



JOB SHOP VACANCY BULLETIN

If you are having any difficulties accessing this document or applying for any of the vacancies, please get in touch with your job broker for assistance.

[Click Here To View Current Vacancies](#)

Last Updated: 18th September 2023

Promoting Equal Opportunities and Celebrating Diversity

For more information about this borough please log onto our website at www.barking-dagenham.gov.uk



CONTENTS

[General Information/Guidance: How to apply](#)

[Apprenticeships](#)

[Administrative](#)

[Catering](#)

[Childcare](#)

[Construction](#)

[Education / Teaching](#)

[Finance](#)

[Health and Social Care](#)

[Hospitality](#)

[Public Services](#)

[Retail / Sales](#)

[Security](#)

[Other](#)

[LBBD Council Jobs](#)

[LBBD Job Shop Registration Days](#)

[School Vacancy Bulletin](#)

Information / Guidance

APPLYING FOR OUR VACANCIES

Please note, in order to apply for any of these opportunities, you must be registered with one of our Job Shops!

For information about how to register with our Job Shops please email us via barkingjobshop@lbbd.gov.uk

SENDING US YOUR APPLICATION

To apply for our vacancies, email your application over to vacancies@lbbd.gov.uk and include the following information;

Please note, if you are applying for any of our construction opportunities see below for guidance on how to apply to those.

- Your name and contact details
- The reference number and title of the job you are applying for
- An up to date CV file (PDF or Microsoft word .doc formats)
- A short paragraph explaining why you wish to apply for the role

If you would like any additional support when submitting your application, please get in touch with your job broker/ advisor.

USEFUL LINKS

[Find an apprenticeship - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

[Career skills and training - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

[The Skills Toolkit | National Careers Service](#)

[National Minimum Wage and National Living Wage rates - GOV.UK \(www.gov.uk\)](#)

[Citizens Advice](#)

[Jobs - Green Space Skills Hub](#)

APPLYING FOR OUR CONSTRUCTION VACANCIES

Please note, in order to apply for any of these opportunities, you must be a resident within Barking and Dagenham and you must already be registered with one of our Job Shops!

For information about how to register with our Job Shops please email us via barkingjobshop@lbbd.gov.uk



SENDING US YOUR CONSTRUCTION APPLICATION

To apply to any of our construction vacancies, email your application over to construction@lbbd.gov.uk and include the following information;

- Your name and contact details
- Your postcode
- The reference number and title of the job you are applying for
- Do you hold a VALID CSCS card? Yes, or No?
- An up to date CV file (PDF or Microsoft word .doc format)
- A short paragraph explaining why you wish to apply for the role

If you would like any additional support when submitting your application, please get in touch with your job broker/ advisor.

USEFUL LINKS

[Kickstart your Construction Career | Talentview Construction](#)

[Find an apprenticeship - GOV.UK \(www.gov.uk\)](#)

[JTL Training | Apprenticeship and Work Based Learning Provider](#)

JIB RATES - [Joint Industry Board - Unique benefits electrical contractors operatives \(jib.org.uk\)](#)

[Jobs - Green Space Skills Hub](#)

[Back To Contents Page](#)

[General Information/Guidance : How to apply](#)

[Free Course, Events & More](#)

Apprenticeships

NEW!! [Early Years Educator Apprenticeship H97](#)
NEW!! [Early Years Educator Apprenticeship H98](#)
NEW!! [Teaching Assistant Apprenticeship H99](#)
NEW!! [Teaching Assistant Apprenticeship H100](#)
NEW!! [Business Administrator Apprenticeship H101](#)
NEW!! [Business Administrator Apprenticeship H102](#)
NEW!! [Sports Coach Apprenticeship H103](#)
NEW!! [Teaching Assistant Apprenticeship H104](#)
[Electrician Apprenticeship H94](#)
[Administration Apprenticeship H91](#)
[Nursery Apprenticeship H28](#)
[Business Administration Apprenticeship H71](#)
[Planned Maintenance Apprenticeship \(Construction\) H80](#)

[Barking and Dagenham College Apprenticeships](#)

Administrative

NEW!! [Coordinator H105](#)
NEW!! [Business Support Project Assistant H106](#)
[Project Manager \(ILA\) H87](#)
[Call Handler H90](#)

Catering

Currently 0 available. Please check back later.

Childcare

NEW!! [Nursery Manager \(Mat cover\) H113](#)
[Early Years Trainee Educator H92](#)
[Early Years LVL 3 Educator H93](#)
[Nursery Manager \(NVQ LVL 4/ Degree Required\) G295](#)
[Nursery Manager G305](#)
[Nursery Room Leader G306](#)
[Nursery Room Leader H27](#)
[Deputy Nursery Manager H7](#)
[Nursery Assistant H8](#)
[Preschool Assistant H41](#)

Construction

NEW!! [Waste Management Operative H115](#)
NEW!! [Scaffold Wagon Driver H107](#)
NEW!! [Scaffolding COTS Labourers H108](#)
NEW!! [Part 1 Scaffolder H109](#)
NEW!! [Part 2 Scaffolder H110](#)
NEW!! [Advanced Scaffolder H111](#)
NEW!! [Labourer H95](#)
[Hod Carrier/ Bricklayers Labourer H79](#)
[Kinovo Multiple Vacancies H78](#)

Education / Teaching

[Secondary English Teacher H9](#)

[Primary Teacher H10](#)
[Education Support Worker \(Subject Special & Pastoral\) H12](#)
[Special Education Needs Co Ordinator SENCO H11](#)
[Midday Assistant H54](#)
[SEN Teaching Assistant H51](#)
[Music Teacher \(Guitar\) H77](#)

Finance

[Business Development Manager/BID Writing H22](#)

Health and Social Care

[Home Support Worker H83](#)
[Cleaner H86](#)
[Deputy Service Manager H76](#)
[Part Time Cleaner H70](#)
[Community Development Worker H24](#)
[Family Support Worker \(0-5\) H23](#)
[Support Worker H31](#)
[Care Coordinator H33](#)
[Care Assistant H53](#)
[Care Technology Installer H61](#)
[Care Technology Advisor H62](#)

[CPV Multiple Vacancies](#)

Public Services

[Advice and Information Worker H84](#)

Retail / Sales

[Shop & Administration Assistant H85](#)
[Lettings Agent H72](#)

Security/ Law Enforcement

NEW!! [Service and Installation Intruder and CCTV Engineer H112](#)

Other

[Sports coach H4](#)
[Volunteer Gardener H49](#)
[ADECCO Jobs Self-Referral](#)
[ILA Volunteering H82](#)

[**LBBD Council Vacancies**](#)

[**LBBD Job Shop Registration Days**](#)

**** END OF CONTENTS*****



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Free Courses, Events & More

At Barking and Dagenham Job Shop we partner with organisations to help bring you free courses, events and so much more!

COURSES

New additions added regularly! Keep an eye out for new opportunities.

- **Non Linear Creative Boot Camp Course (Ages 18 to 24)**

Check out our poster on the next pages for more information.

- **Get your CSCS Card with us at our BRIC training centre**

Local Barking and Dagenham residents are being offered the chance to train and get industry accredited qualifications in the construction industry.

The course includes a Level 1 in Health and Safety in a Construction Environment; CSCS test and preparation ultimately leading to the award of a CSCS card. In addition, the service can also assist participants to acquire other construction industry related cards.

- **Register with The Adult College to view courses below**

[Adult College – Lifelong learning and community engagement \(lbbd.gov.uk\)](http://lbbd.gov.uk)

EVENTS / OPPORTUNITIES

We regularly host free to attend Job Fairs in the heart of Barking & Dagenham! Come and visit us and any of our employers for a chat about the many opportunities that are available. From job vacancies in a range of different industries to apprenticeships and upcoming community workshops!

NEW!! JobShop Job Fair 04th October 2023

10:30am to 1pm @ Dagenham Library, Church Elm Lane, Dagenham, RM10 9QS

VOLUNTEERING

Barking and Dagenham council offer volunteering opportunities. If you may have had a career break or would like to do some work experience first - please see below for our volunteering opportunities.

[MyImpactPage - Applications - Current Volunteer Opportunities \(betterimpact.com\)](http://betterimpact.com)

JOB SHOP WEBSITE

[Help finding work \(Job Shop\) | London Borough of Barking and Dagenham \(lbbd.gov.uk\)](http://lbbd.gov.uk)

[Back To Contents Page](#)



GET YOUR CSCS CARD WITH US!

BRIC - BARKING RIVERSIDE INNOVATION IN CONSTRUCTION CENTRE

We offer CSCS courses at our BRIC training centre located at Barking Riverside construction site, BRL Infrastructure office, Choats Road, Gate A.

On successful completion of the course, you will gain green labourer CSCS card allowing you to work safely in the construction industry:

- Level 1 Award in Health and Safety in a Construction Environment
- CSCS test and preparation
- CSCS card

Our team will also assist you in gaining other industry related construction cards.

Please enquire by the details below for more information:



bric@lbbd.gov.uk



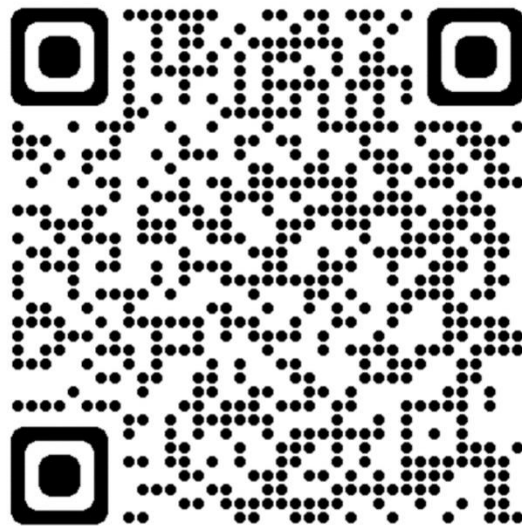
020 8227 2777; 0797 7017 133



HELP US IMPROVE COST-OF-LIVING SUPPORT IN BARKING AND DAGENHAM



TAKE A 3-MINUTE SURVEY
FOR A CHANCE TO WIN £500!



SCAN THE QR CODE ABOVE OR VISIT
[WWW.ONEBOROUGHVOICE.LBBD.GOV.UK/
COST-OF-LIVING-SURVEY](http://WWW.ONEBOROUGHVOICE.LBBD.GOV.UK/COST-OF-LIVING-SURVEY)



**Barking &
Dagenham**

**CREATIVITY
WORKS**

NON LINEAR

**A FREE, FULL-TIME, 13-WEEK CREATIVE
MULTIDISCIPLINARY BOOTCAMP FOR
EAST LONDONERS AGED 18-24**

NON LINEAR is a new creative course featuring 13-weeks of masterclasses, workshops, and studio visits designed to boost your skills and turbocharge you into the creative industries.

If you're interested in Content Creation, Film & TV Production, Podcasting, Music, Art & Design, check out this intensive bootcamp where you will create your own short film, get skilled in Premiere Pro and the rudiments of VFX, plus gain all-round storytelling skills for different digital platforms.

GUEST SPEAKERS:

- **Almass Badat – Creative Storyteller**
- **Thomas Heatherwick – Designer**
- **Koby Adom – Director**
- **Campbell Addy – Artist/ Photographer**
- **Vanessa Maria – DJ**
- **Marina Mansour – Content Creator**
- **Grayson Perry – Artist**

**SCAN BELOW TO
FIND OUT MORE**



NON LINEAR



WHO CAN APPLY?

- Aged 18 – 24
- Living in the East London boroughs of Barking and Dagenham, Hackney, Havering, Newham, Redbridge, Tower Hamlets, or Waltham Forest
- Priority is given to those with a lived connection to Barking & Dagenham i.e. living/ studying/ went to school in

COURSE DATES & LOCATION

- 18 September – 15 December 2023
- 5 days a week, Monday – Friday
- In-person sessions located at Barking & Dagenham College, London Screen Academy, Pearl UCL, and various site visits

COURSE CURRICULUM PARTNERS

- Factory
- Framestore
- Frieze London
- Games London
- London Screen Academy
- Pearl UCL
- Roald Dahl Story Company
- Universal Music
- Universal Films
- Uncomon Creative Studios
- Untold studios
- + more



APPLY BY SUN 20 AUG

SUPPORTED BY



Plinth



Barking and Dagenham College Apprenticeships

MULTIPLE APPRENTICESHIPS AVAILABLE

Please note; You will need to register directly with Barking and Dagenham College to enrol onto these apprenticeships. Contact the Barking and Dagenham College team on 020 3667 0333.

[Apprenticeship vacancies — Barking & Dagenham College \(barkingdagenhamcollege.ac.uk\)](https://barkingdagenhamcollege.ac.uk)

Vacancy title	Employer	Vacancy reference number	Closing date
Business Administrator Apprentice	MERCHANTING LIMITED	VAC1000186875	25 Aug 2023
Pharmacy Assistant Apprenticeship	MAYLANDS ENTERPRISES LIMITED	VAC1000188044	28 Aug 2023
Apprentice Teaching Assistant	The London Borough of Barking and Dagenham	VAC1000186724	31 Aug 2023
Pharmacy Technician Dispensing Apprenticeship	GUARDIAN PHARMACY LIMITED	VAC1000183879	31 Aug 2023
Apprentice Pharmacy Assistant	AMBAREEN LTD	VAC1000183876	31 Aug 2023
Early Years Educator Apprentice	LITTLE CHERUB KINDERGARTEN LIMITED	VAC1000183873	31 Aug 2023
Early Years Practitioner Apprentice	LITTLE CHERUB KINDERGARTEN LIMITED	VAC1000183868	31 Aug 2023
Apprentice Teaching Assistant	The London Borough of Barking and Dagenham	VAC1000183864	31 Aug 2023
Learning and Teaching Assistant Apprenticeship	UNITED LEARNING TRUST	VAC1000192429	02 Sep 2023
Painter & Decorator Apprentice	MARRIOTT HOTELS LIMITED	VAC1000190586	06 Sep 2023
Production Chef - Level 2 Apprenticeship	LAURA'S LARDER LTD	VAC1000189361	07 Sep 2023
Apprentice Chef (Fine Dining)	INDULGE DINING LIMITED	VAC1000190500	11 Sep 2023

Early Years Educator Apprenticeship

VACANCY REFERENCE NO: H97

Application Closing: Ongoing

Location:	Little Learners, RM12 5ES
Salary:	£5.28 per hour
Hours:	40 hours per week
Contract:	Full Time Apprenticeship
Start Date:	To be discussed

Required

**Applicants must have passed Maths and English/ Functional Skills Level 2 Equivalent
Right to work in the UK**

[Back To Contents Page](#)

Early Years Educator Apprenticeship

VACANCY REFERENCE NO: H98

Application Closing: Ongoing

Location:	Playaway Nursery, RM9 5QS
Salary:	£5.28 per hour
Hours:	37.5 hours per week
Contract:	Full Time Apprenticeship
Start Date:	To be discussed

Required

**Applicants must have passed Maths and English/ Functional Skills Level 2 Equivalent
Right to work in the UK**

[Back To Contents Page](#)

Teaching Assistant Apprenticeship

VACANCY REFERENCE NO: H99

Application Closing: Ongoing

Location:	Joseph Clarke School, E4 9PP
Salary:	£11,800 annually
Hours:	34 hours per week
Contract:	Full Time Apprenticeship
Start Date:	To be discussed

Required

**Applicants must have passed Maths and English/ Functional Skills Level 2 Equivalent
Right to work in the UK**

[Back To Contents Page](#)

Teaching Assistant Apprenticeship

VACANCY REFERENCE NO: H100

Application Closing: Ongoing

Location:	Whitefield Academy Trust, E17 4AZ
Salary:	£11,801 annually
Hours:	34 hours per week
Contract:	Full Time Apprenticeship
Start Date:	To be discussed

Required

**Applicants must have passed Maths and English/ Functional Skills Level 2 Equivalent
Right to work in the UK**

[Back To Contents Page](#)

Business Administration Apprenticeship

VACANCY REFERENCE NO: H101

Application Closing: Ongoing

Location:	Riverside School, IG11 0FU
Salary:	£5.28 per hour
Hours:	35 hours per week
Contract:	Full Time Apprenticeship
Start Date:	To be discussed

Required

**Applicants must have passed Maths and English/ Functional Skills Level 2 Equivalent
Right to work in the UK**

[Back To Contents Page](#)

Business Administration Apprenticeship

VACANCY REFERENCE NO: H102

Application Closing: Ongoing

Location:	UK ICLINIC LTD, E7 0DJ
Salary:	£6.00 per hour
Hours:	35 hours per week
Contract:	Full Time Apprenticeship
Start Date:	To be discussed

Required

**Applicants must have passed Maths and English/ Functional Skills Level 2 Equivalent
Right to work in the UK**

[Back To Contents Page](#)

Sports Coach Apprenticeship

VACANCY REFERENCE NO: H103

Application Closing: Ongoing

Location:	East Anglia Coaching, CM2 9BP
Salary:	£5.28 per hour
Hours:	30 hours per week
Contract:	Full Time Apprenticeship
Start Date:	To be discussed

Required

**Applicants must have passed Maths and English/ Functional Skills Level 2 Equivalent
Right to work in the UK**

[Back To Contents Page](#)

Teaching Assistant Apprenticeship

VACANCY REFERENCE NO: H104

Application Closing: Ongoing

Location:	The Leys, RM10 9RY
Salary:	£6.00 per hour
Hours:	30 hours per week
Contract:	Full Time Apprenticeship
Start Date:	To be discussed

Required

**Applicants must have passed Maths and English/ Functional Skills Level 2 Equivalent
Right to work in the UK**

[Back To Contents Page](#)

Electrician Apprenticeship

VACANCY REFERENCE NO: H94

Application Closing: Ongoing

Location:	Barking and Dagenham (Some potentially out of borough residencies)
Salary:	National Apprenticeship Wage
Hours:	To be discussed
Contract:	To be discussed
Start Date:	To be discussed

As an apprentice, you will be paired with a fully qualified electrical engineer to carry out testing and inspection duties to residential properties across Barking and Dagenham (occasionally outside the borough).

