy of the new risk assessment should be retained on the employee's personnel file.

2.1.7 3 yearly renewals of enhanced CRB checks

All checks of persons in posts that require Enhanced Disclosure clearance from the CRB (provided at Appendix B) will be renewed on a 3 yearly basis to ensure that their ongoing employment in their position of trust is appropriate. The posts for which Enhanced Disclosure is required will be reviewed by the Assistant Director Children's Services (Staying Safe) or Chief Officer Social Care, with reference to the relevant Director, on an annual basis to ensure that new posts which require checks are continuously identified and those, if any, which are deemed no longer to require such checks are removed.

2.1.8 Records of disclosure information

The Council recognises its obligations in relation to the handling, safe keeping and disposal of disclosed information and is committed to complying fully with the CRB Code of Practice in relation to safeguarding information received. The Code of Practice states that disclosure certificates are to be retained for 6 months in a secure locked place or until the outcome of any recruitment decisions where there is positive information.

The following details of all CRB and vetting checks will be maintained for employed staff on Oracle:

- the date of issue of a Disclosure;
- the type of Disclosure requested;
- the position for which the Disclosure was requested, where the holder has more than one post;
- the reference number of the Disclosure

Should any school wish to conduct its own CRB and vetting checks and keep its own records, they are required by law to keep and maintain their own Single Central Record of CRB and vetting checks containing the information set down above. The Council as a

monitoring body will then require the school to confirm in writing to the Council that it wishes to hold its own records and that they will be held and disposed of in accordance with the requirements above. Regardless of the level of HR Service Level Agreement purchased, all schools are strongly encouraged to adopt the Council's Safer Recruitment & Employment Policy.

2.2 Independent Safeguarding Authority

The Independent Safeguarding Authority's role is to help prevent unsuitable people from working with children and vulnerable adults. Referrals are made to the ISA when an employers or organisation, such as a regulatory body, has concerns that a person has caused or poses a future risk of harm to children or vulnerable adults. The ISA maintains the lists of people who are barred from working with children and/or vulnerable adults

2.2.1 Referrals to the Scheme

The Council is under a positive duty to refer relevant information to the Scheme if an employee:

- receives a formal warning for conduct relevant to safeguarding or
- has their employment terminated following the conclusion of disciplinary action for conduct relevant to safeguarding or
- leaves the Council of their own accord prior to any hearing about conduct relevant to safeguarding.

The Council will advise an individual who is to be referred to the Scheme of the referral in writing and suggest that they seek legal representation due to the possible outcome of the referral and the impact on their future employment. The Trades Unions may be able to facilitate access to such legal advice for their members.

Once a referral has been made, the decision as to whether or not the individual is subsequently placed on the barred list will be made by the ISA. They will consider representations made by the individual concerned and will comprise a balance of different expertise. If a person is then barred, professional and regulatory bodies will be notified so that professional registration can be reviewed.

Appendix A - Record of Safeguarding Risk Assessment

Department/School Name _____

Issue (Please Tick)

Portable CRB clearance request	
Positive Disclosure	
Appointment prior to receipt of full CRB clearance	
Other (please describe)	

Current Disclosure No.: _____ Date Obtained: _____

CRB Countersignatory: _____

Applicant/Employee Name: _____

Date of Birth: _____

Proposed Position: _____

Status (employed/self-employed/voluntary etc.): _____

Have at least two satisfactory written references been received?: Yes / No

Has medical clearance been obtained for a new starter?: Yes / No

Will the person be supervised at all times until satisfactory CRB clearance is received?
Yes / No

Summary of Risk Assessment Outcome (see 2.1.4 of policy for relevant criteria)

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Please confirm whether the above named person is approved to be employed in the position stated above. This approval to proceed is isolated to this position only and the circumstances as judged by the authorised signatory. This judgment is not transferable to other recruitment decisions.

Proceed

☐

Not Proceed

☐

Signed: _____ Date: _____

Authorised signatories:

- Director Children's Services & Assistant Director Children's Services (Staying Safe)
- Director Adult & Community Services & Chief Officer Social Care

Disclosure information & documents relating to convictions should be retained by the Authorised signatory pending any appeal and for secure disposal thereafter. This form should be retained securely on the HR File for employees.

This trace must be kept safe and not disclosed to a third party

Appendix B – Posts for which Enhanced Criminal Records Bureau clearance is required

The following posts will be required to have an enhanced CRB check completed in advance of commencement and on a 3-yearly renewal basis: -

Adult Services

AD ACM Management	Head of ACM Service
AD ACM Management	Lead Practitioner MCA/DOLs
AD Across Client Groups Purchaser Fieldwork Y A Team	Team Leader - Young Adults
AD Active Case Management North	Assistant Practitioner
AD Active Case Management North	Community Assessment Officer
AD Active Case Management North	Deputy Team Manager
AD Active Case Management North	Disability Officer
AD Active Case Management North	Occupational Therapist
AD Active Case Management North	Senior Practitioner
AD Active Case Management North	Social Worker
AD Active Case Management North	Team Manager (HA Staff)
AD Active Case Management South	Assistant Practitioner
AD Active Case Management South	Community Assessment Officer
AD Active Case Management South	Deputy Team Manager
AD Active Case Management South	Disability Officer
AD Active Case Management South	Review Facilitator/Senior Practitioner
AD Active Case Management South	Senior Practitioner
AD Active Case Management South	Social Worker
AD Active Case Management South	Team Manager
AD Adult Disability Day Services	Assistant Service Manager
AD Adult Disability Day Services	Casual Community Support Worker
AD Adult Disability Day Services	Community Support Worker
AD Adult Disability Day Services	Day Services Manager
AD Adult Disability Day Services	Day Services Officer
AD Adult Disability Day Services Jubilee Bar	Bar Manager
AD Adult Disability Day Services Jubilee Bar	Bar Person
AD Adult Disability Day Services Jubilee Bar	Casual Bar Manager
AD Adult Disability Day Services Jubilee Centre	Casual Kitchen Assistant
AD Adult Disability Day Services Jubilee Centre	Facilities Coordinator
AD Adult Placements	Adult Placement Worker
AD Adult Placements	Team Leader
AD Adult Placements	Volunteer Coordinator
AD Adults Care Management Team	Head of Personalisation and Inclusion
AD Childrens Workforce Development	Social Work Trainee
AD Departmental Management Team	Assistant Director Strategy and Commissioning
AD Departmental Management Team	Chief Officer for Health and Social Care
AD Departmental Management Team	Director of Public Health
AD Drugs & Alcohol Fieldwork	Social Worker
AD Drugs & Alcohol Fieldwork	Team Leader
AD Home Support	Co-ordinator Home Support
AD Home Support	Home Support Worker
AD Home Support	Service Manager Home Support
AD Home Support.	Co-ordinator Home Support
AD Home Support.	Home Support Worker
AD Home Support.	Service Manager Home Support
AD Home Support.	Team Leader Home Support Service
AD ICES	Disability Adaptations Officer
AD ICES	Driver/Fitter
AD Independent Living Service	Community Support Worker Sensory Service