Wiggett Group engineers will be carrying out the domestic testing programme to issue electrical safety certificates, as an apprentice you will carry out the following duties ☐

- Adhering to all H&S procedures and completing any mandatory training as necessary
- Shadowing engineer, assisting with moving/collecting/prepping materials and equipment as needed
- Fixing faults and replacing parts under supervision
- Taking down readings and recording where necessary
- Liaising with customers in their homes to explain what works are being carried out
- Inspecting and maintaining work tools
- Reading drawings, plans and daily workload sheets to prepare activities

CSCS or ECS required

Some electrical knowledge or experience desirable

[Back To Contents Page](#)



Administration Apprenticeship

VACANCY REFERENCE NO: H91

Application Closing: October 31st

Location:	Clapgates Farm, Brentwood CM13 3DS
Salary:	National Apprenticeship Wage
Hours:	Monday to Friday 8am to 5pm
Contract:	Full Time
Start Date:	To be discussed

Key Accountabilities

- Receive inbound calls from social housing clients seeking to book appointments for various housing-related services.
- Provide professional and empathetic customer service while actively listening to client inquiries and concerns.
- Use a computerised system to accurately record and update client information, appointment details, and relevant notes.
- Assist clients in rescheduling or canceling appointments as necessary, maintaining flexibility while accommodating client preferences and availability.
- Adhere to confidentiality and data protection policies to safeguard client information.
- Meet individual and team performance targets related to call handling metrics, such as call volume, average handling time, and customer satisfaction.
- Attend training sessions and participate in ongoing professional development activities to enhance job knowledge and skills.

The successful candidate will be/have:

- Strong communication skills, both verbal and written, with the ability to effectively convey information to clients and colleagues.
- Active listening skills to understand client needs and provide appropriate solutions.
- Excellent organisational skills and attention to detail to accurately record and manage client information.
- Empathy and patience to address client concerns and provide support in a compassionate manner.
- Ability to navigate computer systems and proficiency in using call center software, databases, and standard office applications, including Microsoft Office packages, beneficial
- Ability to multitask and work in a fast-paced environment, while maintaining a high level of accuracy and professionalism.
- Problem-solving skills to handle challenging situations and find appropriate resolutions.

[Back To Contents Page](#)

Nursery Apprenticeship (Ambleside)

VACANCY REFERENCE NO: H28

Application Closing: Ongoing

Location:	Little Learners Nursery and Pre School St Nicholas and Ambleside
Salary:	£11, 024 - £15,600
Hours:	40 hours per week Shift Work 7:30am – 6pm
Contract:	Full Time
Start Date:	Immediate / ASAP

Role:

To be trained to achieve the position of a Nursery Practitioner and to assist the Room Leader in all areas of daily tasks. To contribute to a high quality caring environment for children.

This includes creating a warm, friendly, and stimulating atmosphere in which the children can develop emotionally, socially, and educationally through individual attention and group activities.

To apply please follow the link below:

[Vacancy: Nursery Apprentice - Ambleside - LifeLine Projects](#)

[Back To Contents Page](#)



Business Administrator Apprenticeship

VACANCY REFERENCE NO: H71

Application Closing: Ongoing

Location: IG11 8RT
Salary: Discussed at interview
Hours: 40 hours per week (Monday to Friday, 9am – 5pm)
Contract: Fixed Term 18 months
Start Date: Immediate / ASAP

Submit a CV and a short supporting statement (max 2 sides A4) outlining why you'd like to complete an apprenticeship and how you fulfil the person specification for this post.'

The company originally traded as a building contractor, later moving into residential property sales leading the way to the successful Leasing business currently supplying homes to many London Boroughs.

The properties supplied to the local authorities are managed from a maintenance perspective along with managing and assisting the tenants within those properties.

Trading primarily in the East London and South Essex area, the headquarters are now based in Barking, and continues to grow its sphere of operations in most of Greater London and the Homes Counties
Purpose of the job.

Purpose of the job

The Business Administrator Apprentice will primarily support the Leasing Team and have an active role in all areas with the support and guidance of senior employee's

The Business Administrator will contribute to an already successful and experienced Team in providing a professional customer based service to all stakeholders

Key relationships

The Business Administration Apprentice will be line managed by Nina Anderson (Director) and will work closely with Sheree Saunders (Senior Leasing Administrator) and Glen Anderson (Director)

The role will interact with internal and external customers.

Key duties and responsibilities

This is an administrator role with responsibility for providing administrative support for the property management department. You will work alongside senior team members and company Directors;

1. To undertake a development programme as part of an apprenticeship training programme. The training provider will support you throughout your learning journey, supporting you to learn and develop all the necessary skills, knowledge, and behaviours to achieve the programme. The programme includes Blended Learning sessions hosted by experienced business professionals, coaching – you will be allocated your own Learning & Development Coach who will support you throughout the programme. There will also be online learning resources with modules to complete and encouragement to carry out independent learning, giving you responsibility for your own personal development. Once the learning is complete, you will be set a work based project which will enable you to apply the learning into the workplace and add value to the business.
2. Updating records within bespoke software which you will receive training on.

3. Produce correspondence (reports/email/letter) and assist with (re)producing documents as required
4. Provide general administrative duties and support including managing files, distributing and managing post
5. Provide Customer service-based duties
6. Communicate with tenants regarding property-related matters and respond to their inquiries in a timely manner
7. Coordinate maintenance and repair requests with landlords and contractors
8. The Business Administrator is expected to deliver their responsibilities efficiently and with integrity – showing a positive attitude. The role involves demonstrating strong communication skills (both written and verbal) and adopting a proactive approach to developing skills.
9. The Business Administrator is also expected to show initiative, an ability to organise and plan work in a flexible manner to ensure tasks are prioritised and completed within agreed timescales
10. You will be required to comply with Barry Stewart's Equality and Diversity policies, for which training is given and ensure Barry Stewart's policies and procedures are followed

Business Administration Apprenticeship

You also be required to complete a Level 3 Business Administration Apprenticeship throughout the duration of your employment.

The apprenticeship programme will be delivered face-to-face by the Adult College of Barking and Dagenham. The duration of the programme is 15 – 18 months and will consist of a Blended Learning approach (face-to-face and online delivery and support), learning of new Knowledge, Skills and Behaviours which can be entrenched into your day-to-day work activities, sessions run by business specialist, access to learning resources, personal coaching/mentoring, and a personal project.

N.B. This job description is not all encompassing. Over time the emphasis of the job may change without changing the general character of the job. Your duties may be reviewed from time to time and revised and updated in consultation with you to reflect appropriate changes.

Mandatory training

If successful, you will be required to complete mandatory compliance training including but not limited to:

- Equality, Diversity, and Inclusion
- Bullying & Harassment for employees
- Mental Health Awareness
- Health & Safety essentials
- Fire Awareness
- DSE Assessment
- GDPR UK Awareness
- Safeguarding Awareness

Person Specification: Business Administration Apprentice

Skills and Experience

How will this be assessed?

Highly organised with the ability to manage multiple tasks and prioritise workloads.	A, I
Attention to detail and accuracy	A, I
Excellent communication skills-speaking, listening, and writing	A, I

Good working knowledge of IT proficiency especially Microsoft products	A, I
Ability to use initiative to seek improved ways of working	A, I
Work proactivity and with good judgement	A, I
Good Analytical skills	A, I
Build and maintain positive relationships within the team and across Barry Stewart & Sons Ltd	A, I

Personal Qualities

Positive and proactive work attitude	A, I
Keen to learn and develop	A, I
Confident and friendly manner	A, I
Enthusiastic team player	A, I
Creative	A, I
Patience	A, I

Qualifications

A*- C or 4 - 9 GCSE grade in English and Mathematics.

If you do not have this, you'll be required to complete a Functional Skills level 2 in maths and English before you can go forward for End Point Assessment.

A

Information on assessment methods

Code

Assessment method This means...

(A) Application	You need to provide examples and evidence as to how you meet this criteria in your application
(I) Interview	You will be asked competency based questions around this criteria at interview
(T) Test	This could be an ability test or group exercise assessing you against the criteria
(P) Presentation	You will be asked to prepare or give a presentation to demonstrate against this criteria

Selection criteria

The candidates who appear from their application to best meet the person specification criteria will be invited to interview. It is therefore essential that your application gives a full but concise description of the nature, extent, and level of the responsibilities you have held. The shortlisting criteria are detailed under the personal specification. Please ensure that you address each of the areas that are to be assessed in your application. **Applications by CV only will not be accepted.**

We are an inclusive employer and offer equal opportunities to all regardless of an individual's age, disability, gender identity, marriage or civil partnership status, pregnancy or maternity, race, religion or belief, sex, and sexual orientation.

Any offer of employment will be made subject to valid right to work in the UK being provided.

[Back To Contents Page](#)

Planned Maintenance Apprenticeship (Construction)

VACANCY REFERENCE NO: H80

Application Closing: Ongoing

Location:	Discussed at interview
Salary:	Discussed at interview
Hours:	Discussed at interview
Contract:	Discussed at interview
Start Date:	Discussed at interview

We are committed to the training and development of all their trainees to produce a skilled workforce needed for the years ahead. Provided you are dedicated and prepared to work hard, you will get the help and support needed to gain your NVQ qualification.

Job Description:

Assist in the day-to-day operations of the planned maintenance works on all projects, undergoing routine maintenance within energy centres and plantrooms.

Working alongside the engineers carrying out inspections of installed MEP services with development laterals and risers.

Carrying out routine checks to emergency lighting systems recording the results, and attendance with specialist for fire alarm and security systems.

Attend emergency callouts with the engineers and assist where necessary to ensure minimal disruption and downtime.

Carry out remedial works to heating and hot water systems, replacing various types of pipework services, from copper, steel, and plastic.

Study building plans and inspect structures to assess material and equipment needs, to establish the sequence of pipe installations, and to plan installation around obstructions such as electrical wiring.

Ability to use equipment such as angle grinders and SDS drills along with specialist test equipment following training.

The Individual Criteria:

You need to be committed, dedicated, and prepared to work hard both at college and on site. You must be able to take constructive criticism and learn from it.

You must have the right aptitude to achieve your NVQ qualification along with the commitment to revise in preparation for your exams.

You must be a good communicator and able keep the office updated on progress.

You will need to have a full clean driving license and undertake a DBS check.

[Back To Contents Page](#)

Call Handler

VACANCY REFERENCE NO: H90

Application Closing: Ongoing

Location: Clapgates Farm, Brentwood CM13 3DS
Salary: £24,000 annually
Hours: Monday to Friday 8am to 5pm
Contract: Full Time
Start Date: To be discussed

Key Accountabilities

- Receive inbound calls from social housing clients seeking to book appointments for various housing-related services.
- Provide professional and empathetic customer service while actively listening to client inquiries and concerns.
- Use a computerised system to accurately record and update client information, appointment details, and relevant notes.
- Verify client eligibility for social housing services based on established criteria and guidelines.
- Assess client needs and determine the appropriate appointment type and availability.
- Schedule appointments in accordance with established protocols, ensuring optimal use of resources and minimising wait times.
- Provide accurate information to clients regarding appointment dates, times, locations, and any required documentation or preparation.
- Assist clients in rescheduling or canceling appointments as necessary, maintaining flexibility while accommodating client preferences and availability.
- Collaborate with internal departments and external stakeholders to facilitate the smooth coordination and execution of appointments.
- Follow-up with clients to confirm appointments, address any additional questions or concerns, and ensure a positive customer experience.
- Adhere to confidentiality and data protection policies to safeguard client information.
- Meet individual and team performance targets related to call handling metrics, such as call volume, average handling time, and customer satisfaction.
- Stay updated on social housing policies, procedures, and relevant regulations to provide accurate information to clients.
- Attend training sessions and participate in ongoing professional development activities to enhance job knowledge and skills.

The successful candidate will be/have:

- Previous experience in a call center or customer service role is highly desirable, particularly in handling appointments or bookings.
- Strong communication skills, both verbal and written, with the ability to effectively convey information to clients and colleagues.
- Active listening skills to understand client needs and provide appropriate solutions.
- Excellent organisational skills and attention to detail to accurately record and manage client information.
- Empathy and patience to address client concerns and provide support in a compassionate manner.

- Ability to navigate computer systems and proficiency in using call center software, databases, and standard office applications, including Microsoft Office packages
- Ability to multitask and work in a fast-paced environment, while maintaining a high level of accuracy and professionalism.
- Problem-solving skills to handle challenging situations and find appropriate resolutions.
- Competitive basic salary

Note: This job description is intended to outline the general nature and level of work being performed by employees in this role. It is not intended to be an exhaustive list of all responsibilities, duties, and skills required. Other duties may be assigned as needed to meet the organization's goals and objectives.

Early Years Trainee Educator LVL 3

VACANCY REFERENCE NO: H92

Application Closing: Ongoing

Location: Dagenham
Salary: £18,000 to £22,000 per annum
Hours: 43.75 Hours per week
Contract: Full Time
Start Date: Immediate / ASAP

What we offer:

- £18-£22k annual salary
- 28 days holiday a year (including bank holidays)
- Full uniform supplied
- Continuous personal training and development
- Up to 10 days full sick pay
- Amazing team parties and celebrations
- Daily wellbeing breaks
- Strong opportunities for in house promotion

Responsibilities

- Be responsible for the delivery of our curriculum, vision, and ethos
- Build and maintain excellent relationships with staff and parents
- Promote child welfare and ensure safeguarding procedures
- Deliver outstanding child development reports

What you will need to bring with you:

- Passion for teaching and learning
- Willingness to undertake a Childcare Qualification
- Positive outlook
- Nurturing and caring character
- Above and beyond approach

[Back To Contents Page](#)

Early Years Educator LVL 3

VACANCY REFERENCE NO: H93

Application Closing: Ongoing

Location:	Dagenham
Salary:	£26,000 - £30,000 per annum
Hours:	43.75 Hours per week
Contract:	Full Time
Start Date:	Immediate / ASAP

Responsibilities:

- Provide high-quality care and education to children in the nursery, ensuring their safety, well-being, and development.
- Plan and implement engaging and age-appropriate activities that promote children's physical, social, emotional, and cognitive development.
- Create a warm, inclusive, and stimulating environment that encourages exploration, curiosity, and creativity.
- Foster positive relationships with children, parents, and colleagues, maintaining effective communication and partnership.
- Observe and assess children's progress, documenting their achievements and individual needs.
- Collaborate with the team to create individualized learning plans and provide tailored support for children with diverse abilities and backgrounds.
- Ensure adherence to health and safety regulations and implement appropriate procedures for safeguarding children.
- Engage in continuous professional development to enhance knowledge and stay up-to-date with best practices in early childhood education.

Requirements:

- Level 3 qualification in Early Childhood Education or equivalent.
- Proven experience working as a Nursery Practitioner in an early years setting.
- Sound knowledge of child development principles and early years curriculum frameworks.
- Passion for working with young children and a genuine interest in supporting their learning and development.
- Excellent communication and interpersonal skills, with the ability to build rapport with children, parents, and colleagues.
- Strong organizational and time management abilities to effectively plan and implement activities.
- Ability to work collaboratively as part of a team and contribute to a positive and inclusive work environment.
- Valid first aid certification and knowledge of health and safety regulations in relation to childcare.

Benefits:

- £26-£28k annual salary
- Performance related bonus of up to £4,000 per year



- 33 days holiday a year (including bank holidays)
- Day off for your birthday
- Full uniform supplied.
- Continuous personal training and development
- Up to 10 days full sick pay
- Amazing team parties and celebrations
- Daily wellbeing breaks
- Strong opportunities for in house promotion

We appreciate all applications; however, only candidates selected for an interview will be contacted.