AD Independent Living Service	Deputy Team Manager
AD Independent Living Service	Disability Officer
AD Independent Living Service	Occupational Therapist
AD Independent Living Service	Rehabilitation Officer
AD Independent Living Service	Team Leader
AD Independent Living Service	Technical Officer-Hearing Loss
AD Independent Living Service	Telecare Development Coordinator
AD Independent Living Service	Visual Impairment Officer
AD LD Management Team	Team Leader LD Networks
AD LD Provider - Outreach	Assistant Service Manager
AD LD Provider - Outreach	Casual Community Support Worker
AD LD Provider - Outreach	Community Support Worker
AD LD Provider - Outreach	Residential Support Worker
AD LD Provider - Outreach.	Assistant Service Manager
AD LD Provider - Outreach.	Community Support Worker
AD LD Provider - Outreach.	Residential Support Worker
AD LD Provider - Outreach.	Service Manager
AD LD Provider - Short-Term Breaks	Casual Community Support Worker
AD LD Provider - Short-Term Breaks	Community Support Worker
AD LD Provider - Short-Term Breaks	Night Care Assistant
AD LD Provider - Short-Term Breaks	Residential Home Leader
AD LD Provider - Short-Term Breaks	Residential Support Worker
AD LD Provider - Short-Term Breaks	Service Manager
AD LD Provider - Supported Housing.	Community Support Worker
AD LD Provider - Supported Housing.	Residential Support Worker
AD LD Provider - Supported Housing..	Assistant Service Manager (PCT Post)
AD LD Provider - Supported Housing..	Assistant Service Manager
AD LD Provider - Supported Housing..	Casual Community Support Worker
AD LD Provider - Supported Housing..	Community Living Scheme Manager
AD LD Provider - Supported Housing..	Community Support Worker
AD LD Provider - Supported Housing..	Home Support Worker
AD LD Provider - Supported Housing..	Night Care Assistant
AD LD Provider - Supported Housing..	Residential Support Worker
AD LD Provider - Supported Housing..	Service Manager
AD LD Provider - Supported Housing...	Assistant Service Manager
AD LD Provider - Supported Housing...	Casual Community Support Worker
AD LD Provider - Supported Housing...	Community Support Worker
AD LD Provider - Supported Housing...	Residential Support Worker
AD LD Provider - Supported Housing...	Service Manager
AD Leisure - Jubilee Pool	Casual Attendant
AD Leisure - Jubilee Pool	Head Attendant
AD Leisure - Jubilee Pool	Wet Recreational Assistant
AD MH - Dementia and Complex Care	Social Worker (AMHP)
AD MH - Dementia and Complex Care	Social Worker
AD MH Crisis Resolution	Deputy Team Manager (HA Funded)
AD MH Crisis Resolution	Residential Support Worker
AD MH Crisis Resolution	Social Worker (AMHP)
AD MH Day Care - Halliwell Drop-in	Project Worker
AD MH Day Care-Active Choices Team	Day Services Officer
AD MH Day Care-Active Choices Team	Deputy Manager
AD MH Early Intervention Team	Social Worker (AMHP)
AD MH Employment Support Team	Employment Officer
AD MH Employment Support Team	Senior Employment Officer
AD MH Fieldwork Boroughwide	Deputy Team Manager
AD MH Management	Assistant Director for GMW MH Trust
AD MH North CMHT	Social Worker (AMHP)
AD MH North CMHT	Social Worker (AMHP)