We are committed to promoting diversity and inclusivity within our organization. We encourage applications from individuals of all backgrounds and abilities.

[Back To Contents Page](#)



Co Ordinator

VACANCY REFERENCE NO: H105

Application Closing: 2nd October 2023

Location:	Redbridge, Barking and Dagenham and Havering
Salary:	£24,632 pro rata
Hours:	18 hours per week
Contract:	Flexitime Full Time
Start Date:	Immediate / ASAP

We are looking for a Co-Ordinator for the management of a service facilitating recruitment and supervision of volunteers to assist with the running of our services across Redbridge and Barking & Dagenham and Havering.

You will be responsible for induction of volunteers and liaising with our service managers to place volunteers in the various roles across the organisation providing training and support.

As Co-Ordinator you will be expected to promote the services of Age UK Redbridge, Barking and Havering and develop volunteer job roles.

You will be working closely with the Co-Ordinator of the Forget Me Not Befriending Service to assess and match older people with a volunteer to provide befriending visits and ongoing support for these visits.

Successful applicants will have experience of working with volunteers and good computer skills as well as an understanding of the needs of older people and those of the volunteers.
An enhanced DBS Disclosure is required for this post.

[Back To Contents Page](#)

Business Support Project Assistant

VACANCY REFERENCE NO: H106

Application Closing: September

Location:	Barking
Salary:	£25,000 annually
Hours:	35 hours per week
Contract:	Fixed term 16 months
Start Date:	Immediate / ASAP

About us

Barking Enterprise Centre is a community interest company based in Barking and Dagenham. We are 'more than a workspace provider' and our methodology is to provide great accommodation for start-ups and SME's to thrive and grow. In addition, we provide a wraparound support model of business mentoring, training and a thriving conference room hire service. We currently work over three sites both based in Barking Town Centre each about 5 minutes from Barking Station which is served by several lines from Central London.

Job Purpose

To provide administrative and project management support to the business mentoring and training programmes including the setting up of new programmes over the next 16 months.

Main Duties of the role

- Assist with the planning and implementation of the programme
- To provide project administration support for a series of programmes which support businesses in different areas to develop and grow.
- Schedule meetings, mentoring and training appointments and keep accurate records of the project delivery outcomes
- Keep an accurate database of all businesses on the programme
- Prepare and distribute project materials
- Monitor progress • Set up a project documentation library so that documents and monitoring can be easily achieved.
- Act as point of contact for project team and facilitate communications
- Foster positive relationship with stakeholders
- Set up and manage project meetings and ensure that all of the relevant paperwork is up to date and disseminated in a timely fashion.
- To assist with the creation of advice, training, reference materials and other guidance relating to the project.
- To alert the appropriate Project Manager/Owner of any risk or impending issues.
- A commitment to confidentiality and the ability to remain professional at all times.

Other Duties

In order to deliver services effectively, a degree of flexibility is required and the post holder may be required to perform work not specifically referred to the above. For example covering Reception when required, such duties however, will not exceed those expected of an employee at the level of the post.

[Back To Contents Page](#)

Project Manager (ILA)

VACANCY REFERENCE NO: H87

Application Closing: September 23

Location:	Dagenham
Salary:	£31,320 annually
Hours:	35 hours per week
Contract:	Flexitime Full Time
Start Date:	Immediate / ASAP

Designation: Chief Officer

Job Purpose:

- To operationally manage the Stay Well Stay Safe – Healthy
- To empower disabled people to play an active role in the project
- To recruit, assess and monitor progress of project beneficiaries
- To co-ordinate all project monitoring, evaluation, and reporting
- To oversee all project marketing and communications
- To build partnerships with funders, the statutory, private and voluntary sectors

Main responsibilities

- To plan, mobilise and review project delivery
- To oversee the recruitment, supervision and appraisal of project staff and volunteers ensuring that everything complies with ILA policies and procedures
- To line manage project staff and ensure volunteers are supported and developed
- To ensure ILA offers a range of ways for people to hear about and engage in the project, including referral mechanisms, presentations, and outreach
- To oversee outreach and liaison to recruit project beneficiaries, ensuring diversity and inclusion and those in greatest need are enabled to participate
- To develop and support methods for project users and volunteers to have a voice in project delivery, review and development
- To produce quarterly project e bulletin
- To conduct an annual project review; recommending any required changes to ensure aims and objectives are met
- To oversee the development of training programmes for beneficiaries and volunteers to maximise peer leadership opportunities in the project
- To produce information and data to promote, market and report on project performance in a range of accessible formats including digital
- To contribute to the organisation's communications, including E-newsletters, social media, and digital channels and extending reach
- To ensure all project activities are inclusive of diverse communities and without prejudice of age, race, sex, colour, religion or belief, sexual orientation, gender reassignment, marriage and civil partnership, pregnancy, maternity, and disability

To provide performance management reports for the ILA's board on a quarterly basis

With the ILA SMT review and update the ILA EDI policy and procedure to ensure it best reflects the commitment to opportunity and inclusion of disabled people in all aspects of the charity's work

To contribute to the strategic planning of this project and ILA's future

To keep abreast of national, regional, and local research, policy and legislation in relation to the project and ILA user groups

To provide monitoring information for funders as required (liaising

Care Co-Ordinator

VACANCY REFERENCE NO: H33

Application Closing: Ongoing

Location: Camden / Leyton
Salary: £23,000 - £27,000 annually
Hours: Discussed at interview
Contract: Discussed at interview
Start Date: Immediate / ASAP

Designation: Care Co Ordinator

Responsible to: Registered Manager

Main function of the job:

(Note: In addition to these functions employees are required to carry out such duties as may reasonably be required for the proper performance of their required for the proper performance of their role).).

To maintain care skills at a current level and undertake such training and development as may from time-to-time be required to maintain practices as up to date.

To provide leadership to the care functions of the Agency.

To organise and co-ordinate care services in accordance with current best practices, according to policy and procedures, agreed standards, legislative requirements, and relevant regulations under the direction of the Manager, and within the financial plans agreed from time-to-time.

To organise, co-ordinate and supervise the Care services within the Agency in accordance with agreed standards.

Main duties:

Develop effective working relationships with the Registered Manager of The Agency.

Support an open, positive, and inclusive management culture.

Participate in the evaluation of The Agency against agreed organisational goals, as well as business and quality objectives.

Work to establish effective employer-employee relationships.

Minimise legal risks.

Participate in the maintenance of the Agency's management information systems.

Assist in the formulation and implementation of Care policies and procedures.

Assist in the implementation and maintenance of the standards required by legislation related to the registration of the Agency, and other legal requirements.

Act within the Agency's budget based on the Agency's objectives and within the projected revenue.

Work in a cost-effective manner.

Be involved in the implementation and maintenance of the Agency's quality assurance programme.

Assist in the design and administration of an evaluation of the Care standards and Care service provision.

Systematically solve day-to-day problematical issues which arise.

Required: Diploma Level 3.

[Back To Contents Page](#)

Care Assistant

VACANCY REFERENCE NO: H53

Application Closing: Ongoing

Location: Romford / Dagenham
Salary: £11.20 per hour.
Hours: Part Time / Full Time
Contract:
Start Date: Immediate / ASAP

Designation: Home Care Assistant

To join us as a Care Assistant, you don't need any previous experience. It may be that you have cared for a vulnerable loved one, experienced a personal loss or be a charitable person that is always looking to help others. That kind of experience gives you rare skills and compassion, understanding and patience.

Day to day, you will visit clients in their own homes and may support them to get washed and dressed (personal care, including toileting needs), or make sure they have grocery supplies, take their medication and have a hot meal, you'll also help them out with household tasks. But that's not why their eyes will light up when you arrive. That'll be because of what you bring to their lives. Human company, reassurance and hopefully some fun.

So, if you tick these boxes and are looking for a secure part-time or full-time job, you've got everything you need to start training as a Professional Care Worker with us and start or continue your social care career.

Why Us?

We truly value you and the work you do! Carers are at the core of Cera's vision of empowering people to live longer, healthier lives in their homes, and are our greatest asset. Our values of Commit, Connect and Create are at the heart of all that we do.

At Cera, care is not just a job - it's a career, and we commit to helping you progress and truly make a difference by upskilling through a blended learning approach via workshops, elearning and the opportunity to gain qualifications at varying levels via our apprenticeship scheme.

We support you and your well being, and as a valued employee, you'll have access to WeCare - our new employee benefits platform which offers shopping discounts and cashback from over 800 retailers, as well as access to our employee assistance program, Healthcare Cashplan, Eyecare Plan and a wellbeing centre to support you with your mental and physical health.

We make it easy for you to care for your clients - bringing care into the 21st Century by creating technology that reduces administrative tasks, improves outcomes and enables you to focus on what matters most - looking after the people we care for.

A few important details

- We have work in Romford, Collier Row, Harold Hill, Hornchurch, Elm Park, Rainham and surrounding areas
- Mileage is paid
- Great opportunity to earn extra income through overtime and our Care Friends referral scheme - up to £500 per referral!
- Earlies, days, afternoons, and evenings are available
- Your shifts will usually include one weekend in two and flexibility is essential
- Care experience is NOT necessary, but you must be aged at least 18



- You'll need a full UK driving licence with use of a car
- We provide you with Uniform and pay for your DBS/PVG checks
- You'll get a mobile phone with the Cera app, so you can work safely and efficiently
- You may be required to carry out some delegated healthcare tasks as part of this role, you will undertake additional training led by a registered healthcare professional in these circumstances.

We are an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

[Back To Contents Page](#)



Lettings Agent

VACANCY REFERENCE NO: H72

Application Closing: September 2023

Location:	Dagenham
Salary:	£20,000 - £23,000 Basic per annum OTE £35,000
Hours:	8:45am – 6pm
Contract:	Full Time
Start Date:	Immediate / ASAP

Qualifications Required:

- Minimum of 1 year experience in the same or similar field of work.

For more information regarding the job description of this role will be shared, please email us on vacancies@lbbd.gov.uk

[Back To Contents Page](#)

Service and Installation (Intruder & CCTV Engineer)

VACANCY REFERENCE NO: H112

Application Closing: September 2023

Location: London, Essex & Surrounding areas
Salary: £30,000 - £40,000 dependant on experience
Hours: 50 hours weeks (8 hrs daily / 2hours allocated for travel)
Contract: Full Time
Start Date: Immediate / ASAP

Qualifications Required:

Service and Installation for intruder and CCTV engineer.

Experience essential the more the better

50hour week scheduled into 8 hr working days with 2 hours allocated for travel daily.

[Back To Contents Page](#)



Shop & Administration Assistant

VACANCY REFERENCE NO: H85

Application Closing: 7th September 2023

Location:	RM9 4SH
Salary:	NMW
Hours:	To be discussed
Contract:	To be discussed
Start Date:	Immediate / ASAP

Position Overview:

The Shop & Administration Assistant will play a pivotal role in the smooth operation of Pennu charity shop. They will be responsible for selling items, arranging and maintaining the shop, and assisting with various administrative tasks. This role requires excellent customer service skills, attention to detail, and the ability to handle multiple responsibilities simultaneously.

Key Responsibilities:

- Sales:
- Greet customers, provide assistance, and promote a positive shopping experience.
- Demonstrate product knowledge and effectively communicate the value and benefits of items.
- Handle cash transactions accurately and efficiently.
- Maintain an organized and visually appealing shop floor by arranging merchandise, restocking shelves, and ensuring cleanliness.
- Monitor inventory levels and communicate restocking needs to the appropriate personnel.
- Collaborate with team members to achieve sales targets and contribute to the overall success of the charity shop.
- Shop Maintenance:
- Ensure the shop is clean, tidy, and well-presented at all times.
- Regularly inspect merchandise for damage, wear and tear, and remove any unsellable items.
- Perform basic cleaning tasks such as dusting, vacuuming, and mopping the shop floor.
- Arrange window displays and change them periodically to attract customers.
- Maintain knowledge of pricing guidelines and update price tags as needed.
- Administration:
- Assist with administrative tasks, including but not limited to, data entry, filing, and record keeping.
- Posting and updating the social media platforms
- Handle incoming and outgoing correspondence, including emails, phone calls, and mail.
- Assist with the coordination of shop events and promotions.
- Provide support in maintaining the shop's social media presence and online listings.
- Generate sales reports and assist with financial reconciliation as required.

Qualifications:

- High school diploma or equivalent.
- Previous experience in retail sales and customer service is preferred.

Skills and Abilities:

- Excellent communication and interpersonal skills.



- Strong customer service orientation.
- Ability to work well in a team environment.
- Attention to detail and strong organizational skills.
- Maths and literacy skills
- Basic computer literacy and proficiency in MS Office applications.
- Ability to handle cash transactions accurately and efficiently.
- Physical stamina and ability to lift and move moderately heavy items.
- Flexibility to work on weekends and evenings, as required.

Personal Attributes:

- Positive and friendly attitude.
- Reliable and punctual.
- Proactive and self-motivated.
- Ability to work under pressure and handle challenging situations with composure.
- Passion for Pennu charity and values of the charity.

Note: This job description is intended to convey essential job functions and responsibilities and is not exhaustive. The organization reserves the right to revise or change job duties and responsibilities as needed.

[Back To Contents Page](#)

Advice and Information Worker

VACANCY REFERENCE NO: H84

Application Closing: September 2023

Location:	Redbridge, Barking and Havering
Salary:	£23,686 pro rata
Hours:	28 to 35 hours per week
Contract:	Full Time
Start Date:	Immediate / ASAP

Redbridge, Barking & Havering offers an Advice & Information service to support older people living in the boroughs of Redbridge, Barking & Dagenham and Redbridge which is free, independent and confidential to older people, their relatives, carers and friends. We offer support with benefits maximisation to make sure people receive everything they are entitled to, housing issues, social care needs, health and disabilities, advice on energy efficiency and fuel poverty, to assistance with form filling and leisure.

We are recruiting an Advice Worker to cover the London Borough of Redbridge. This role requires the worker to work independently and manage their own caseload but be part of the wider team and be aware of the other services provided by Age UK Redbridge, Barking & Havering. The post involves both office based, home visit and outreach work at a variety of locations across the London Borough of Redbridge. Good IT skills are required and familiarity with Charity Log would be useful as well as knowledge of relevant quality assurance systems.

To apply: Please check our website for further details and a full application pack

<https://www.ageuk.org.uk/redbridgebarkinghavering/about-us/work-for-us/>

Completed application forms and Equal Opportunities Forms should be returned to admin using the email: admin@ageukrbh.org.uk or alternatively post to Gabby O'Neill Recruitment, Age UK Redbridge, Barking and Havering, 4th Floor, 103 Cranbrook Road, Ilford, Essex, IG1 4PU.

Please also ensure you send an email to vacancies@lbbd.gov.uk to confirm your application

[Back To Contents Page](#)



Sports Coach

VACANCY REFERENCE NO: H4

Application Closing: Ongoing

Location: RM9 6XW
Salary: £11 - £20 p/hour (Dependant on qualifications)
Hours: To be discussed
Contract: Ongoing Term Time
Start Date: Immediate / ASAP

Key Responsibilities:

After school Football and Basketball club looking for reliable, passionate coaches to help young children grow. Focusing on building children's confidence and ability. This relatively new provision is going from strength to strength and is undergoing preparation for expansion.

G301 – Sports Coaches

Days/Times:

- Tuesday 3.30 - 5pm
- Wednesday 3.30 – 5pm
- Thursday 3.30 – 5pm
- Friday 3.30 – 5pm

Qualification but not essential: Enhanced DBS and Sport Coaching Qualification

Experience: No experience necessary although must have a passion for sport and be able to engage with children.

[Back To Contents Page](#)

Volunteer Gardener

VACANCY REFERENCE NO: H49

Application Closing: Ongoing

Location:	Barking & Dagenham
Salary:	Voluntary
Hours:	To be discussed
Contract:	Voluntary
Start Date:	Immediate / ASAP

What are we looking for?

Are you an experienced amateur/professional gardener? Do you like growing fruits and vegetables? Do you like helping people? Volunteer as a gardener on the Stay Well Stay Safe - Healthy Futures Project! We need your help to set up a fruit and vegetable garden for local disabled people. Your role will be to help plan and lead weekly gardening sessions where our project participants will do tasks such as sowing seeds, planting nursery plants, watering plants and weeding where necessary. The goal of the garden is to grow fruits and vegetables that our project participants can use in our Cookery School recipes. Volunteer gardening leader needed! inclusive and understanding of people with different disabilities and backgrounds Enthusiastic about growing fruits and vegetables Able to work in a team with volunteers and our Volunteering and Group Development Officer Friendly yet authoritative in leading gardening sessions to keep them on track Organised and punctual Able to take feedback and reflect on own performance.

[Back To Contents Page](#)

Nursery Manager (NVQ Level 4/ Degree Required)

VACANCY REFERENCE NO: G295

Application Closing: Ongoing

Location:	Elm Lane
Salary:	To be discussed
Hours:	To be discussed
Contract:	To be discussed
Start Date:	To be discussed

Designation: Nursery Manager NVQ Level 4/Degree

Responsible to: Director

Supervision / Management of People:

The post holder will be responsible for management, supervision and appraisal of the following staff

- Deputy Manager
- Room Leaders
- Nursery Officers
- Nursery Practitioners
- Nursery Assistants
- Level 2/3 Workers
- Unqualified / Level 1/2 Workers
- Students

The Nursery Manager will identify staff training needs and facilitate training opportunities.

From time to time there may be a requirement to manage the work of staff who are appointed for supply work or to provide supervision for students on placement.

Job Purpose:

The Nursery Manager will be expected to provide high quality, flexible childcare for families from the local communities.

The Nursery Manager will oversee the operation of the day nursery to the highest standards, ensuring that the best possible environment and care are provided for young children.

Main Responsibilities

- To be responsible for and to oversee the day to day management, staffing, organisation and smooth running of the Nursery.
- To develop the ethos of Elm Lane Day Nursery and to create a welcoming and family friendly environment.
- To be a member of the management team and to contribute to the strategic planning, monitoring, evaluation, and development of the Nursery.

- To be always responsible for high standards of care and education of children between 0 to five years in accordance with statutory requirements.
- To ensure the EYFS is promoted and delivered within the setting and the principles adhered to.
- To ensure effective communication between the Nursery staff and with all partner organisations.
- To order and maintain equipment and resources in the Nursery
- To be responsible for admissions in line with the admissions policy agreed by the management team.
- To keep a register and up to date records of all children using the Nursery and to give regular feedback to parents about their child's development and progress.
- To be responsible for organising training and monitoring students in the Nursery.

Creativity and Innovation

- The Nursery Manager will have a key role in planning and monitoring of the nursery and implementing essential policies and procedures. This will require creative thought together with an informed understanding of statutory requirements and best practice for childcare.
- The Nursery Manager must work to Nursery policies about Safeguarding and Keeping Children Safe, Equal Opportunities, Data Protection and Confidentiality.
- The Nursery Manager will need to understand and implement Elm Lane Day Nursery policies and procedures (for example for Health and Safety) in relation to staff, buildings and resources.

Contacts and Relationships

Working relationships will include the following:

Internal

- General Manager
- All staff employed for the day care provision
- Children

External

- Ofsted
- Parents and families
- Staff from a wide range of other agencies and settings including the Social Services, Primary Care Trust, NHS Trust, Sure start and a range of voluntary /private sector organisations and Day Care providers.

The Nursery Manager will be expected to build good working relationships at every level. Working in partnership with parents and families is highly valued and the Nursery Manager must be approachable, friendly and able to communicate effectively at all times.

At all times the Nursery Manager will be expected to respect the confidentiality of sensitive family information (subject to child protection policies and procedures).

Decisions

Discretion

- The Nursery Manager will work closely with the Director and other members of the management team. Information and guidance will be readily available; however, the Nursery Manager will be expected to work autonomously in relation to the day to day management of Nursery. The role requires the confidence to make day to day decisions thoughtfully and with a high degree of sensitivity to the needs of children and families.

- The Nursery Manager will be expected to make recommendations and proposals about service developments and changes, to the Nursery.

Consequences

- Decisions made by the Nursery Manager will directly impact on the day to day quality, availability and flexibility of the Staff, Children and families.
- The Nursery Manager will exercise discretion about which families may receive a service (in line with the Admissions Policy), and will be expected to interpret policies and procedures thoughtfully, consistently and tactfully.

Resources

- The Nursery Manager will have day to day responsibility for the planning of the Nursery and for the use of other resources. Also for ensuring that the day-care provision is clean, safe and welcoming for families and staff.
- The Nursery will be an authorised signatory for orders and staff timesheets to an agreed level of delegation.
- The Nursery Manager will be a key holder for the Nursery.

Work Environment

a) Work Demands

The Nursery Manager will need to demonstrate effective time and resource management to meet the planned needs of children and families and any anticipated demands that might be reasonably foreseen. The Nursery Manager will need to be attentive to a planned timetable whilst retaining the flexibility to be accessible and available to parents and staff. The Nursery Manager will need to make judgements about the delegation of tasks and responsibilities to the Deputy Manager, Room leaders and other staff in the Nursery.

b) Physical Demands

The work requires normal physical effort. It may occasionally involve lifting and handling of play equipment and other resources and to be involved in practical activities and physical care of young children.

c) Working Conditions

The Nursery Manager is mainly office based but will be expected to support staff where needed and attend to other duties for the safe running of the Nursery.

Knowledge and Skills

- Knowledge, understanding and practical experience of care for young children
- Knowledge and practical understanding of child development and parenting
- Knowledge and understanding of legislation and regulations relating to day care for young children and the inspections process for approval of day care settings
- Knowledge and ability to create and implement policies and procedures consistent with legislation, regulations and local requirements
- Able to work independently and to manage own time efficiently
- Experience of managing, supervision and appraisal of staff
- Ability to develop an effective team
- Warm and caring personality – friendly and approachable to families
- Ability to create and implement basic systems for child records and financial records
- Ability to communicate effectively with staff at all levels
- Commitment to the principle that families 'know best' about their own needs

- Commitment to equal opportunities for all children and families

A) Other Duties

The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties which may be required from time to time. Any such duties should not, however, substantially change the general character of the post.

B) Equal Opportunities

The post holder must carry out his/her duties with full regard to the setting's Equal Opportunities policy

C) Health and Safety

The post holder must carry out his/her duties with full regard to the setting's Health and Safety procedures.

Nursery Manager

VACANCY REFERENCE NO: G305

Application Closing: Ongoing

Location:	Dagenham
Salary:	Starting from £28,000 + bonuses
Hours:	40 Hours per week (5 days, must include Saturday 8:30am – 2:00pm)
Contract:	Permanent
Start Date:	Immediate / ASAP

We are looking for a motivated and enthusiastic Nursery Manager to work full time in our nursery and oversee our Activity Centre (operating after-school and on Saturdays) teaching Taekwondo and other activities.

Our very spacious, open-plan nursery for children has two main rooms (2-year-old room and 3 to 4 year-old room). We currently have 120 children on roll, with around 60 children attending daily. We aim to provide a safe, nurturing atmosphere so that children can thrive independently, while learning and developing through play and exploration.

Our opening hours for the children are 8am to 6pm, with early bird sessions from 7.00am. We are located within walking distance to Dagenham town centre (Dagenham Heathway).

Due to our nursery's size, our managerial set up is unique. Our Operations Director representing the owners already oversees much of the business-related aspects (such as: invoicing/funding, scheduling children's sessions, onboarding/offboarding, HR processes, placing orders, nursery promotion, overseeing the Nursery Kitchen and building maintenance) while also overseeing and supporting the Nursery Manager.

This frees up the Nursery Manager's time to manage all the crucially important aspects of the setting from a childcare and educational perspective including:

- Ensuring high standards of education and inclusive practice.
- Embedding high quality day-to-day practice, routines and good order across the setting.
- Liaising with parents and promoting parent partnership.
- Managing and supporting the staff and SENCO to deliver high quality care, education and interactions.
- Overseeing all aspects of SEND, EAL, Social Care, Early Help, EYPP, 2yo funded children, and transitions to school.
- Being the setting's Designated Safeguarding Lead.
- Liaising with external agencies.
- Ensuring all paperwork and files are complete, detailed and well-organised.
- Organising fun experiences/trips/events for the children.
- Making our nursery the best it can possibly be!

BENEFITS OF WORKING WITH US:

- Full time salary
- Half day shifts available on the rota
- 28 days' annual leave (20 days and 8 bank holidays)
- Free on-site parking at our location
- Regular training and development within the areas of Early Years Teaching and Learning, Child Welfare and SEN



- 50% discount on nursery fees for full-time staff
- Complimentary hot drinks and snacks in our Staff Area
- Complimentary Summer and Christmas Staff parties
- Pension contribution
- Bonuses for length of service, inspection results, good service
- Friendly team ☺

IT'S IMPORTANT TO NOTE BEFORE APPLYING:

- 1) Having a Level 3, 4 or 5 qualification in Early Years/Childcare is ESSENTIAL, supplemented by basic Maths and English qualifications.
- 2) Two years' previous experience in a managerial capacity (either as Room Leader, Deputy Room Leader or Manager) is ESSENTIAL.

You will have the following experience, skills and attributes –

- Have a full and relevant qualification in Childcare/Early Years at level 3 or above.
- Have a suitable and relevant qualification in basic numeracy and literacy such as GCSE English and Maths, or Level 2 functional skills.
- Post-qualified experience in a group setting, working with 2-5 year olds and supervising staff, is essential.
- Be an inspiring Manager with a sound knowledge of child development, leading by example.
- A good working knowledge of the EYFS 2021 framework and the ability to support staff in using the framework and changes related in the running and managing the setting.
- Experience and strong knowledge of all essential safeguarding practice, as well as a willingness to learn and embed the settings policies and procedures.
- Post-qualified experience in a group setting working with the Early Years.
- Have strong written and verbal communication skills in English is essential.

MAIN DUTIES AND RESPONSIBILITIES FOR NURSERY MANAGER

What do you have to achieve?

- High standards of care and education.
- Ensure the individual needs of children and staff are identified and being met.
- Ensure company policies, procedures and operational practices are adhered to at all times.
- Foster positive working relationships with children, staff, parents and carers.
- Work as part of a supportive team.
- Willingness to strive for greatness and be a positive role model for staff and children.

KEY DUTIES

Education and Childcare

- Be a positive role model to staff and ensure that the Company values are maintained.
- Always supervise and support staff and children.
- Ensure that practice and provision in the nursery meets the requirements of the Early Years Foundation Stage 2021 as well as Ofsted requirements.
- Ensure you observe, plan, and assess children's learning and development, staff learning and development to improve practices, ensuring that clear records are kept, as well as a record of the setting development plan.
- Ensure your records of development and learning are fully and accurately maintained.
- Ensure all records kept are up to date and reviewed where needed monthly.

- Ensure that all staff develop and maintain positive, friendly, and professional relationships with parents and carers.
- Contribute to maintaining an attractive and welcoming environment.
- Promote high standards of quality in respect of the environment, resources and experiences offered to children.
- Support the development of good practice with regards to special needs and inclusion.
- Ensure that equality of access and opportunity is afforded to all staff, parents and children and visitors where possible.
- Ensure confidentiality, where appropriate, is maintained.

Operational

- Attend staff meetings, planning meetings and undertake training as required.
- Work as part of a team to ensure that the company's values are maintained.
- Undertake health & safety and cleanliness checks throughout the nursery.
- Ensure that any changes to policies, procedures and operational practices are adhered to within the required timescale.
- To lead any Ofsted inspections, Early Year support Meetings and/or converse with outside agencies.
- Promote the nursery to current parents and potential customers, on a day-to-day basis and at promotional events.

General

- Read, understand and implement all Company policies, procedures and operational practices.
- Develop and review applicable policies, procedures and administrative processes.
- Notify the Operations Manager of any concerns or issues regarding operational practices and/ or Maintenance of the building.
- Assume additional responsibilities as and when required/ needed.

The duties and responsibilities in this job description are not exhaustive or restrictive, changes and other duties relevant to this post may be added. This job description may be reviewed in the future.

This hire is subject to an Enhanced Disclosure and Barring Check and other checks as part of our Safer Recruitment procedure.

[Back To Contents Page](#)

Nursery Room Leader (Pre School Level 3)

VACANCY REFERENCE NO: G306

Application Closing: Ongoing

Location:	Dagenham
Salary:	£23,500 annually
Hours:	40 Hours per week
Contract:	Permanent
Start Date:	Immediate / ASAP

We are based in Dagenham (currently with 120 children on roll) is seeking a new Nursery Room Leader to expand our growing team.

Our nursery for children aged two to five aims to provide a safe, nurturing atmosphere so that children can thrive independently, while learning and developing through play and exploration.

We are looking for a motivated and enthusiastic Level 3 Nursery Room Leader to work full time in our established nursery running our Pre-School Room. You will work as part of the management team to provide professional leadership and management to the Nursery staff (nursery Nurses, Assistants and Support Staff) to ensure that all children receive the highest standards of care and education.

Our core opening hours for children are 8am and 6pm and you will be required to work a mixture of long and short days. We are located within close walking distance to Dagenham town centre and Dagenham Heathway Station, served by several bus routes and with local shops near the nursery.

BENEFITS OF WORKING WITH US:

- Full time salary
- One half-day off each week (our 40-hour shift patterns enable 4.5 days' working with half day off).
- 28 days' annual leave: 20 days and 8 bank holidays
- Free on-site parking at our location.
- Regular training and development in the areas of Early Years Teaching and Learning, Child Welfare and SEN.
- 50% discount on nursery fees for full-time staff.
- Complimentary hot drinks and snacks in our Staff Area.
- Staff incentives such as complimentary staff parties and rewards for long service.
- Pension contribution.
- Friendly team ☺

IT'S IMPORTANT TO NOTE BEFORE APPLYING:

1) Having a Level 3 qualification in Early Years/Childcare is ESSENTIAL.

2) When working 40 hours per week, your working hours according to rota shift patterns could be within the hours of 07:30 am - 6.30pm, Monday to Friday. If you are unable to commit to being available for full-time work, we are unable to consider your application.

You will have the following experience, skills and attributes –

- A full and relevant qualification in Childcare/Early Years at level 3 or above.
- A suitable and relevant qualification in basic numeracy and literacy such as GCSE English and Maths, or Functional Skills Level 2.



- Be an inspiring Room Leader with a sound knowledge of child development.
- Be proficient in leading the delivery of all aspects of teaching and learning.
- A good working knowledge of the EYFS 2021 framework and the ability to support staff in using the framework.
- Experience and knowledge of safeguarding practice.
- Post-qualified experience in a group setting working with the Early Years.
- Have strong written and verbal communication skills.
- Ideally have previous supervisory experience in a similar role.

MAIN DUTIES AND RESPONSIBILITIES FOR NURSERY ROOM LEADER

What do you have to achieve?

- High standards of care and education.
- Ensure the individual needs of children are identified and met.
- Ensure company policies, procedures and operational practices are adhered to at all times.
- Foster positive working relationships with children, staff, parents and carers.
- Work as part of a supportive team.

KEY DUTIES

Education and Childcare

- Be a positive role model to children and ensure that the Company values are maintained.
- Supervise and support children at all times.
- Act as designated key person for an allocated number of children.
- Prepare, lead and supervise activities.
- Ensure that practice and provision in the nursery meets the requirements of the Early Years Foundation Stage.
- Ensure you observe, plan and assess children's learning and development within the EYFS framework.
- Leading, developing and managing your room staff to ensure the best outcomes for children.
- Ensure your records of development and learning are fully and accurately maintained.
- Provide professional and relevant feedback to parents/ carers about their child.
- Ensure that all staff develop and maintain positive, friendly and professional relationships with parents and carers.
- Contribute to maintaining an attractive and welcoming environment.
- Promote high standards of quality in respect of the environment, resources and experiences offered to children.
- Support the development of good practice with regards to special needs and inclusion.
- Ensure that equality of access and opportunity is afforded to all staff, parents and children.
- Ensure confidentiality, where appropriate, is maintained.

Operational

- Attend staff meetings, planning meetings and undertake training as required.
- Work as part of a team to ensure that the company's values are maintained.
- Undertake a shared responsibility for health safety and cleanliness throughout the nursery.
- Ensure that any changes to policies, procedures and operational practices are adhered to within the required timescale.
- Support the Nursery Management team and wider team during inspections by regulatory bodies and assist in the implementation of any recommendations.
- Promote the nursery to current parents and potential customers, on a day-to-day basis and at promotional events.

General

- Read, understand and implement all Company policies, procedures and operational practices.
- Notify the Manager of any concerns or issues regarding Company policies, procedures and operational practices.
- Undertake any other duties as reasonably requested by line management.
- Assume additional responsibilities as and when required.

The duties and responsibilities in this job description are not exhaustive or restrictive, changes and other duties relevant to this post may be added. This job description may be reviewed in the future.

This hire is subject to an Enhanced Disclosure and Barring Check and other checks as part of our Safer Recruitment procedure.

[Back To Contents Page](#)

Nursery Room Leader

VACANCY REFERENCE NO: H27

Application Closing: September 2023

Location:	Elm Park
Salary:	£23,000 - £26,000 annually
Hours:	40 Hours per week
Contract:	Full Time
Start Date:	-

Role:

To work effectively as part of the nursery team, providing a stimulating and caring environment for pre-school children. Supporting team members to provide a high standard of care and education.