AD MH North CMHT	Social Worker
AD MH North CMHT	Team Manager
AD MH Residential Crisis & Short Term Breaks	Community Support Worker
AD MH Residential Crisis & Short Term Breaks	Residential Support Worker
AD MH Residential Network	Assistant Service Manager
AD MH Residential Network	Casual Community Support Worker
AD MH Residential Network	Community Support Worker
AD MH Residential Network	Residential Support Worker
AD MH Residential Network	Residential Support Worker
AD MH South CMHT	Social Worker (AMHP)
AD MH South CMHT	Social Worker (AMHP)
AD MH South CMHT	Social Worker
AD OA - Alderbank - Residential	Assistant Practitioner
AD OA - Alderbank - Residential	Care Assistant
AD OA - Alderbank - Residential	Care Supervisor
AD OA - Alderbank - Residential	Community Resource Manager
AD OA - Alderbank - Residential	General Assistant
AD OA - Alderbank - Residential	Kitchen Assistant
AD OA - Alderbank - Residential	Senior Night Care Assistant
AD OA - Alderbank CC Day Care	Care Assistant
AD OA - Alderbank CC Day Care	Community Services Officer
AD OA - Campbell House - Extra Care Housing	Care Officer
AD OA - Campbell House - Extra Care Housing	Casual Care Officer
AD OA - Campbell House - Extra Care Housing	Service Manager - Extra Care Housing
AD OA - Darley Court Intermediate Care	Care Assistant
AD OA - Darley Court Intermediate Care	Care Supervisor
AD OA - Darley Court Intermediate Care	General Assistant
AD OA - Darley Court Intermediate Care	Kitchen Assistant
AD OA - Darley Court Intermediate Care	Senior Night Care Assistant
AD OA - Darley Court Intermediate Care	Service Manager
AD OA - Eldon Street - Extra Care Housing	Care Officer
AD OA - Eldon Street - Extra Care Housing	Casual Care Officer
AD OA - Eldon Street - Extra Care Housing	Service Manager - Extra Care Housing
AD OA - Firwood - Residential	Assistant Practitioner
AD OA - Firwood - Residential	Care Assistant
AD OA - Firwood - Residential	Care Supervisor
AD OA - Firwood - Residential	Community Resource Manager
AD OA - Firwood - Residential	General Assistant
AD OA - Firwood - Residential	Kitchen Assistant
AD OA - Firwood - Residential	Senior Night Care Assistant
AD OA - Firwood Day Care	Care Assistant
AD OA - Horwich Day Care	Care Assistant and Escort
AD OA - Horwich Day Care	Care Assistant
AD OA - Horwich Day Care	Manager
AD OA - Laburnum Lodge - Residential	Care Assistant
AD OA - Laburnum Lodge - Residential	Care Supervisor
AD OA - Laburnum Lodge - Residential	General Assistant
AD OA - Laburnum Lodge - Residential	Kitchen Assistant
AD OA - Laburnum Lodge - Residential	Senior Night Care Assistant
AD OA - Laburnum Lodge - Residential	Service Manager
AD OA - Management	Head Of Service Care Partnerships
AD OA - Management	Head of Support and Enablement
AD OA - Management	Operations Manager - Support & Enablement
AD OA - Maxton House Extra Care Housing	Care Officer
AD OA - Maxton House Extra Care Housing	Casual Care Officer
AD OA - Maxton House Extra Care Housing	Service Manager - Extra Care Housing
AD OA - Merton - Extra Care Housing	Care Officer

AD OA - Merton - Extra Care Housing	Casual Care Officer
AD OA - Merton - Extra Care Housing	Service Manager - Extra Care Housing
AD OA - Merton - Extra Care Housing	Team Leader - Extra Care Housing
AD OA - Residential Services Miscellaneous	Casual Assistant Practitioner
AD OA - Residential Services Miscellaneous	Casual Care Assistant
AD OA - Residential Services Miscellaneous	Casual Care Supervisor
AD OA - Residential Services Miscellaneous	Casual General Assistant
AD OA - Residential Services Miscellaneous	Casual Kitchen Assistant
AD OA - Residential Services Miscellaneous	Casual Senior Night Care Assistant
AD OA - Thicketford CCC Day Care	Care Assistant
AD OA - Thicketford CCC Day Care	Casual Community Services Officer
AD OA - Thicketford CCC Day Care	Centre Manager
AD OA - Thicketford CCC Day Care	Community Services Officer
AD OA - Thicketford CCC Day Care	General Assistant
AD OA - Thicketford CCC Day Care	Kitchen Assistant
AD OA - Wilfred Geere - Residential	Care Assistant
AD OA - Wilfred Geere - Residential	Care Supervisor
AD OA - Wilfred Geere - Residential	General Assistant
AD OA - Wilfred Geere - Residential	Kitchen Assistant
AD OA - Wilfred Geere - Residential	Senior Night Care Assistant
AD OA - Wilfred Geere - Residential	Service Manager
AD OA - Winifred Kettle - Residential	Care Assistant
AD OA - Winifred Kettle - Residential	Care Supervisor
AD OA - Winifred Kettle - Residential	Community Care Manager
AD OA - Winifred Kettle - Residential	General Assistant
AD OA - Winifred Kettle - Residential	Kitchen Assistant
AD OA - Winifred Kettle - Residential	Senior Night Care Assistant
AD OA - Winifred Kettle CCC Day Care	Care Assistant
AD OA - Winifred Kettle CCC Day Care	Community Services Officer
AD STARS Management	Head of STAR Service
AD STARS Management	NHS Safeguarding Lead
AD STARS Management	Safeguarding Lead
AD STARS North	Carers Advisor
AD STARS North	Community Assessment Officer
AD STARS North	Deputy Team Manager
AD STARS North	Direct Payment Worker
AD STARS North	Disability Officer
AD STARS North	Occupational Therapist
AD STARS North	Senior Practitioner
AD STARS North	Social Worker
AD STARS North	Team Manager
AD STARS South	Community Assessment Officer
AD STARS South	Deputy Team Manager
AD STARS South	Occupational Therapist
AD STARS South	Senior Practitioner
AD STARS South	Social Worker
AD STARS South	Team Manager
AD Service Strategy & Regulation	Director of Health & Adult Social Care
AD Transforming Social Care	Senior Manager - Transforming Social Care
AD Urgent Care Services	Deputy Team Manager
AD Urgent Care Services	Head of Service Urgent Care (PCT Funded)
AD Urgent Care Services	Social Care Navigator
AD Urgent Care Services	Social Worker
AD Urgent Care Services	Team Manager

Chief Executive's

CE Benefits Investigation Team
CE Community Safety Team
CE Community Safety Team
CE Community Safety Team
CE HB PSA Agreement
CE HB Trainee Assessment Officers
CE Human Resources Occupational Health
CE LMA Collections Access Aquarium
CE LMA Collections Access Learning
CE LMA Collections Access Libraries

CE LMA Collections Access Libraries
CE LMA Collections Access Libraries
CE LMA Collections Access Libraries
CE LMA Collections Access Museums
CE LMA Collections Access Museums
CE LMA Collections Access Museums
CE LMA Collections Access Museums
CE LMA Customer Services
CE Neighbourhood Management
CE Revs and Benefits Suppt Servs

Investigation Officer
Community Safety Officer
Head of Community Safety and Neighbourhoods
Neighbourhood Crime and Justice Co-ordinator
Customer Visiting/Liaison Officer
Housing Benefits Assessment Officer
Senior Nurse Practitioner
Collections Access Officer (Aquarium)
Collections Access Officer (L&L)
Brightmet Community Library Project
Co-ordinator
Collections Access Officer (L&L)
Library & Learning Assistant Manager
Team Leader L&L
Collections Access Museum
Collections Access Officer (Archives)
Collections Access Officer (Local Studies)
Collections Access Officer (M&A)
Library/Museum Assistant
Neighborhood Support Officer
Support Services Assistant

Children's Services

CH Achievement, Cohesion & Integration Service (ACIS)
CH Achievement, Cohesion & Integration Service (ACIS)
CH Achievement, Cohesion & Integration Service (ACIS)
CH Achievement, Cohesion & Integration Service (ACIS)
CH Achievement, Cohesion & Integration Service (ACIS)
CH Achievement, Cohesion & Integration Service (ACIS)
CH Adoption Team
CH Adoption Team
CH Adoption Team
CH Adoption Team
CH Adoption Team
CH Barlow Park Young Peoples Centre
CH Barlow Park Young Peoples Centre
CH Behaviour Support
CH Behaviour Support
CH Behaviour Support
CH Behaviour Support
CH Behaviour Support
CH Blackrod Youth Centre
CH Bolton Playing For Success
CH Bolton Playing For Success
CH Bolton Playing For Success
CH Bolton Playing For Success
CH Castle Hill Youth Club
CH Castle Hill Youth Club
CH Child Protection - Conference and Reviewing
CH Child Protection - Conference and Reviewing

Education Support Team Leader
Education Support Worker
Head of Service (ACIS)
International Family Centre Manager
International Family Mentor
Outreach Support and International Teacher
Deputy Team Manager
Senior Practitioner
Social Worker (ASG)
Social Worker
Team Leader
Play Officer
Playworker Level 1
Senior Learning Mentor (Secondary)
Senior Support & Engagement Mentor (Primary)
Support & Development Manager (Primary)
Support & Engagement Mentor (Primary)
Support & Engagement Mentor (Secondary)
Youth Worker
Assistant Learning Coach
Assistant Manager
Head Learning Coach
Head of Playing For Success
Level 1 Youth Worker
Youth Worker
Conference & Review Officer
Independent Reviewing Officer

CH Child Protection - Conference and Reviewing
CH Child Protection - Conference and Reviewing
CH Child Protection - Conference and Reviewing
CH Child Protection - Conference and Reviewing
CH Child Protection - Conference and Reviewing
CH Children and Families Support Service - NORTH
CH Children and Families Support Service - NORTH
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CH Children and Families Support Service - WEST
CH Children with Disabilities - Bolton Shared Care
CH Children with Disabilities - Bolton Shared Care
CH Children with Disabilities - Bolton Shared Care
CH Children with Disabilities - Bolton Shared Care
CH Children with Disabilities - Bolton Shared Care
CH Children with Disabilities - Bolton Shared Care
CH Children with Disabilities - Bolton Shared Care
CH Children with Disabilities - Avondale Street
CH Children with Disabilities - Avondale Street
CH Children with Disabilities - Avondale Street
CH Children with Disabilities - Avondale Street
CH Children with Disabilities - Avondale Street
CH Children with Disabilities - Avondale Street
CH Children with Disabilities - Caring About Carers
CH Children with Disabilities - Caring About Carers
CH Children with Disabilities - Caring About Carers
CH Children with Disabilities - Trackside Approach
CH Children with Disabilities - Trackside Approach
CH Children with Disabilities - Trackside Approach
CH Children with Disabilities - Trackside Approach
CH Children with Disabilities - Trackside Approach
CH Children's Residential Services
CH Children's Residential Services
CH Children's Residential Services Boundary Gardens
CH Children's Residential Services Boundary Gardens

Multi Agency Trainer
Safeguarding Officer
Safeguarding in Education Officer
Team Manager
Team Manager/LADO
Assistant Manager Children & Families Support Service
Centre Assistant
Children and Families Worker (Level 1)
Children and Families Worker (Level 2)
Children and Families Worker (Level 3)
Children's Centre Network Manager
Cook
Parenting Support Officer
Site Supervisor
Team Manager Children and Families Support Service
Assistant Manager Children and Families Support Service
Casual Contact Officer
Centre Assistant
Children and Families Worker (Level 1)
Children and Families Worker (Level 2)
Children and Families Worker (Level 3)
Children's Centre Network Manager
Cook
Parenting Support Officer
Site Supervisor
Team Manager Children and Families Support Service
Assistant Manager Children and Families Support Service
Centre Assistant
Children and Families Worker (Level 1)
Children and Families Worker (Level 2)
Children and Families Worker (Level 3)
Children's Centre Network Manager
Team Manager Children and Families Support Service
Development Worker-Leisure - Bridges-Bolton Shared
Resource Worker
Social Worker - Bridges-Bolton Shared Care
Social Worker Bridges-Bolton Shared Care
Social Worker
Team Leader
Casual Residential Support Worker - Days
Night Residential Support Worker
Registered Manager
Residential Support Worker PCT
Residential Support Worker
Senior Residential Support Worker
Care Assistant Bridges-Weekend Activity Club
Project Worker - Parents Support & Information
Youth Worker Bridges-Weekend Activity Club
Night Residential Support Worker - Bridges-Trackside
Night Residential Support Worker Bridges-Trackside
Registered Manager
Residential Support Worker Bridges-Trackside
Senior Residential Support Worker - Bridges-Trackside
Mental Health Practitioner for LAC
Service Manager
Deputy Manager
Night Waking Care Assistant