This includes creating a warm, friendly and stimulating atmosphere in which the children can develop emotionally, socially and educationally through individual attention and group activities.

To apply please follow the link below:

[Vacancy: Nursery Room Leader: St Nicholas - LifeLine Projects](#)

[Back To Contents Page](#)



Nursery Manager (Maternity Cover)

VACANCY REFERENCE NO: H113

Application Closing: 29th September 2023

Location:	Elm Park / Ambleside
Salary:	£31,000 - £36,000 annually
Hours:	40 hours
Contract:	Full Time
Start Date:	-

Role:

Equip all Little Learners children to function as a member of a socially inclusive group. Enable children to develop positive, co-operative and supportive relationships with peers and adults. Provide training and support for staff as well as acting to propagate exemplary practice in childcare and education. Develop and manage all aspects of the nursery including marketing and administration. Follow all Ofsted requirements as set out in the Statutory Framework for the Early Years Foundation Stage, ensuring a high quality of education and childcare. Implement the LifeLine values and ethos through the staff team and children within our care:

- Integrity – Say what you mean and mean what you say
- Team – Value each other
- Excellence – Go above and beyond
- Ownership – Take responsibility
- Compassion – being kind

To apply please follow the link below:

[Vacancy: Nursery Manager \(Maternity Cover\) - LifeLine Projects](#)

Please ensure you send us an email to complete your application.

[Back To Contents Page](#)



Deputy Nursery Manager

VACANCY REFERENCE NO: H7

Application Closing: Ongoing

Location: Barking
Salary: £28,000 - £33,000 per year (dependent on experience)
Hours: Full Time
Contract: Permanent
Start Date: Immediate / ASAP

Our nursery is currently seeking a dedicated and enthusiastic Nursery Manager to join our team. As the Nursery Manager, you will be responsible for providing a safe and nurturing environment for children while also managing the day-to-day operations of the nursery.

Responsibilities:

- Ensuring a high standard of physical, emotional, social and intellectual education and care for children.
- Supervision and support of other personnel within the nursery, ensuring the implementation of high standards of quality practices.
- Day-to-day management of the nursery, including marketing and administration.
- Maintaining high standards of care and education for the children.
- Building and managing an effective and cohesive staff team.
- Developing and implementing marketing strategies to ensure the nursery runs at full capacity.
- Liaising with Ofsted and other professional bodies associated with the nursery.
- Working in partnership with parents/carers and other family members.
- Developing links with the wider community.
- Ensuring that children with additional needs achieve full inclusion within the nursery.
- Ensuring compliance with current legislation, policies and procedures. Overall responsibility for the health and safety of children and staff in the workplace.

Requirements:

- Recent experience working as a Nursery Manager or Deputy Manager in a Nursery.
- Level 3 Diploma for Childcare (or equivalent qualification).
- At least 2 years' experience in nursery management preferred.
- A commitment to safeguarding and promoting a quality provision.
- Excellent leadership, management and communication skills.
- The ability to build and maintain effective relationships with staff, parents and external stakeholders.
- Experience in marketing and business development. An enhanced DBS disclosure will be required for this post.

Benefits:

- Competitive salary
- Childcare support
- Company events

[Back To Contents Page](#)



Nursery Assistant

VACANCY REFERENCE NO: H8

Application Closing: Ongoing

Location:	Barking
Salary:	£9 to £10 per hour
Hours:	Full Time
Contract:	Permanent
Start Date:	Immediate / ASAP

As a Nursery Assistant, you will play a crucial role in achieving this goal by ensuring that each child receives a high standard of care and their individual needs are met. If you are passionate about childcare and have experience working in a nursery, we would love to hear from you.

Responsibilities:

- Create a safe and enriching environment that fosters children's development and learning
- Provide high standards of physical, emotional, social and intellectual education and care to children
- Ensure that children with additional needs are fully included within the nursery
- Work in partnership with parents/carers and other family members to provide the best possible care for children
- Develop links with the wider community and maintain effective communication with other agencies
- Act in accordance with current legislation, policies, and procedures

Requirements:

- Recent experience working in a nursery
- Commitment to safeguarding and promoting a quality provision
- Willingness to undergo an enhanced DBS disclosure
- Commitment to equal opportunities
- Level 3 Diploma for Childcare (or equivalent qualification – desirable)

An enhanced DBS disclosure will be required for this post.

Benefits:

- Competitive salary of £9.00-£11.00 per hour
- Childcare benefits
- Monday to Friday day shift with no weekends
- Opportunity to work in a private nursery school
- Company events

Please note that the ability to reliably commute or plan to relocate Barking and Dagenham, Greater London, is required for this role

[Back To Contents Page](#)



Preschool Assistant

VACANCY REFERENCE NO: H41

Application Closing: Ongoing

Location:	RM9 5NB
Salary:	£11 p/hour
Hours:	Between 8.45am 15.45pm 5 day week and/or 8.45-12.15 or 12.15 – 15.45 days a week.
Contract:	Flexible Hours

To maintain and improve the capability we are looking to recruit level 2 and level 3 qualified practitioners in early years and childcare, to join the team and work in a friendly and supportive environment.

Key Areas: Work with Children, Teamwork, Liaise with Parents/carers

Responsible to: Pre-School Management Team.

Duties and Responsibilities

1. To arrive in good time. To set up and carry out safety checks on all equipment used in that session and to clear away after the children have left at the end of each session.
2. To contribute to a planned programme of activities suitable to the age range of children in conjunction with their developmental levels.
3. To keep a proper record of achievement file on key children, using observation, tracking methods, and for parents/carers using our online Learning program.
4. Work alongside parents/carers of special needs children to provide full integration in the setting.
5. To be respectful and support all staff, students and volunteers and engage in a good staff team.
6. To attend all planned staff meetings.
7. Uphold standards within the setting by adhering to all policies and procedures.
8. To combat sex, class, race, and religious discrimination and to demonstrate positive attitudes by practical application.
9. To respect the confidentiality of information received.
10. To ensure that there is total secrecy within the pre-school regarding all matters relating to the children and pre-school and to ensure that these matters are not discussed outside of the establishment (Confidentiality Policy).
11. Strive to safeguard children by working to the organisation's safeguarding procedures.
12. To be flexible within working practices of the setting. Be prepared to help where needed in other projects within Kingsley Hall Church and Community Centre.
13. To develop your role within the team especially your role as a key worker.
14. To ensure the setting is of a high quality to meet the needs of individual children from differing cultures and religious backgrounds, and to understand and monitor stages of development.
15. To be aware of the high profile of the setting and to uphold its standards at all times.
16. To actively promote and support the safeguarding of children and young people in the workplace.
17. To ensure the settings policies and procedures are observed at all times.

Specific Child Care Tasks:

The preparation and completion of activities to suit the child's stage of development. Supervision of children is effective and ratios are abided to at all times.

To ensure that mealtimes are a time of pleasant social sharing

Washing and changing children as required. Providing comfort and warmth to an ill child.

[Back To Contents Page](#)

Waste Management Operative

VACANCY REFERENCE NO: H115

Application Closing: September 2023

Location: Rainham RM13 7BW
Salary: £10.50 to £11.95 per hour
Hours: 7:30am to 6:30pm
Contract: PAYE Weekly
Start Date: Immediate / ASAP

This role will involve providing a comprehensive range of developmental support services to Kilnbridge, including monitoring and evaluation of initiatives developed through the Social Value Project.

Responsibilities:

- Look after all compactor duties and ensure all waste is placed in the correct waste streams
- Unload any packaging that cannot be unloaded on a loading bay and supply to the relevant area
- Ensure all machinery start up checks are completed, and any defects reported to area Team Leader/Supervisor
- Load and unload vehicles that arrive on site in a safe and controlled manner
- Outside housekeeping, around the waste management and packaging areas
- Always follow instructions of the area team leader/supervisor undertaking any requests they may have
- Always work with H&S at the forefront of your mind
- This is not an exhaustive list

Key Competencies: Soft skills:

Ability to work within a team

Punctual and efficient

Good ability in following and implementing processes

Effective communication skills, both orally and in writing

Ability to establish and maintain good relationships with colleagues and seniors

Driving license

Key Competencies: Knowledge:

Knowledge of public safety and security

Knowledge of recycling processes

To be able to carry out basic tasks on a computer or hand held device

Experience:

Experience in waste management would be beneficial

Ability to handle and manage high volume work with short deadlines

Be a team player but also enjoy working independently and manage own workload

Behaviours:

Ability to remain calm under pressure

Assertiveness and confidence to stop any operations that appear unsafe or contrary to good practice

Embrace and promote the company's Leadership and Teamwork behaviours

- Foster open and honest communication

- Celebrate success and share the teams successes with the company at large
- Allow team members to problem solve
- Keep yourself accountable
- Show empathy
- Build strong one to one relationships
- Build and maintain respect

Workplace Values: Values:

The post holder will be expected to operate in line with our workplace values which are;

- Responsibility: Through the behaviours of safety in action we keep our people. Clients, community and environment secure and well, ensuring a positive legacy that will support future generations.
- Integrity: We act ethically, honestly, morally, and transparently – we do the right thing.
- Teamwork: Collaboration and communication are instrumental to our high performance. We work in partnership with our clients, suppliers and stakeholders to achieve exceptional outcomes.
- Excellence: Confidence in our competence and a “right first time” attitude, drive the continuous improvement of our people and processes, ensuring our position as a leading engineering business.

General:

The post holder is required to familiarise themselves with, and comply with, the company’s policies and procedures.

This job description is intended as a guide to the main responsibilities of the post and not as an exhaustive list of duties and tasks.

The post holder may be required to undertake other duties appropriate to their status, that are not listed above, at the direction of their manager. The job description may be amended from time to time after consultation with the post holder.

To apply for this position please send all CV submissions over to deborah.collins@lbbd.gov.uk

[Back To Contents Page](#)

Scaffold Wagon Driver

VACANCY REFERENCE NO: H107

Application Closing: 29th September

Location: Dagenham and Pan London
Salary: £18.75 per hour
Hours: 6am to 4pm Monday to Friday
Contract:
Start Date: Immediate / ASAP

Requirements

Class 2 license with tipper ideally.

Previous experience loading and unloading lorries.

Good geographical knowledge of London and south Essex

[Back To Contents Page](#)



Scaffolding COTS Labourer

VACANCY REFERENCE NO: H108

Application Closing: 29th September

Location: Dagenham and Pan London
Salary: £12.50 per hour minimum (dependant on experience)
Hours: 8am to 4pm Monday to Friday
Contract:
Start Date: Immediate / ASAP

Requirements

Must have COTS card, ideally some experience working with scaffolders already.

Must be eager to learn, hardworking and punctual.

Assisting scaffolders, moving materials as instructed. Unloading and loading lorries, setting up work areas.

[Back To Contents Page](#)



Part 1 Scaffolders

VACANCY REFERENCE NO: H109

Application Closing: 29th September

Location: Dagenham and Pan London
Salary: £18.75 per hour minimum (dependant on experience)
Hours: 8am to 4pm Monday to Friday
Contract:
Start Date: Immediate / ASAP

Requirements

Must live in Barking and Dagenham area

Part 1 qualified scaffolders required – must have some experience.

Will be erecting and dismantling scaffolding as part of team

[Back To Contents Page](#)

Part 2 Scaffolders

VACANCY REFERENCE NO: H110

Application Closing: 29th September

Location: Dagenham and Pan London
Salary: £20 per hour minimum (dependant on experience)
Hours: 8am to 4pm Monday to Friday
Contract:
Start Date: Immediate / ASAP

Requirements

Must live in Barking and Dagenham area

Part 2 qualified scaffolders required – must have some experience.

Will be erecting and dismantling scaffolding as part of team

[Back To Contents Page](#)



Advanced Scaffolder

VACANCY REFERENCE NO: H111

Application Closing: 29th September

Location: Dagenham and Pan London
Salary: £25 per hour minimum (dependant on experience)
Hours: 8am to 4pm Monday to Friday
Contract:
Start Date: Immediate / ASAP

Requirements

Must live in Barking and Dagenham area

Qualified Advanced Scaffolder with experience.

Design, erect and dismantle scaffolding. Working closely with construction management team to meet client needs.

Overseeing other scaffolders, inspecting scaffolding, ensuring H&S standards are met.

[Back To Contents Page](#)



Labourer

VACANCY REFERENCE NO: H95

Application Closing: Ongoing

Location:	Beam Park
Salary:	£LLW +
Hours:	40 hours per week
Contract:	Temporary
Start Date:	Immediate / ASAP

General labouring duties on site as required. Moving materials and equipment, keeping site clear and tidy (free of potential hazards), adhering to H&S. Assisting other trades as necessary.

Requirements

CSCS required as minimum.

Aged 18+ for insurance purposes

[Back To Contents Page](#)



Hoist Operator

VACANCY REFERENCE NO: H55

Application Closing: Ongoing

Location:	Thames Road, Barking
Salary:	£15 p/hour
Hours:	40 hrs weekly
Contract:	Temporary
Start Date:	Immediate / ASAP

Responsibilities:

Qualified hoist operators required on a busy site in Barking. Moving equipment around site, moving materials around site, reporting to Site Manager, communicating with Tradesmen.

Required Skills:

- Hold a CPCS card
- Have full PPE (Personal Protective Equipment - Hard Hat, boots, hi-vis, gloves & goggles)
- Be hard working, reliable and punctual
- Have good communication skills and be able to work alone on your own initiative or as part of a team.

[Back To Contents Page](#)

Hod Carrier / Bricklayers Labourer

VACANCY REFERENCE NO: H79

Application Closing: Ongoing

Location:	Dagenham, RM10 7FN
Salary:	Negotiable (Dependant on experience)
Hours:	8.5 Hours daily, Mon to Friday 8am to 4:30pm / Occasional weekends
Contract:	To be discussed
Start Date:	Immediate / ASAP

Requirements:

We are looking for experienced and reliable hard working operatives to assist in general brick and blockwork labouring duties, we can offer training and upskilling for the right candidates

Hiring 2 candidates for this position.

Must live in Barking & Dagenham

[Back To Contents Page](#)



KINOVO Multiple Vacancies

VACANCY REFERENCE NO: H78

Application Closing: Ongoing

Please apply via [Kinovo Group plc - Jobs - Find a job, build a career \(kinovopl.com\)](http://kinovopl.com).

Reference No.	Company	Job Title	Location	Type/Hours	Salary	Requirements
RDE003	Dunham	Electrician	East London	Permanent 40 hour working week Van and fuel card provided	Up to £44,000k p/a	Driving Licence 18 th edition 2391
PE0001	Purdy	Electrician	London & Southeast	Permanent 40 hour working week Van and fuel card provided	Up to £40,000k p/a	Driving Licence 18 th edition 2391
PLB001	Purdy	Labourer x2	South London and surrounding areas	Permanent 40 hour working week	OTE £28,000k pa (bonus + Saturday overtime)	Driving Licence
PRAM001	Purdy	Retrofit Assessor/Manager	London and South East of England	Permanent 40 hour working week	Up to £60,000k Basic, OTE £75,000k per annum	Driving Licence
PCGS01	Purdy	Gas Supervisor – Office Based	Head Office – Mott Street, E4	Permanent 40 hour working week	Up to £45,000k per annum	Plumbing / Gas qualification Knowledge of costings, coding and valuing

						works is an advantage
PMTH003	Purdy	Multi Trader	Hackney	Permanent 40 hour working week	Up to £40,000k per annum	Driving Licence
PBST001	Purdy	Plasterer/Multi Trader	South London	Permanent 40 hour working week	Up to £40,000k per annum	Driving Licence
PHS001	Purdy	Scheduler/Planner	Romford Office, RM7 7PN	Permanent 35 hour working week	Up to £29,000k per annum	Social Housing and Local Authority sector in planning works, experience preferred
PDG005	Purdy	Domestic Gas Engineer	North London	Permanent 40 hour working week	OTE £55k per annum	Driving Licence Gas Safe / ACS

Package & Benefits:

- Annual Appraisals and Pay Reviews
- Bonus Scheme
- 24 days holiday + bank holidays
- Buy & Sell Holiday Scheme (Max. 4 days)
- Share Incentive Plan
- Cycle to Work Green Bike Scheme
- CPD and sponsorship through professional qualifications
- Opportunities to participate in social value commitments – helping communities in which we work to enrich lives, offer genuine employment opportunities, raise standards of living.

Wellbeing:

- Mental Health First Aiders around the Group
- Partnered with HSBC for Financial Well Being seminars
- Partnered with Step-Change National Debt Charity Advice and Support

[Back To Contents Page](#)

Secondary English Teacher

VACANCY REFERENCE NO: H9

Application Closing: Ongoing

Location:	London Borough of Barking & Dagenham
Salary:	MPS & SEN Allowance
Hours:	Full Time
Contract:	Full Time
Start Date:	September 2023

Please email us for the application form to include with your submission.