CH Children's Residential Services Boundary Gardens
CH Children's Residential Services Boundary Gardens
CH Children's Residential Services Deepdale Road
CH Children's Residential Services Deepdale Road
CH Children's Residential Services Deepdale Road
CH Children's Residential Services Deepdale Road
CH Children's Residential Services Malton Avenue
CH Children's Residential Services Malton Avenue
CH Children's Residential Services Malton Avenue
CH Children's Residential Services Malton Avenue
CH Children's Residential Services Mayor Street
CH Children's Residential Services Mayor Street
CH Children's Residential Services Mayor Street
CH Corporate Parenting
CH Corporate Parenting

CH Directorate
CH Directorate
CH Directorate
CH Directorate

CH Disability Services Family Support Team
CH Disability Services Family Support Team
CH Disability Services Family Support Team
CH Disability Services Family Support Team
CH Disability Services Family Support Team
CH Disability Services Family Support Team
CH Disability Services Fieldwork Team
CH Disability Services Fieldwork Team
CH Disability Services Fieldwork Team

CH EXIT Team
CH EXIT Team
CH EXIT Team
CH EXIT Team

CH Early Interventions & Connexions
CH Early Interventions & Connexions
CH Early Interventions & Connexions
CH Early Interventions & Connexions
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CH Early Interventions & Connexions
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CH Early Interventions & Connexions

CH Early Start - Harvey Children's Centre
CH Early Start - Harvey Children's Centre
CH Early Start - Harvey Children's Centre
CH Early Start - Harvey Children's Centre
CH Early Start - Orchards Children's Centre
CH Early Years - Quality Improvement Team
CH Early Years - Quality Improvement Team
CH Early Years - Quality Improvement Team
CH Early Years - Quality Improvement Team
CH Early Years - Quality Improvement Team
CH Early Years - Quality Improvement Team

Registered Manager
Residential Support Worker
Deputy Manager
General Assistant
Registered Manager
Residential Support Worker
Deputy Manager
General Assistant
Registered Manager
Residential Support Worker
Deputy Manager
Registered Manager
Residential Support Worker
Corporate Childrens Services Officer
Participation Worker (Looked After Children and Young People)
Assistant Director Performance, Planning & Resources
Assistant Director Staying Safe
Director of Children's Services
Teacher
Assistant Family Support Team Manager
Casual Family Support Assistant
Family Support Assistant (Bridges)
Family Support Assistant
Family Support Worker (for Deaf/Hearing Impaired Children)
Family Support Worker
Senior Social Worker
Social Worker
Team Leader
Exit Support Worker
Family Support Worker
Social Worker
Team Manager
Child Employment and Enforcement Officer
District Manager
Head of Service
Key Worker
Key worker (Activity Agreement)
Keyworker
Personal Adviser (LA)
Personal Adviser - Connexions
Personal Adviser Connexions
Personal Adviser
Personal Advisor
Tracking Officer
Trainee Personal Adviser
Early Years Worker
Lead Early Years Worker
Nursery Manager
Senior Early Years Worker
Early Years Worker
Childcare Professional
Communication Champion Coordinator
Early Years and Childcare Adviser
Early Years and Childcare Area Teacher
Early Years and Childcare Consultant
Early Years and Childcare Lead

CH Educational Improvement 11-19 Team	14-19 Development Manager
CH Educational Improvement 11-19 Team	16-19 Planning and Commissioning Manager
CH Educational Improvement 11-19 Team	North Cluster Coordinator
CH Educational Improvement 11-19 Team	Principal Educational Improvement Professional
CH Educational Improvement 11-19 Team	Secondary Educational Development Adviser
CH Educational Improvement 11-19 Team	South Cluster Coordinator
CH Educational Improvement 11-19 Team	Teaching & Learning Consultant - ICT
CH Educational Improvement Primary Team	Primary Adviser
CH Educational Improvement Primary Team	Principal Educational Improvement Professional
CH Educational Improvement Primary Team	School Improvement Professional
CH Educational Psychologists	Educational Psychologist
CH Educational Psychologists	Principal Educational Psychologist
CH Educational Psychologists	Senior Educational Psychologist
CH Emergency Duty Team	Social Worker
CH Enjoy & Achieve	Assistant Director Enjoy & Achieve
CH Enjoy & Achieve	Business & Development Manager
CH Enjoy & Achieve	One to One Tutor
CH Family Support - Contact Team	Casual Escort Officers
CH Family Support - Contact Team	Escort Driver - Casual - Family Support
CH Family Support - Contact Team	Escort Officer Family Support
CH Farnworth Youth Centre	Youth Worker
CH Focus Learning Support Service	Casual Teacher
CH Focus Learning Support Service	Class Teacher
CH Focus Learning Support Service	Head of Service
CH Focus Learning Support Service	SEN Support Teacher
CH Fostering Team	Senior Practitioner
CH Fostering Team	Social Work Trainee (Final Year)
CH Fostering Team	Social Worker
CH Fostering Team	Staying Safe Support Worker
CH Fostering Team	Support Worker
CH Fostering Team	Team Leader
CH Fostering Team	Team Manager - Fostering Team
CH Harveys Young Peoples Centre	Assistant Play Officer
CH Harveys Young Peoples Centre	Playworker Level 1
CH Harveys Young Peoples Centre	Playworker Level 2
CH Harveys Young Peoples Centre	Playworker
CH Harwood Youth Centre	Level 2 Youth Worker
CH Heywood Young Peoples Centre	Part-Time Youth Leader
CH Heywood Young Peoples Centre	Playworker (Level 1)
CH Heywood Young Peoples Centre	Youth Worker
CH Horwich Youth Centre	Level 1 Youth Worker
CH Horwich Youth Centre	Youth Worker
CH Inclusion Effectiveness Team	Class Teacher
CH Inclusion and Statutory Assessment	Inclusion & Statutory Assessment Officer
CH Inclusion and Statutory Assessment	Manager, Inclusion & Statutory Assessment Service
CH Integrated Working Team	Integrated Working Training and Support Officer
CH Integrated Working Team	Integrated WorkingTeam Manager
CH John Holt Youth Centre	Youth Worker
CH Johnson Fold All Weather Pitch	Caretaker
CH LACEST - (Looked After Children Educational Support Team)	Learning Mentor
CH LASE Scheme	LASE Scheme Coordinator
CH Leaving Care	After Care Support Worker
CH Leaving Care	Emotional Health Practitioner
CH Leaving Care	Social Worker
CH Leaving Care	Team Manager
CH Leverhulme Young Peoples Centre	Assistant Play Officer

CH Leverhulme Young Peoples Centre
 CH Leverhulme Young Peoples Centre
 CH Leverhulme Young Peoples Centre
 CH Literacy Trust
 CH Literacy Trust
 CH Literacy Trust
 CH Little Lever Youth Centre
 CH Little Lever Youth Centre
 CH Looked After Children Team - North District
 CH Looked After Children Team - North District
 CH Looked After Children Team - North District
 CH Looked After Children Team - North District
 CH Looked After Children Team - North District
 CH Looked After Children Team - South District
 CH Looked After Children Team - South District
 CH Looked After Children Team - West District
 CH Looked After Children Team - West District
 CH Looked After Children Team - West District
 CH Looked After Children Team - West District
 CH Music Service
 CH Music Service
 CH Music Service - Admin
 CH Music Service - Admin
 CH Music Service - Curriculum Support Teachers
 CH Music Service - Curriculum Support Teachers
 CH Music Service - Curriculum Support Teachers
 CH Music Service - Curriculum Support Teachers
 CH Music Service. Instrumental, Vocal & WOPs
 CH Music Service. Instrumental, Vocal & WOPs
 CH Music Service. Instrumental, Vocal & WOPs
 CH Music Service. Instrumental, Vocal & WOPs
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 CH Music Service. Instrumental, Vocal & WOPs
 CH Outdoor Education
 CH Outdoor Education
 CH Outdoor Education
 CH Outdoor Education
 CH Outdoor Education
 CH Planning, Performance & Resources
 CH Positive Activities
 CH Positive Activities
 CH Positive Activities
 CH Positive Activities
 CH Positive Activities Disability Provision
 CH Positive Activities Disability Provision
 CH Positive Activities Disability Provision
 CH Positive Activities Disability Provision
 CH Positive Activities Transport

Level 1 Youth Worker
 Playworker
 Youth Worker - Second Level
 Caring to Read Co-ordinator - Bolton Literacy Trust
 Project Officer - Bolton Literacy Trust
 Trust Manager
 Level 1 Youth Worker
 Youth Worker
 Casual Social Worker
 Senior Social Worker
 Social Work Assistant
 Social Worker
 Team Manager
 Social Worker
 Team Manager
 Social Work Assistant
 Social Worker (PQ2-6)
 Social Worker
 Team Manager
 Manager - Artists in Schools
 Unqualified Teacher
 Deputy Head of Service
 Head of Music Service
 Assistant Head
 Curriculum Support Manager
 Curriculum Support Teacher
 Curriculum Teacher Support
 Assistant Head
 Curriculum Support Manager
 Curriculum Support Music Teacher
 Instrumental Teacher
 Instrumental/Vocal Manager
 Music Centre Manager
 Supply Teacher - Further Education
 Supply Teacher - Qualified Teacher
 Supply Teacher
 Team Leader World Music and Percussion
 Unqualified Supply Teacher
 Vocal Strategy Manager
 Casual Youth Worker/Adventurous Activity Instructor
 D of E Team Leader
 Duke of Edinburgh and Outdoor Education Development
 Officer
 Level 2 Youth Worker
 Outdoor Education Youth Worker
 Youth Leader
 Youth Worker Level 2 (Adventurous Activity - Seasonal)
 13 - 19 Development Manager
 Head of Service
 Operations Manager Sport & Active Living
 Operations Manager
 Partnership Co-ordinator
 Casual Playworker Level 1
 Casual Playworker
 Playworker
 SEN/Disability Development & Support Officer
 Assistant Play Officer

CH Positive Activities Transport	Driver
CH Positive Activities Transport	Mobile Resources Lead
CH Positive Activities Transport	Playworker - Level 1
CH Positive Activities Transport	Playworker Level 2
CH Positive Activities Transport	Site Manager
CH Pupil Referral Service	Assistant Head Academic Curriculum
CH Pupil Referral Service	Assistant Head Medical
CH Pupil Referral Service	Assistant Head SEN and Inclusion
CH Pupil Referral Service	CAMHS Teacher
CH Pupil Referral Service	Class Teacher
CH Pupil Referral Service	Counsellor
CH Pupil Referral Service	Deputy Head PRU Service
CH Pupil Referral Service	Head of Service
CH Pupil Referral Service	Head of Vocational Study
CH Pupil Referral Service	Learning Mentor (CAMHS)
CH Pupil Referral Service	Learning Mentor – Medical
CH Pupil Referral Service	Learning Mentor – Primary Outreach
CH Pupil Referral Service	Learning Mentor
CH Pupil Referral Service	Learning Support Mentor
CH Pupil Referral Service	Manager Youth Challenge
CH Pupil Referral Service	Senior Learning Mentor
CH Pupil Referral Service	Supply Teacher
CH Pupil Referral Service	Teacher (Youth Challenge)
CH Pupil Referral Service	Teacher – Hospital Ward
CH Pupil Referral Service	Teenage Parent Inclusion and Support Officer
CH Pupil Referral Service	Vocational Skills Mentor
CH Pupil Referral Service Forwards Centre	Class Teacher
CH Pupil Referral Service Forwards Centre	Learning Mentor
CH Pupil Referral Service Forwards Centre	Teacher in Charge Forwards Centre
CH Pupil Referral Service Forwards Centre	Teacher
CH Quality Assurance Team	Project Worker - Integrated Children's System
CH Referral & Assessment Team - North District	Deputy Team Leader
CH Referral & Assessment Team - North District	Senior Social Worker
CH Referral & Assessment Team - North District	Social Care Officer
CH Referral & Assessment Team - North District	Social Worker
CH Referral & Assessment Team - North District	Team Manager
CH Referral & Assessment Team - South District	BME Family Support worker
CH Referral & Assessment Team - South District	Deputy Team Leader
CH Referral & Assessment Team - South District	Duty Social Worker
CH Referral & Assessment Team - South District	Social Worker (PQ2-6)
CH Referral & Assessment Team - South District	Social Worker
CH Referral & Assessment Team - South District	Staying Safe Support Worker
CH Referral & Assessment Team - South District	Team Manager
CH Referral & Assessment Team - West District	Deputy Team Manager
CH Referral & Assessment Team - West District	Social Worker
CH Referral & Assessment Team - West District	Team Manager
CH Safeguarding Team - North District	Deputy Team Leader
CH Safeguarding Team - North District	Social Worker
CH Safeguarding Team - North District	Team Manager
CH Safeguarding Team - South District	Deputy Team Manager
CH Safeguarding Team - South District	Social Worker (PQ 2-6)
CH Safeguarding Team - South District	Social Worker (PQ2-PQ6)
CH Safeguarding Team - South District	Social Worker
CH Safeguarding Team - South District	Staying Safe Support Officer
CH Safeguarding Team - South District	Team Manager
CH Safeguarding Team - West District	Senior Social Worker
CH Safeguarding Team - West District	Social Worker (PQ2-6)