We have a fantastic opportunity in a unique special school for pupils with social, emotional, behavioural and mental health needs in the London borough of Barking & Dagenham, a diverse urban area. Our school is a small (but growing) special school, currently catering for pupils from KS2 to KS4 with a curriculum to develop confidence, independence and healthy relationships. We absolutely believe that all our children and young people deserve to achieve and succeed and will do so, with the right guidance, academic, therapeutic and pastoral support. The school joined Eko Trust, a family of good and outstanding schools in Hackney, Newham and Suffolk, in September 2019. As we continue to grow as a Trust, this is an exciting time for a new person to join the team to help shape the school on its journey.

The ideal candidate will have successful experience of teaching English. Due to the small size of the school, teachers are often required to teach an additional subject. As our school caters for young people with a wide range of needs, candidates will need to be creative and flexible in the delivery of the curriculum. Experience in planning for educational needs across the full ability range is desirable. Candidates may come from a mainstream or a special school background. We pride ourselves in supporting staff development and there will be leadership opportunities for the right candidate.

What we offer:

- An excellent induction programme including regular and frequent team debriefs
- Opportunities to take part in group supervision, reflection and in school coaching and to participate in the EKO SEMH schools' network (We are one of two SEMH special schools in the Trust)
- Access to First Aid and Team Teach Training
- A very supportive and widely experienced team
- Access to School Advisory Service which includes GP consultations, counselling, referrals to physiotherapy and other specialist services at no cost
- Opportunity to join the Trust Talented Leaders programme for developing leadership
- Access to a wide set of professionals for expert support e.g. CAMHS, Educational Psychology
- The opportunity to gain accreditation - e.g. NPQs, NPQSL, NPQH, Level 3 Leadership programme, Senior Leader Apprenticeship (MA level)

Eko Trust is committed to safeguarding and promoting the welfare of our pupils and the Trust expects all staff and volunteers to share this commitment. A criminal record check via the DBS will be undertaken for the successful candidate. This post is exempt from the Rehabilitation of Offenders Act. A comprehensive screening process including a disclosure check, will be undertaken on all applicants.

[Back To Contents Page](#)

Education Support Worker Post (Subject specialist and pastoral)

VACANCY REFERENCE NO: H12

Application Closing: Ongoing

Location:	London Borough of Barking & Dagenham
Salary:	Scale 4 (Range 7 – 11, £20,092 to £21,748)
Hours:	32.5 Hours per week, 39 weeks per year
Contract:	-
Start Date:	September 2023

Please email us for the application form to include with your submission.

Are you creative, courageous and resilient and want to make a real, tangible difference to children and young people's lives?

We are a small special school, currently catering for pupils from KS2 to KS4 and offering a curriculum based on a child's right to 'Learn, Grow and Thrive'. We absolutely believe that all our children and young people deserve to achieve and succeed and will do so, with the right guidance and academic pastoral support.

Our school joined Eko Trust, a family of good and outstanding schools in Hackney, Newham and Suffolk, in September 2019. As we continue to grow as a Trust, this is an exciting time for a new person to join the team to help shape the school on its journey.

The ideal candidate will have successful experience of Education Support Worker work across the full ability range in ideally a SEMH special school background. We expect high performance and high standards from all our staff and pride ourselves on our team approach and flexible and creative approach in meeting the needs of all our pupils.

What we offer:

- An excellent induction programme including regular and frequent team debriefs
- Opportunities to take part in group supervision and reflection and in school coaching and to participate in Eko SEMH schools network (We are 1 of the 2 SEMH special schools in the Trust)
- Access to first aid and Team Teach Training
- Opportunities to access professional development, including apprenticeships
- A very supportive and widely experienced team
- Access to School Advisory Service, which includes GP consultations, counselling, referrals to physiotherapy and other specialist services at no cost

Eko Trust is committed to safeguarding and promoting the welfare of our pupils and the Trust expects all staff and volunteers to share this commitment.

[Back To Contents Page](#)



Special Education Needs Co Ordinator SENCO

VACANCY REFERENCE NO: H11

Application Closing: Ongoing

Location: London Borough of Barking & Dagenham
Salary: MPS + SEN Allowance + TLR
Hours: Full Time
Contract: Full Time
Start Date: September 2023

Please email us for the application form to include with your submission.

Are you creative, courageous and resilient and want to make a real, tangible difference to children and young people's lives? We have a fantastic opportunity for an existing or aspiring SENCO in a unique special school for pupils with social, emotional, behavioural and mental health needs in the London borough of Barking & Dagenham, a diverse urban area.

We are a small (but growing) special school, currently catering for pupils from KS2 to KS4 with a curriculum to develop confidence, independence and healthy relationships. We absolutely believe that all our children and young people deserve to achieve and succeed and will do so, with the right guidance, academic, therapeutic and pastoral support. Our school joined Eko Trust, a family of good and outstanding schools in Hackney, Newham and Suffolk, in September 2019. As we continue to grow as a Trust, this is an exciting time for a new person to join the team to help shape the school on its journey.

The ideal candidate will have successful experience of as a SENCO or have experience of working within an inclusive school. As our school caters for young people with a wide range of needs, candidates will need to be creative and flexible. Experience in working with educational needs across the full ability range is desirable. Candidates may come from a mainstream or a special school background. We pride ourselves in supporting staff development and there will be leadership opportunities for the right candidate.

What we offer:

- An excellent induction programme including regular and frequent team debriefs
- Opportunities to take part in group supervision, reflection and in school coaching and to participate in the Eko SEMH schools network (Pathways is one of two SEMH special schools in the Trust)
- Access to First Aid and Team Teach Training
- A very supportive and widely experienced team
- Access to School Advisory Service which includes GP consultations, counselling, referrals to physiotherapy and other specialist services at no cost
- Opportunity to join the Trust Talented Leaders programme for developing leadership
- Access to a wide set of professionals for expert support e.g. CAMHS, Educational Psychology
- The opportunity to gain accreditation - e.g. NPQs, NPQSL, NPQH, Level 3 Leadership programme, Senior Leader Apprenticeship (MA level)

[Back To Contents Page](#)

Midday Assistant

VACANCY REFERENCE NO: H54

Application Closing: September 2023

Location:	London Borough of Barking & Dagenham
Salary:	Grade 2
Hours:	Mon – Fri (1.25 hrs/day) 6.25 hrs/week; 44.65 weeks term-time only
Contract:	Bank Staff
Start Date:	Discussed at interview

CORE PURPOSES OF THE JOB:

- To ensure the safety and welfare of children throughout the lunch break
- To respond and relate to the children in accordance with school policies, ensuring the maintenance of a positive ethos and following guidelines regarding behaviour management
- To ensure the cleanliness and provision of dining room furniture and cutlery during the lunch break.
- To ensure children abide by dining room 'rules', especially use of cutlery and quiet behaviour.
- To ensure cutlery, beakers, furniture, and floor are cleared of debris and spillages at end of lunch break in preparation for cleaning by School Catering staff.
- To ensure supervision of cloakrooms toilets and corridors during the lunch break
- Administer First Aid for minor injuries complying with guidelines
- To ensure Lunchtime Guidelines are adhered to regarding supervision of pupils, inside the dining room, car park and play areas
- To ensure supervision of adventure track complies with guidelines and risk assessment
- To ensure Lunchtime Guidelines are adhered to regarding supervision during wet lunchtimes
- To understand and comply with school Health and Safety policy (copy in restroom)
- To approach visitors entering school premises following agreed school procedure
- To understand and comply with the LEA's Equal Opportunities Policy
- Administer medication when necessary for a child with medical problems after undertaking training.

These duties are neither exclusive or exhaustive and the postholder may be required to carry out such other appropriate duties as may be required by the Headteacher within the grading level of the post and competence of the postholder.

This job description may be amended at any time after consultation with you.

This position is not a permanent full time or part time role; the role holder will be asked to work when a need arises during term time.

We are looking to recruit enthusiastic people to join our mid-day team. The successful candidates will work during the lunchtime period leading and promoting playground games and social activity.

You will need to be creative and able to work on your own initiative.

Application forms are available by emailing jkenning@valenceprimaryschool.com, or collect an application form from either School office. Application forms can also be down-loaded online at www.valenceprimaryschool.com

[Back To Contents Page](#)



SEN Teaching Assistant

VACANCY REFERENCE NO: H51

Application Closing: Ongoing

Location: London Borough of Barking & Dagenham / Redbridge
 Salary:
 Hours: See below
 Contract: See below
 Start Date: Immediate / ASAP

London Borough	Contract	Phase	Type of SEN	Transport Links	Job Details / Person Specification
Barking & Dagenham	Long Term Mon to Fri 8:30am to 4pm	Primary within a Special Needs School	Autism	15-minute bus from Barking station Parking available	No experience necessary. Whole class TA role, supporting students in play based and sensory learning, students are working at early years levels, with an experienced teacher who gives clear direction to TAs in class.
Barking & Dagenham	Long Term Mon to Fri 8:30am to 4pm	Secondary within a Special Needs School	Autism, Severe Learning Difficulties	15-minute bus from Barking station Parking available	No experience necessary. Students at Secondary age working at low primary levels, all verbal and beautifully behaved class. This role involves working with the whole class and at times on a 1:1 basis. Someone with a good sense of humour will be a good fit for this class.
Barking & Dagenham	Long Term Mon to Fri 8:30am to 4pm	Primary within a Special Needs School	Complex needs	Short walk from Dagenham Heathway station Parking available	No experience necessary. Whole class support for students with complex needs – students have both learning difficulties and physical impairments such as mobility issues. This role involves personal care (nappy changing) and requires a caring and nurturing approach. No behavioural issues in the class.
Barking & Dagenham	Long Term 4 days per week 8:30am to 4pm	Primary within a Special Needs School	Autism	Short walk from Dagenham Heathway station Parking available	No experience necessary. Whole class support for students with Autism. Low levels and many students are nonverbal using picture cards to communicate. Outstanding School provides excellent training and development so would suit an ambitious TA with a willingness to learn and develop.
Barking & Dagenham	Long Term Mon to Fri 8:30am to 4pm	Secondary within a School for students with Mental Health issues	Behaviour	15-minute walk from Becontree station No parking	No experience necessary. Students with Mental Health issues such as ADHD, OCD and Anxiety. Training provided for managing Challenging Behaviours such as swearing, shouting, refusing to follow instruction. Someone with a positive attitude who enjoy a challenge would suit this role. Student ability levels are in line with the average for their age.
Barking & Dagenham	Long Term Mon to Fri 8:30am to 4pm	Early Years within a Special Needs School	Complex needs	15-minute bus from Upney station Parking available	No SEN experience necessary. High energy and playful group of 4-5 year olds. Whole class support, play based learning, storytelling, and outdoor learning. Role may require personal care (feeding and changing). Energetic candidate required for this colourful and fast paced classroom.
Redbridge	Long Term Mon to Fri 8:30am to 4pm	Primary within a Special Needs School	Autism, Severe Learning Difficulties	15-minute bus from South Woodford station No parking	No experience necessary. Students with mild to moderate Autism and Speech and Communication delays. Students regularly engaged in different activities at different times at work stations so require a really flexible TA to support various activities and attainment levels. Experienced and nurturing Senior Teacher with a happy class team.

Barking & Dagenham	Ad hoc Daily Supply 8:30am to 4pm on any days you are available	Early Years, Primary & Secondary within a Special Needs School	Various	Short walk from Dagenham Heathway station Parking available	No experience necessary. Covering sickness on days you are available. Working one day in one class and one day in another, therefore work is varied, and TAs will need to adapt and be able to build rapport quickly with the students and staff they work with. TAs who are smiley, positive, and willing to take direction from the class teacher will do great.
Barking & Dagenham	Ah hoc Daily Supply 8:30am to 4pm on any days you are available	Primary, Secondary & Post 16 within a Special Needs School	Various	10-minute bus from Barking station Parking available	No experience necessary. Covering sickness on days you are available. Working one day in one class and one day in another, therefore work is varied, and TAs will need to adapt and be able to build rapport quickly with the students and staff they work with. TAs who are smiley, positive, and willing to take direction from the class teacher will do great.

[Back To Contents Page](#)

Music Teacher (Guitar)

VACANCY REFERENCE NO: H77

Application Closing: Ongoing

Location:	East London
Salary:	£15 - £25 per hour
Hours:	Flexible
Contract:	See below
Start Date:	Immediate / ASAP

Are you passionate about teaching and empowering young minds? Look no further! We are a selective marketplace for exceptional tutors, is on the lookout for talented individuals like you to join our team.

Role:

As a tutor you will play a crucial role in nurturing the potential of young learners. We provide a comprehensive lesson plan with our best-in-class curriculum, freeing you to focus solely on what you do best—teaching! With flexible working hours, you have the freedom to design your tutoring schedule, from as little as one hour to as many as you desire.

Responsibilities:

- Deliver engaging and impactful tutoring sessions, inspiring students to excel in their talents.
- Utilize our provided lesson plans and curriculum to create a positive and effective learning environment.
- Assess student progress and adjust teaching methods accordingly to ensure optimal results.
- Maintain open communication with parents and students, fostering a collaborative learning experience.

Requirements:

- Proficiency in the subject(s) you wish to tutor, with a passion for sharing knowledge.
- Strong communication and interpersonal skills to connect with students of various ages and backgrounds.
- Proven success in relevant exams or outstanding achievements in your field.
- Previous tutoring or teaching experience is advantageous but not mandatory.

Impactful Teaching:

Make a difference in students' lives by guiding them on their learning journey.

- Credibility and Trust: Our preference for well-qualified tutors ensures the credibility of our platform and fosters positive outcomes for students.
- Easy Application: Apply now through our user-friendly portal at <https://www.hunarly.com/quiz/tutor-application/>.

If you possess the knowledge and passion to help students achieve mastery in their talents, we invite you to embark on this fulfilling tutoring opportunity. Apply now, and let's transform student success together!

Note: This is a centre based role, and tutors from near by Barking area are welcome to apply.

[Back To Contents Page](#)



Business Development Manager/ BID Writer

VACANCY REFERENCE NO: H22

Application Closing: September 2023

Location: RM8 3QS
Salary: £30,000 - £34,000 annually
Hours: 37.5 hours per week
Contract: Full Time
Start Date:

Role:

The post holder will form part of our small in-house business development team, leading on the development of new funding and business proposals and developing strategic partnerships to support the growth and sustainability of the charity's activities. The role enhances LifeLine's strategic capability by identifying and developing longer-term funding relationships, partnerships, and commissioning opportunities in line with organisational priorities and growth objectives. The postholder will work alongside the Head of Business Development and Chief Executive to represent LifeLine and its interests in the development of new business partnerships and relationships. This includes acting as a lead/senior point of contact for the Business Development team, managing external relationships and correspondence.

To apply please follow the link below:

[Vacancies - LifeLine Projects](#)

[Back To Contents Page](#)

Home Support Worker

VACANCY REFERENCE NO: H83

Application Closing: 29th September 2023

Location:	Redbridge, Havering, Barking & Dagenham
Salary:	To be discussed
Hours:	To be discussed
Contract:	To be discussed
Start Date:	ASAP

High quality Home Support Workers required to work in older people's own homes across the 3 boroughs of Redbridge, Havering and Barking/Dagenham.

Work for a fantastic charity organisation to make a difference in older people's lives.

Home Support Workers help older people to live independently, safely and happily at home by assisting them with a variety of practical tasks such as shopping, cleaning, cooking and running errands. Home Support Workers also provide companionship and accompany clients to appointments or take them on outings. There is no personal care involved. Travel time will be paid. Core training provided. Subject to DBS check.

For an application pack

Email: Please email: admin@ageukrbh.org.uk

Website: <https://www.ageuk.org.uk/redbridgebarkinghavering/about-us/work-for-us/>

[Back To Contents Page](#)



Primary Teacher

VACANCY REFERENCE NO: H10

Application Closing: Ongoing

Location:	London Borough of Barking & Dagenham
Salary:	MPS + SEN Allowance
Hours:	Full Time
Contract:	Full Time
Start Date:	September 2023

Please email us for the application form to include with your submission.

Are you creative, courageous and resilient and want to make a real, tangible difference to children and young people's lives? We have a fantastic opportunity for an existing or aspiring SENCO in a unique special school for pupils with social, emotional, behavioural and mental health needs in the London borough of Barking & Dagenham, a diverse urban area.

We are a small (but growing) special school, currently catering for pupils from KS2 to KS4 with a curriculum to develop confidence, independence and healthy relationships. We absolutely believe that all our children and young people deserve to achieve and succeed and will do so, with the right guidance, academic, therapeutic and pastoral support. Our school joined Eko Trust, a family of good and outstanding schools in Hackney, Newham and Suffolk, in September 2019. As we continue to grow as a Trust, this is an exciting time for a new person to join the team to help shape the school on its journey.