CH Safeguarding Team - West District
CH Safeguarding Team - West District
CH Schools ICT
CH Sec Non-Del Behaviour Support Serv
CH Sec Non-Del Holding Account
CH Sport & Active Living - General
CH Sport & Active Living - General
CH Sport & Active Living - General
CH Sport & Active Living - General
CH Sport & Active Living - General
CH Sport & Active Living - General
CH Sport & Active Living - General
CH Sport & Active Living - External
CH Sport & Active Living - External
CH Sport & Active Living - External
CH Sport & Active Living - External
CH Sport & Active Living - External
CH Sport & Active Living - External
CH Staying Safe Management Team
CH Staying Safe Management Team
CH Staying Safe Management Team
CH Staying Safe Management Team
CH Staying Safe Management Team
CH Substance Misuse
CH Substance Misuse
CH Substance Misuse
CH Substance Misuse
CH Substance Misuse
CH Substance Misuse
CH Substance Misuse
CH Substance Misuse
CH Sunninghill Youth Centre
CH Sunninghill Youth Centre
CH Targeted Youth Support
CH Targeted Youth Support
CH Targeted Youth Support
CH Targeted Youth Support
CH Targeted Youth Support
CH Targeted Youth Support
CH Targeted Youth Support
CH Targeted Youth Support
CH Targeted Youth Support
CH Teenage Pregnancy & Sexual Health
CH The Orchards Young Peoples Centre
CH Waggon Road Young Peoples Centre
CH Waggon Road Young Peoples Centre
CH Waggon Road Young Peoples Centre
CH Waggon Road Young Peoples Centre
CH Waggon Road Young Peoples Centre
CH Wellfield
CH Youth & Play Management Team
CH Youth & Play Management Team
CH Youth & Play Management Team
CH Youth & Play Management Team
CH Youth & Play Management Team
CH Youth & Play Management Team
CH Youth & Play Management Team
CH Youth & Play Management Team

Social Worker
Team Manager
ICT Technician
Class Teacher
Supply Teachers
Community Sports Development Officer
Community Sports Outreach Worker
Communtiy Sports Outreach Worker
Principal Sports Development Officer
Senior Sports Development Officer
Sports Development Officer (Capacity Build)
Sports Development Officer
Boxing Development Officer
Community Sports Outreach Worker
Health & Fitness Development Officer
Primary School Sports Coach
Primary Schools Sports Coach
School Sports Coach
Head of Service - Child Protection & Leaving Care
Head of Service - Children's Resources
North District Manager
South District Manager
West District Manager
Emotional Health Practitioner - Substance Misuse
Service Manager - Project 360
Substance Misuse Worker
Support Worker project 360
Support Worker
Team Leader-Project 360- HA Post
Team Leader
Tier 2 Co-ordinator
Level 2 Youth Worker
Youth Worker
Casual Juvenile Response Worker
Modern Apprentice Sport & Physical Activity Worker
Operations Manager
Tageted Youth Support Worker
Targeted Youth Support Worker (Street Based)
Targeted Youth Support Worker
Team Leader: Street Based
Team Leader: Targeted Youth Support
Sex & Relationship Education Development Officer
Youth Worker
Assistant Play Officer
Level 1 Youth Worker
Playworker Level 1
Playworker
Youth Worker
Youth Worker
Assistant Play Officer (Casual)
Casual Assistant Play Officer
Casual Level 1 Youth Worker
Casual Playworker (for children with additional needs)
Casual Playworker - Level 1
Casual Playworker - Level 2
Casual Playworker Level 1
Casual Playworker Level 2

CH Youth & Play Management Team
 CH Youth & Play Management Team
 CH Youth & Play Management Team
 CH Youth & Play Management Team
 CH Youth & Play Management Team
 CH Youth Offending Team 1
 CH Youth Offending Team 1
 CH Youth Offending Team 1
 CH Youth Offending Team 1
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 CH Youth Offending Team 1
 CH Youth Offending Team 1
 CH Youth Offending Team 1
 CH Youth Offending Team 1
 CH Youth Serv Voluntary Organisations
 CH Youthopia

Casual Youth Worker
 Community Play Development Officer
 Extended Services Development Officer
 Participation Officer
 Positive Activities Development & Capacity Build Lead
 Positive Activities Provision Team Leader
 Community Reparation Supervisor
 Deputy Operational Manager
 Emotional Health & Wellbeing Worker
 Operational Manager
 Referral Order Co-ordinator
 Support Worker
 Victim Liaison Officer
 Youth Offending Team Manager
 Youth Offending Team Officer
 Youth Worker
 Youth Worker