The ideal candidate will have successful experience of as a SENCO or have experience of working within an inclusive school. As our school caters for young people with a wide range of needs, candidates will need to be creative and flexible. Experience in working with educational needs across the full ability range is desirable. Candidates may come from a mainstream or a special school background. We pride ourselves in supporting staff development and there will be leadership opportunities for the right candidate.

What we offer:

- An excellent induction programme including regular and frequent team debriefs
- Opportunities to take part in group supervision, reflection and in school coaching and to participate in the Eko SEMH schools network (Pathways is one of two SEMH special schools in the Trust)
- Access to First Aid and Team Teach Training
- A very supportive and widely experienced team
- Access to School Advisory Service which includes GP consultations, counselling, referrals to physiotherapy and other specialist services at no cost
- Opportunity to join the Trust Talented Leaders programme for developing leadership
- Access to a wide set of professionals for expert support e.g. CAMHS, Educational Psychology
- The opportunity to gain accreditation - e.g. NPQs, NPQSL, NPQH, Level 3 Leadership programme, Senior Leader Apprenticeship (MA level)

[Back To Contents Page](#)

Deputy Service Manager

VACANCY REFERENCE NO: H76

Application Closing: Ongoing

Location: Barking & Dagenham
Salary: £37,635 annually
Hours: 37.5 hours per week
Contract: Full Time, Fixed Term Maternity Cover
Start Date: To Be Disclosed

Role:

We are recruiting for a Deputy Service Manager who is passionate about supporting women and children who are impacted by domestic violence. The Deputy service manager will join our management team in Barking and Dagenham to assist the senior service manager in the delivery and development of high quality independent advocacy, outreach, peer mentors and refuge services for survivors of gender based violence.

In this role you will ensure the smooth running of high quality service to support survivors of gender based violence. This will include managing staff teams to ensure effective advocacy is provided survivors at the highest risk and their children.

A key requirement is to provide personal welfare support and to ensure that women are provided with a safe, supportive and welcoming environment in accordance with Refuge's philosophical principles.

Suitable candidates must have proven experience of providing direct emotional and practical support, and of managing case work. In addition, you must have experience of managing and motivating staff, knowledge of domestic violence issues, experience of providing support to women.

As a member of the management team, you will be required to participate in an out-of-hours management service.

Further information on how we commit to creating a diverse and inclusive work environment can be found on our [Equality, Diversity and Inclusion](#) website page and within the job information pack for this role. This contains information on our values, our Respect, Inclusion and Belonging strategy and our Respect Charter'.

Refuge is the UK's largest provider of specialist services, and we are proud to be a leader in our field and an employer of choice, with leading edge systems for supervision, quality management and development. For more information on our work, please visit www.refuge.org.uk.

Benefits

Refuge offers a variety of exciting opportunities to learn, develop and grow in your career. We recognise the value everyone brings to the organisation to achieve our aims and are dedicated to developing and rewarding our staff. More details of our benefits can be found in Job Information Pack.

To apply please follow the link below and send us a confirmation email at vacancies@lbbd.gov.uk : [Deputy Service Manager | CIPHR iRecruit . \(ciphr-irecruit.com\)](#)

[Back To Contents Page](#)



Part Time Cleaner

VACANCY REFERENCE NO: H70

Application Closing: September 2023

Location:	Dagenham
Salary:	£11.95 per hour
Hours:	12 hours per week
Contract:	Part Time
Start Date:	Immediate / ASAP

Role:

Cleaner required to work Friday, Saturday, Sunday and Monday from 6am to 9pm. These will be your contracted hours. 12 hours per week.

It is essential that you can be flexible and able to cover other days to help your team when they are on holiday or sick.

The role will be to clean a youth club to highest standards with a teammate. It is essential that you are able to use cleaning equipment and manual mops.

Benefits:

- Company pension
- Gym membership
- Referral programme

Experience:

- Cleaning: 1 year (preferred)

Licence/Certification:

- Driving Licence (preferred)

[Back To Contents Page](#)

Cleaner

VACANCY REFERENCE NO: H86

Application Closing: September 2023

Location: Barking & Dagenham
Salary: £13 per hour
Hours: Monday to Friday (Between 8am and 4pm)
Contract: Between 10 and 30 hours per week
Start Date: Immediate / ASAP

Are you looking for extra hours to top up your weekly income or a flexible job that offers the hours you want to work?

We are currently looking for fantastic new cleaner to help look after our clients' homes and their regular weekly cleaning in Barking and Dagenham

Are you?

- Friendly?
- Reliable?
- Hardworking?

Then working with us at is a fantastic opportunity for you. We have work available straight away. Our private domestic households will provide you with all cleaning products and equipment, so all you need to do is turn up and do a fantastic clean!

Why work with us?

- We offer the hours you want - anything from 10 hours per week to 30 hours per week.
- YOU choose when and where you work
- Work is available from 8am to 4 pm Monday to Friday (no weekends or evenings)
- Lovely clients to clean for
- We insure every clean for your peace of mind
- Pay will be: £13 per hour

The Role:

- Cleaning to a high standard. Vacuuming, dusting, polishing, cleaning kitchens & bathrooms etc
- Cleaning jobs typically last 1 to 2 hours depending on the size of the house

Domestic cleaning experience is desirable, but if you can clean your own home to a high standard, then you can clean others!

Do you want to join this team that provides excellent service to our clients?

If so, please get in touch.

You will need to provide references (they don't need to be cleaning related) and be happy to apply for DBS/ Police check.

We look forward to hearing from you!

Benefits:

- Casual dress
- Flexitime

Schedule:

- Flexitime
- Monday to Friday



- No weekends

Application question(s):

- Do you live in Barking and Dagenham?
- What is it that appeals to you about this job and why are you applying?

Experience:

- Cleaning: 2 years (preferred)

Licence/Certification:

- Driving Licence (preferred)

Work Location: In person

[Back To Contents Page](#)

Community Development Worker

VACANCY REFERENCE NO: H24

Application Closing: September 2023

Location: Havering, Redbridge and Barking & Dagenham
Salary: £23,320 - £26,500 annually
Hours: 18.75 hours per week (Inc evening and weekends)
Contract:
Start Date: Immediate / ASAP

Role:

LifeLine works with young people on the edge of poor mental health, serious youth violence and school exclusion to become agents for change in their communities. We do this through providing mentoring to young people, supporting their families and building the communities around them.

Our SW!TCH Communities Programme works on local estates where there is a high prevalence to violence. The postholder will work with a small team to build the capacity of the local community to respond to and prevent issues of serious youth violence. This will include having a high visible presence on the estates, liaising with partner organisations & stakeholders and recruiting, training and supporting local community members to become volunteer mentors and community activists.

To apply please follow the link below:

[Vacancy: Community Development Worker - LifeLine Projects](#)

[Back To Contents Page](#)

Family Support Worker (0-5 years)

VACANCY REFERENCE NO: H23

Application Closing: Ongoing

Location: RM8 3QS
Salary: £23,320 - £26,500 annually
Hours: 15 – 37.5 hours per week
Contract: Part Time/ Full Time
Start Date:

Role:

LifeLine recognises the burden of responsibility on parents in the Early Years of a child's development and recognise some families lack support in these key years. In response to this need we are providing family support for vulnerable families with children from 0-5 years old to ensure they have the best start to life. The postholder will provide essential support for families, running workshops, coaching parents, in homes and in community centres.

To apply please follow the link below:

[Vacancies - LifeLine Projects](#)

[Back To Contents Page](#)

Support Worker

VACANCY REFERENCE NO: H31

Application Closing: Ongoing

Location: London Borough of Barking & Dagenham
Salary: National Minimum Wage
Hours: 9:00am to 17:00pm Mon – Friday
Contract: Full Time
Start Date: ASAP

Please see candidate specification below.

Essential requirements for the successful candidate include:

- Candidates **must** understand housing related support
- Candidates **must** be able to liaise with all staff to ensure that all timescales are met and deadlines are met
- Candidates **must** be able to work in an empowering way to promote equity and cohesion
- Candidates **must** be able to work in a one to one setting within the community

Although not essential some desirable points are;

- Having a full UK driving licence
- Having interpersonal communication skills
- Experience of supporting service users with complex needs
- Ability to do performance evaluation competencies

[Back To Contents Page](#)



Care Technology Installer

VACANCY REFERENCE NO: H61

Application Closing: Ongoing

Location:	London Borough of Barking & Dagenham + Field Based
Salary:	£20,000 - £25,000 per annum
Hours:	37.5 hours per week, Rota Based
Contract:	Full Time / Part Time
Start Date:	ASAP

Location: Barking & Dagenham – You will travel in and around the County to install our care technology in customers' homes or care homes.

Help us keep elderly and vulnerable people safer and better connected by using digital technology

We are market leaders in assisted care technology that is disrupting social care by embracing technology and using connected, smart technologies to keep elderly and vulnerable people safe and better connected whilst allowing them to remain independent in their home. By installing sensor-based technologies within individuals' homes, the health and well-being of vulnerable residents can be better monitored remotely, leading to potential problems being identified earlier.

We specialise in delivering connected care technology for local authorities, the NHS, housing associations and sheltered accommodation providers across the country. We are the market leader in data led, digital connected care technology in the UK and are scaling rapidly in the country.

We are looking to recruit highly motivated individuals to join us as our Care Technology Installers and play a key role in delivering on our technology contract in the Barking & Dagenham area and help older and vulnerable people to live more independent lives. You will be responsible for installing our technology in our clients' homes, working closely with family members, social workers, local authorities and the Alcove team to ensure a fully customised tech solution that provides the best for their health and well-being.

What you will be doing:

- Deliver, collect, install, demonstrate, repair, and maintain care technology in people's own homes across the county.
- All administration relating to the installation should be conducted on site or immediately before the next install
- All technology set up and testing should be done at least the night before an installation if not sooner
- A **minimum** of 3 installations/visits will be required daily following training
- You will travel by driving your own vehicle.
- You will support people of all ages to maintain their health and wellbeing, including those people who are leaving hospital or to prevent the need for them to use other health and social care support.
- You will also be supporting unpaid carers to carry on caring for friends and family.
- Day-to-day management of stock and maintenance of stock
- Set up / repair / collection of care technology in people's own homes. This could also include supporting them to use their own mobile and smart home technology, apps, etc as needed. You will be supported by our team of tech advisers

- Move and track equipment in and stock movements through our computerised bar code scanner system.
- Carry out risk assessments; provide advice and assistance to ensure the client's safety and wellbeing referring them, if necessary, to appropriate services for assistance.
- Respond to emergency requests and safeguard client's, alerting other services or contacts.
- Maintain and document accurately all, installations, emergencies, handovers and in accordance with agreed procedures.
- Manage enquiries, ensuring faulty equipment is reported and replacements arranged.
- Maintaining links with internal and external agencies to facilitate access to their help at times of emergency
- Train and instruct new members of staff in a 'hands on' and continuing learning process.

Essential Skills

- Excellent interpersonal skills – you can build rapport with people easily and are a good listener
- You are a strong team player, are flexible approach and have good communication skills
- Good level of general education to GCSE or similar (as a guide 4 GSCE's A*-C)
- Able to work in a fast-paced environment
- You can drive and have access to your own vehicle
- Ability to prioritise and categorise based on information provided and using sound judgement
- Effective written skills
- Effective organisation and time management skills. Organised and diligent. Self-starter.

Helpful Skills

- Experience (personal, paid or voluntary) of working with disabled adults and older people
- Knowledge of technology and a passion for it
- Knowledge and experience of working with Healthcare Professionals
- Experience of working with a range of partner organisations
- Experience within a community setting
- Experience of working in a challenging and emotional environment, dealing with clients/families that may be recently bereaved, be at end of life, have learning disabilities or needing equipment to help rehabilitate

Details:

Salary between £*** per year, depending on experience, in addition to mileage, @ £0. ** per mile

You should have a valid driver's license with Business Cover on your Insurance and access to your own vehicle.

37.5 hours per week split between installs and inbound and outbound calls from home (full training provided).

Rota based weekend working - 1 weekend in every 8-10 week roughly but this can be swapped, and other staff cover if needed - this is paid for on top of salary.

Rota based late shift either once a week or once a fortnight 11am - 7pm shared across the team to ensure full coverage.

[Back To Contents Page](#)

Care Technology Advisor

VACANCY REFERENCE NO: H62

Application Closing: Ongoing

Location: London Borough of Barking & Dagenham
Salary: £20,000 - £25,000 per annum
Hours: 37.5 hours per week, Rota Based
Contract: Full Time / Part Time
Start Date: ASAP

Help us keep elderly and vulnerable people safer and better connected by using digital technology.

We are market leaders in assisted care technology that is disrupting social care by embracing technology and using connected, smart technologies to keep elderly and vulnerable people safe and better connected whilst allowing them to remain independent in their home. By installing sensor-based technologies within individuals' homes, the health and well-being of vulnerable residents can be better monitored remotely, leading to potential problems being identified earlier.

We specialise in delivering connected care technology for local authorities, the NHS, housing associations and sheltered accommodation providers across the country. We are the market leader in data led, digital connected care technology in the UK and are scaling rapidly in the country.

We are looking to recruit highly motivated individuals to join our team to play a key role in delivering on our technology contract in the **TBC** area and help older and vulnerable people to live more independent lives.

You will be responsible for Booking Installations on a day-to-day basis working from home or in our county-based office.

What you will be doing:

1. Booking in referrals into Care Technology Installer diaries as they come into Alcove
2. Making sure you are adding work into diaries in a sensible fashion allowing adequate travel time etc.
3. Liaising with clients or their representatives to agree a suitable date and time for the installation to take place and informing them of anything they need to do or know about beforehand i.e. signing up to the Alcove system
4. If required, you will need to complete any forms for devices to be set up and linked to a Monitoring Centre
5. You will need to assign available stock or request stock to be sent to the Care technology Installer to fulfil the installation making sure it will arrive before the date the installation is booked
6. Book in any maintenance visits as and when required
7. Make sure we are hitting our agreed KPIs with our clients
8. You will support people of all ages to maintain their health and wellbeing, including those people who are leaving hospital or to prevent the need for them to use other health and social care support.
9. You will also be supporting unpaid carers to carry on caring for friends and family.
10. Day-to-day management of stock and maintenance of stock
11. Move and track equipment in and stock movements through our computerised bar code scanner system.

12. Carry out risk assessments; provide advice and assistance to ensure the client's safety and wellbeing referring them, if necessary, to appropriate services for assistance.
13. Respond to emergency requests and safeguard client's, alerting other services or contacts.
14. Manage enquiries, ensuring faulty equipment is reported making arrangements for or repair to minimise the risk.
15. Maintaining links with internal and external agencies to facilitate access to their help at times of emergency
16. Train and instruct new members of staff in a 'hands on' and continuing learning process.

Essential Skills

- Excellent interpersonal skills – you can build rapport with people easily and are a good listener
- You are a strong team player, are flexible approach and have good communication skills
- Good level of general education to GCSE or similar (as a guide 4 GSCE's A*-C)
- Able to work in a fast-paced environment
- You can drive and have access to your own vehicle
- Ability to prioritise and categorise based on information provided and using sound judgement
- Effective written skills
- Effective organisation and time management skills. Organised and diligent. Self-starter.

Helpful Skills

- Experience (personal, paid or voluntary) of working with disabled adults and older people
- Knowledge of technology and a passion for it
- Knowledge and experience of working with Healthcare Professionals
- Experience of working with a range of partner organisations
- Experience within a community setting
- Experience of working in a challenging and emotional environment, dealing with clients/families that may be recently bereaved, be at end of life, have learning disabilities or needing equipment to help rehabilitate

Details:

37.5 hours per week split between installs and inbound and outbound calls (full training provided).

Rota based weekend working - 1 weekend in every 8-10 week roughly but this can be swapped, and other staff cover if needed - this is paid for on top of salary.

Rota based late shift either once a week or once a fortnight 11am - 7pm shared across the team to ensure full coverage.

[Back To Contents Page](#)

Care Providers Voice Multiple Vacancies

MULTIPLE VACANCIES AVAILABLE

Application Closing: Ongoing

Please note; You will need to register directly with CPV using the link below to apply for any of their roles and then send us an email confirming what role you have applied for to vacancies@lbbd.gov.uk

REGISTERING WITH CPV;

[Care Providers Voice - By Providers, for Providers \(cpvnel.co.uk\)](http://cpvnel.co.uk)

CPV VACANCIES;

- 50 Home Care Assistant Roles
- 19 Support Worker Roles
- 8 Registered Nurse Roles
- 6 Registered Manager Roles
- 5 Care Assistant Roles
- 4 Support Worker – Driver Only Roles
- 4 Senior Support Worker Roles
- 2 Night Care Assistant Roles
- 2 Home Care Assistant – Driver Roles
- 2 Day Centre Support Worker Roles
- 2 Evening Home Care Assistant Roles
- 2 Female Support Worker Roles
- 2 Night Support Worker Roles
- 2 Senior Home Care Assistant Roles
- 1 Deputy Manager Role
- 1 Home Care Support Worker Role
- 1 Female Care Assistant Role
- 1 Support Team Leader Role
- 1 Office Manager Role
- 1 Domiciliary Care Manager Role
- 1 Scheme Co-ordinator Role
- 1 Activity Co-ordinator Role
- 1 Nail Cutting Technician Role

Please see the next page for a breakdown of each role.

Supported Living Support Worker Roles:

Postcode	Borough	Role vacancy	Hours	Hourly rate
TBC	Barking & Dagenham	Support Worker	Full time and Part time	£10.75 - £12.50
RM11 3BL	Havering	Support Worker	Full time or Part time	£10.42
RM11 3BL	Havering	Support Worker	Full time or Part time	£10.42
RM11 3BL	Havering	Support Worker	Full time or Part time	£10.42
RM11 3BL	Havering	Day Centre Support Worker	Full time or Part time	£10.42
RM11 3BL	Havering	Night Support Worker	Full time or Part time	£10.42
RM11 3BL	Havering	Night Support Worker	Full time or Part time	£10.42
RM6 5NR	Havering	Day Centre Support Worker	0-hour contract	£10.42
TBC	Havering	Support Worker	Full time and Part time	£10.75 - £12.50
RM11 3DA/RM3 7HB	Havering	Support Worker	Full time	£11.00
RM13 9RH	Havering	Support Worker	Full time and Part time	£10.42
RM13 9QQ	Havering	Support Worker	Full time and Part time	£10.42
RM6 4YG	Redbridge	Support Worker – Drivers only	Full time or Part time	£10.90
RM6 4YG	Redbridge	Support Worker – Drivers only	Full time or Part time	£10.90
RM6 4YG	Redbridge	Support Worker – Drivers only	Full time or Part time	£10.90
RM6 4YG	Redbridge	Support Worker – Drivers only	Full time or Part time	£10.90
IG3 8AR	Redbridge	Female Support Worker	Full time	£10.42

IG3 8AR	Redbridge	Female Support Worker	Full time	£40.00 for sleep ins
IG2 7HB, IG1 4HZ, IG1 4JX, IG3 8UE	Redbridge	Support Worker	Full time	£20,685 per year
IG1 3SE/RM7 9BU/IG3 9RN	Redbridge/Havering	Support Worker	Full time and Part time	£10.42
IG1 3SE/RM7	Redbridge/Havering	Support Worker	Full time and Part time	£10.42
IG1 3SE/RM7 9BU/IG3 9RN	Redbridge/Havering	Support Worker	Full time and Part time	£10.42
IG1 3SE/RM7 9BU/IG3 9RN	Redbridge/Havering	Support Worker	Full time and Part time	£10.42
IG1 3SE/RM7	Redbridge/Havering	Support Worker	Full time and Part time	£10.42
IG1 3SE/RM7	Redbridge/Havering	Support Worker	Full time and Part time	£10.42
IG1 3SE/RM7 9BU/IG3 9RN	Redbridge/Havering	Support Worker	Full time and Part time	£10.42
IG1 3SE/RM7 9BU/IG3 9RN	Redbridge/Havering	Support Worker	Full time and Part time	£10.42
IG4 5EG	Redbridge	Support Worker	Full time	£22,425-£24,492
IG4 5EG	Redbridge	Support Worker	Full time	£22,425-£24,492

Care Home Care Assistant Roles:

Postcode	Borough	Role vacancy	Hours	Hourly rate
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RM14 3PL	Havering	Night Care Assistant	Full time – 33 hours	£10.42
RM14 3PL	Havering	Night Care Assistant	Full time – 33 hours	£10.42
IG6 2QP	Redbridge	Care Assistant	Full time – Waking nights and day	£10.42
IG6 2QP	Redbridge	Care Assistant	Full time – Waking nights and day	£10.42
IG6 2QP	Redbridge	Care Assistant	Full time – Waking nights and day	£10.42
E11 2PR	Redbridge	Care Assistant	Full time	£11.00
E11 2PR	Redbridge	Care Assistant	Full time	£11.00

Domiciliary Healthcare Assistant

Roles:

Postcode	Borough	Role vacancy	Hours	Hourly rate
N/A	Barking and Dagenham	Home Care Assistant	Full time and Part time	£10.75
RM6 6PY	Barking and Dagenham	Home Care Assistant	Full time and Part time	£10.42
RM13 8EU	Barking and Dagenham	Home Care Assistant	Full time	£10.42
RM13 8EU	Barking and Dagenham	Home Care Assistant	Full time	£10.42
RM10 9UR	Barking and Dagenham	Home Care Assistant	Full time and Part time	£10.42 – £11.00
RM6 6NT	Barking and Dagenham	Home Care Assistant - Driver required	Full time and Part time	£11.00
RM7 0AZ	Havering	Home Care Assistant – Driver required	Full time and Part time	£10.50
RM3 0JA	Havering	Home Care Assistant	Full time and Part time	£11.50 - £12.00

RM3 0JA	Havering	Evening Home Care Assistant	Full time and Part time	£11.50 - £12.00
RM1 1QA	Havering	Female Care Assistant	Full time or Part time – 7am – 3pm	£11.00 – £11.50
RM11 1QL	Havering	Home Care Assistant	0-hour contract. Shift patterns	£10.50 – £11.25
RM1 2HA	Havering	Home Care Assistant	Full time and Part time	£10.50 – £10.50
RM12 4EU	Havering	Home Care Assistant	Full time and Part time	£10.50 – £11.00
RM3 0JA	Havering	Home Care Assistant	Full time and Part time	£11.50 - £12.00
RM3 0JA	Havering	Evening Home Care Assistant	Full time and Part time	£11.50 - £12.00
RM12 6NB	Havering	Home Care Assistant	Full time or Part time	£11.45 - £11.85
RM12 6NB	Havering	Home Care Assistant	Full time or Part time	£11.45 - £11.85
RM12 6NB	Havering	Home Care Assistant	Full time or Part time	£11.45 - £11.85
RM12 6NB	Havering	Home Care Assistant	Full time or Part time	£11.45 - £11.85
RM12 6NB	Havering	Home Care Assistant	Full time or Part time	£11.45 - £11.85
RM12 6NB	Havering	Home Care Assistant	Full time or Part time	£11.45 - £11.85
RM12 6NB	Havering	Home Care Assistant	Full time or Part time	£11.45 - £11.85
RM12 6NB	Havering	Home Care Assistant	Full time or Part time	£11.45 - £11.85
RM12 6NB	Havering	Home Care Assistant	Full time or Part time	£11.45 - £11.85
RM12 6NB	Havering	Home Care Assistant	Full time or Part time	£11.45 - £11.85
RM12 6NB	Havering	Home Care Assistant	Full time or Part time	£11.45 - £11.85

RM12 6NB	Havering	Home Care Assistant	Full time or Part time	£11.45 - £11.85
RM14 3PL	Havering	Home Care Assistant	Full time	£10.42
RM12 6NB	Havering	Home Care Assistant	Full time or Part time	£11.45 - £11.85
RM12 6NB	Havering	Home Care Assistant	Full time or Part time	£11.45 - £11.85
RM12 6NB	Havering	Home Care Assistant	Full time or Part time	£11.45 - £11.85
N/A	Havering/Harold Hill	Home Care Assistant	Full time and Part time	£12.00
N/A	Havering/Hornchurch	Home Care Assistant	Full time and Part time	£12.00
N/A	Havering/Romford	Home Care Assistant	Full time and Part time	£12.00
N/A	Newham	Home Care Assistant	Full time and Part time	£11.05
E15 4QZ	Newham	Home Care Assistant	Full time and Part time	£11.50
E15 4QZ	Newham	Home Care Support Worker	Full time and Part time	£12.00
N/A	Newham	Home Care Assistant	Full time and Part time	£11.05
N/A	Newham	Home Care Assistant	Full time and Part time	£11.05
N/A	Newham	Home Care Assistant	Full time and Part time	£11.05
N/A	Newham	Home Care Assistant	Full time and Part time	£11.05
N/A	Newham	Home Care Assistant	Full time and Part time	£11.05
N/A	Newham	Home Care Assistant	Full time and Part time	£11.05
N/A	Redbridge	Home Care Assistant	Full time	£11.25
N/A	Redbridge	Home Care Assistant	Full time	£11.25

N/A	Redbridge	Home Care Assistant	Full time	£11.25
N/A	Redbridge	Home Care Assistant	Full time	£11.25
IG1 2JL	Redbridge	Home Care Assistant	Part time – 16.5 hours per week	£10.42
IG1 1BA	Redbridge	Home Care Assistant	Full time	£11.95
IG1 1BA	Redbridge	Home Care Assistant	Full time	£11.95
IG1 1BA	Redbridge	Home Care Assistant	Full time	£11.95
IG1 1BA	Redbridge	Home Care Assistant	Full time	£11.95
IG1 1BA	Redbridge	Home Care Assistant	Full time	£11.95
IG1 1BA	Redbridge	Home Care Assistant	Full time	£11.95
IG1 1BA	Redbridge	Home Care Assistant	Full time	£11.95
E11 2AA	Redbridge	Home Care Assistant	Full time- 40 hours per week	£11.05 -£11.95
N/A	Waltham Forest	Home Care Assistant	Full time- 40 hours per week	£11.05 -£11.95

Senior Carer Roles:

Postcode	Borough	Role vacancy	Hours	Hourly rate
RM1 2HA	Havering	Senior Home Care Assistant	Full time	£11.50
RM1 2HA	Havering	Senior Home Care Assistant	Full time and Part time	£11.50
TBC	Newham	Senior Support Worker	Full time – 40 hours	£10.42
TBC	Newham	Support Team Leader	Full time – 40 hours	TBC

IG11 8TA	Redbridge	Senior Support Worker	Full time – 40 hours	£10.42
IG11 8TA	Redbridge	Senior Support Worker	Full time – 40 hours	£10.42
IG5 0LG	Redbridge	Senior Support Worker	Full time	£22,880 - £24,960 per year

Management Roles:

Postcode	Borough	Role vacancy	Hours	Hourly rate
RM9 5SR	Barking and Dagenham	Domiciliary Care Manager	Full time	£30,000 –£35,000 per year
RM11 3BL	Havering	Registered Manager	Full time	£32,500 – £35,000 per year
RM11 3BL	Havering	Registered Manager	Full time	£32,500 – £35,000 per year
RM7 8DS	Havering	Registered Manager	Full time	£36,000 - £40,000 per year
RM13 9QQ	Havering	Registered Manager	Full time	TBC
IG3 9RN	Redbridge	Deputy Manager	Full time	£26,000 per year
IG3 8UT	Redbridge	Registered Manager	Full time	£30,000 - £40,000 per year
E11 2PR	Redbridge	Office Manager	Full time – 37.5 hours per week	£30,000 - £35,000 per year
IG5 0LG	Redbridge	Registered Manager	Full time	£30,760 – £36,400 per year

Nurse Roles:

Postcode	Borough	Role vacancy	Hours	Hourly rate
RM14 3PR	Havering	Registered Nurse	Part time – 24 hours (Days)	£20.75
RM14 3PR	Havering	Registered Nurse	Full time – 48 hours (Nights)	£20.75

RM14 3PL	Havering	Registered Nurse	Full time (Nights)	£18.00 - £20.00
RM14 3PL	Havering	Registered Nurse	Full time (Nights)	£18.00 - £20.00
RM14 2YP	Havering	Registered Nurse	Full time	£19.01
E15 4QZ	Newham	Registered Nurse	Full time or Part time	£25.50
RM6 4AZ	Redbridge	Registered Nurse	Part time	£18.75
RM6 4AZ	Redbridge	Registered Nurse	Full time	£18.75

Administrator and Co-ordinator Roles:

Postcode	Borough	Role vacancy	Hours	Hourly rate
RM3 9JN	Havering	Scheme Co-ordinator	Full time	£20,000 per year
RM1 2RL	Havering	Activity Co-ordinator	Full time	£10.42

Other Roles:

Postcode	Borough	Role vacancy	Hours	Hourly rate
IG1 4PU	Redbridge	Nail Cutting Technician	Part time – 7 hours a week	£14.00

[Back To Contents Page](#)

Adecco Self-Referral Form

MULTIPLE VACANCIES AVAILABLE

Application Closing: Ongoing

Adecco Self-Referral (Barking)

This form is to be completed by those with an interest in working with Adecco at London Borough of Barking and Dagenham.

Once you have completed the form, an Adecco Consultant may be in touch to discuss any suitable employment opportunities with you. Please note that this form is to register your interest only and does not automatically guarantee employment.

Please complete the form as accurately as possible. The information you provide will not be shared with any third party organisations without your written consent first.

[Adecco Self-Referral Form \(Barking\) \(smartsheet.com\)](https://smartsheet.com)

[Back To Contents Page](#)



ILA Volunteering

MULTIPLE VACANCIES AVAILABLE: H82



Independent
Living
Agency



COMMUNITY
FUND

Stay Well Stay Safe—Healthy Futures Project

We are currently recruiting Volunteer Peer Leaders, Mentors and Buddies for our new exciting project funded by the National Lottery. Our project has three objectives: increase physical activity, empower participants with knowledge about healthy lifestyles, and teach participants to cook and plan healthy meals.



Is Volunteering for you?



Are you social? Do you enjoy helping others? Our project requires volunteers who can share their time and experience with others who are trying to make healthy lifestyle changes.

With sports activities including Park Fit and Fitness Buddies.

Cooking courses and fun groups to help with healthy eating plans

You will be working closely with local NHS, Council and Local Colleges.



As part of the team you would support local disabled people to make changes that will last a lifetime!

Call our friendly staff TODAY to get your place on the project!

Independent Living Agency telephone: 02085936677

Email: rosheen@independentlivingagency.org

London Borough of Barking and Dagenham Council Jobs

MULTIPLE VACANCIES AVAILABLE

Application Closing: Ongoing

Please note; Barking & Dagenham Council have many volunteering opportunities. If you have had a career break or want to work but need some experience first, please see below for our volunteering opportunities.

VOLUNTEERING OPPORTUNITIES;

<https://app.betterimpact.com/PublicOrganization/40f3a843-a79c-4f6e-9082-7af50493e1cf/1>

LBBB VACANCIES;

Should you be interested in applying for any of the following LBBB council roles, please follow the link at the bottom of the page, which takes you to the council's website and vacancies page. There you can find more information and how to apply. Please note a **personal statement will be required** when applying for any of these council roles.

NEW!! [Frontline Officer – Outreach](#)

NEW!! [Four Early Years Practitioner Jobs \(Abbey Nursery\)](#)

[Centre Administrator](#)

[Community Safety Partnership Manager](#)

[Construction Work and Skills Broker – In Work Support](#)

[Culture and Heritage Coordinator](#)

[Educational Psychologist](#)

[Employment Support Broker \(Learning Disabilities\)](#)

[Environmental Officer Apprentice](#)

[EUC Senior Technical Specialist \(SME\)](#)

[Family Information Service Officer](#)

[Instrumental Tutors](#)

[IT Applications Team Leader](#)

[Parks and Environmental Officer SK4](#)

If you would like any additional support when submitting your application, please get in touch with your job broker/ advisor.

[Back To Contents Page](#)

Job Shop Registration Days

REGISTRATION DAYS AT THE JOB SHOP (NEW REGISTRATIONS ONLY)

Not sure of your schedule? Want an appointment quickly? No problem- the Jobshop now have Registration days in both locations!

Please see below for our next registration dates and requirements.

BARKING JOB SHOP;

Barking Learning Centre, 2 Town Square, Barking IG11 7NB

Next Walk In Reg Days: **Please contact us for further information**

DAGENHAM JOB SHOP;

Library, 1 Church Elm Ln, Dagenham RM10 9QS

Next Walk In Reg Days: **Please contact us for further information**

Please note; Reg days held every Thursday at Dagenham Job Shop – Please ensure you contact prior for your slot 02087248870

Please bring the following documents if you attend for registration;

- 1) Photo ID – Passport / Driver's license / Provisional / Biometric & Right to Work document
- 2) Proof of address (letter dated within the last 3 months)
- 3) Proof of NI Number (NI Card/letter, Tax Record, P60, Payslip, P45, Benefits documentation etc)
- If documents are not in the same name, please provide proof of change of name (e.g., marriage certificate or deed poll)

Alternatively, you can follow the link below to register online

<https://www.lbbd.gov.uk/form/register-with-barking-and-dagenh>

[Back To Contents Page](#)





***** DOCUMENT END*****