All admin posts based with Family Centres & Pupil Referral Units

Schools

All posts on a school's payroll are designated as requiring Enhanced CRB

Development & Regeneration

DR Accommodation Services
 DR Accommodation Services
 DR Accommodation Services
 DR Arts & Development Unit
 DR Asylum Support Team
 DR Asylum Support Team
 DR Asylum Support Team
 DR Asylum Support Team
 DR Benjamin Court Accommodation
 DR Benjamin Court Accommodation
 DR Benjamin Court Accommodation
 DR Benjamin Court Accommodation
 DR Business Bolton
 DR Community and Private Sector Housing Division
 DR EESS Service
 DR Employment & Skills Unit
 DR Employment & Skills Unit
 DR Employment & Skills Unit
 DR Employment & Skills Unit
 DR Employment & Skills Unit
 DR Find a Home
 DR Gypsy Liaison
 DR Gypsy Liaison
 DR Homeless Welfare Advice
 DR Homeless Welfare Advice
 DR Homeless Welfare Advice
 DR Homeless Welfare Management Support
 DR Housing Advice Services

Accommodation Services Manager
 Casual Accommodation Officer
 Casual Support Officer
 Arts Development Officer
 Advice & Support Officer (Asylum Seekers)
 Asylum Seekers Team Manager
 Enquiry Officer Asylum & Refugees
 Property Officer
 Accommodation Officer
 Accommodation Services Assistant Manager
 Assistant Accommodation Support Officer
 Property Officer
 Project Officer
 Head of Community Housing Services
 Adult Safeguarded Learning Manager
 Information and Support Officer
 Principal Project Officer
 Project Officer Central Bolton
 Project Officer
 Unit Manager Employment & Skills
 Project Officer Customer Engagement
 Gypsy Liaison Assistant Officer
 Gypsy Liaison Officer
 Homeless Welfare Officer
 Housing Options & Advice Services Group Manager
 Senior Homeless Welfare Officer
 Homeless Welfare Management Support Officer
 Housing Adviser

DR Housing Advice Services
DR Housing Advice Services
DR Mediation
DR Quids In/Money Skills Project
DR Quids In/Money Skills Project
DR Quids In/Money Skills Project
DR Quids In/Money Skills Project
DR Strategic Housing Services - 1
DR Sub Regional Choice Lettings

Housing Advisor
Senior Housing Advisor
Mediation Officer (Career Grade)
Money Skills Development Worker
Money Skills and Home Ownership Manager
Senior Money Skills Development Worker
Service Support Officer
Unit Manager Strategic Housing
Choice Based Lettings - Team Leader

Environmental Services

[illegible]

Apprentice School Meals Caterer
Assistant Manager (Secondary)
Casual General Assistant
Casual Mobile General Assistant
Catering Officer (Primary Sector)
Cook
Demonstration and Training Chef
General Assistant Mobile Secondary
General Assistant, Albert Street/Pathway Centre
General Assistant, Leverhulme CPS
General Assistant, Lower Orchards
General Assistant, St Bartholomew's CEP School
General Assistant
Head of Service
Mobile General Assistant
Mobile Support
Unit Manager, Birtenshaw Hall Primary School
Unit Manager, Cherry Tree Foundation
Unit Manager, Leverhulme CPS
Unit Manager, St Bartholomew's CEP School
Unit Manager
Area Supervisor
Caretaker, The Forward Centre
Caretaker
Casual Cleaner
Casual Mobile Cleaner
Cleaner, Birtenshaw School
Cleaner, Heaton and Lostock Children's Centre
Cleaner, Hulton Children's Centre
Cleaner, Leverhulme CP
Cleaner, Little Lever Youth and Childrens Centre
Cleaner, Lord Street and Grosvenor Childrens Centre
Cleaner, New Bury Family Support Centre
Cleaner, Orchard Family Centre
Cleaner, St Batholomew's
Cleaner, Starting Point
Cleaner, Sure Start Great Lever
Cleaner, Sure Start Halliwell
Cleaner, Sure Start Rumworth
Cleaner, Sure Start Tonge Moor
Cleaner, Sure Start Washacre
Cleaner, The Forward Centre
Cleaner, The Orchards Lower
Cleaner, The Orchards

EN Cleaning Services	Cleaner, Waggon Road Play Centre
EN Cleaning Services	Cleaner, Westhoughton Childrens Centre
EN Cleaning Services	Lead Cleaner
EN Cleaning Services	Mobile Cleaner
EN Heaton Fold (Retail)	Care, Training and Development Co-Ordinator
EN Heaton Fold (Retail)	Day Service Officer
EN Regulatory Services Licensing	Licensing Administrator
EN Regulatory Services Licensing	Principal Officer
EN Road Safety	Road Safety Officer
EN Road Safety	School Crossing Patrol Supervisor
EN Road Safety	School Crossing Patroller
EN Security	Security Officer
EN Security Building Support	Building Support Officer
EN Security Building Support	Building Support Supervisor
EN Security Management and Admin	Security Operations Manager
EN Security Management and Admin	Security Services Manager
EN Security and Response	Assistant Shift Supervisor
EN Security and Response	Security and Response Officer
EN Security and Response	Shift Supervisor
EN Social Needs Transport	Assistant Manager
EN Social Needs Transport	Casual Driver Attendant
EN Social Needs Transport	Casual Passenger Assistant
EN Social Needs Transport	Casual Weekend Driver Attendant
EN Social Needs Transport	Driver Attendant
EN Social Needs Transport	Passenger Assistant
EN Social Needs Transport	Senior Driver
EN Social Needs Transport	Shift Supervisor
EN Social Needs Transport	Team Leader Social Needs Transport
EN Social Needs Transport	Weekend Driver Attendant