



## **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: 15<sup>th</sup> April 2024

**Promoting Equal Opportunities and Celebrating Diversity**

For more information about this borough please log onto our website at [www.barking-dagenham.gov.uk](http://www.barking-dagenham.gov.uk)



# **CONTENTS**

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

**[Apprenticeships](#)**

**[Administrative](#)**

**[Catering](#)**

**[Childcare](#)**

**[Construction](#)**

**[Education / Teaching](#)**

**[Finance](#)**

**[Health and Social Care](#)**

**[Public Services](#)**

**[Retail / Sales](#)**

**[Security](#)**

**[Transport & Logistics](#)**

**[Other](#)**

**[LBB Council Jobs](#)**

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

**[School Vacancy Bulletin](#)**

# Information / Guidance

## APPLYING FOR OUR VACANCIES

**Please note; If you are already registered with the JobShop, please email your advisor who will put forward your application, if you are not/awaiting registration please follow the instructions below;**

### **SENDING US YOUR APPLICATION**

To apply for our vacancies, email your application over to [vacancies@lbbd.gov.uk](mailto: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 \(www.gov.uk\)](http://www.gov.uk)

[Citizens Advice](#)

[Jobs - Green Space Skills Hub](#)

### **SENDING US YOUR CONSTRUCTION APPLICATION**

To apply to any of our construction vacancies, email your application over 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!** [Teaching Assistant Apprenticeship H261](#)  
**NEW!** [Teaching Assistant Apprenticeship H262](#)  
**NEW!** [Early Years Educator Apprenticeship H263](#)  
**NEW!** [Teaching Assistant Apprenticeship H264](#)  
**NEW!** [Learning Support Practitioner TA Apprenticeship H265](#)  
**NEW!** [Teaching Assistant Apprenticeship H266](#)  
[HOI Hairdressing Apprenticeships Multiple](#)  
[HOI Barbering Apprenticeships Multiple](#)  
[Barking and Dagenham College Apprenticeships](#)

### **Administrative**

[Community Engagement Volunteer Coordinator H226](#)

### **Catering**

Currently 0 available. Please check back later.

### **Childcare**

[SEN Teaching Assistant H191](#)  
[Nursery Practitioner H195](#)  
[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](#)  
[Preschool Assistant H41](#)

### **Construction**

[Kinovo Multiple Vacancies H78](#)

### **Education / Teaching**

[Alternative Tutor H230](#)  
[Salaried Tutor H231](#)  
[Secondary School Exam Invigilator H171](#)  
[SEN Teaching Assistant H51](#)  
[Music Teacher \(Guitar\) H77](#)

### **Finance**

**NEW!** [Data Entry Accounts Assistant H252](#)  
[Business Development Manager/BID Writing H22](#)

### **Health and Social Care**

**NEW!** [Field Supervisor H253](#)  
[Contacts Deputy Manager H196](#)  
[Community Care Worker H145](#)  
[Medication Officer H146](#)  
[Care Co Ordinator H147](#)  
[Care Assistant H53](#)  
  
[CPV Multiple Vacancies](#)

**Public Services**

Currently 0 available. Please check back later.

**Retail / Sales**

[Customer Service Advisor H228](#)

[Sales Assistant \(Trade Builders Warehouse\) H162](#)

[Sales Assistant \(Trade Paint Centre\) H163](#)

[Sales Assistant \(Trade Bathroom Showroom\) H164](#)

**Security/ Law Enforcement**

[Security Systems Engineer H152](#)

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

[Intruder alarm and CCTV Multi Skilled Service Engineer H149](#)

**Transport & Logistics**

[Vehicle Mechanic / Technician H175](#)

[Delivery Driver H159](#)

[Factory Worker H160](#)

[Warehouse Operative H161](#)

[Evening Loading Supervisor H165](#)

**Other**

[Volunteer Gardener H49](#)

[ADECCO Jobs Self-Referral](#)

[ILA Volunteering H82](#)

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

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



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# Supported Employment Programme

At Barking and Dagenham Job Shop we have a dedicated Supported Employment Team that can help adults with learning disabilities, autism, or both, to move into and stay in work.

## LEARNING DISABILITIES

Supported Employment includes five types of support:

1. **Participant engagement** - An opportunity for you to find out about Supported Employment model and make an informed choice on whether it is right for you
2. **Vocational profiling** - A detailed and unique discovery and planning process that enables you to identify what you want to achieve and work out a plan for getting there
3. **Engaging Employers** - The person providing you with LSE support ("LSE Support Worker") learns about the job and works out a plan with the employer on how they will support you through the recruitment process and in the workplace
4. **Job Matching** - The LSE Support Worker and you work together to find vacancies that meet your employment goals
5. **In-work support and career development** - You are supported to learn the job and sustain employment, this could include job coaching at work, training, support from a workplace mentor and regular workplace reviews.

**ELIGIBILITY** – *if you are unsure of the below, please feel free to let us know and we can help check.*

To be eligible for the programme, individuals must be aged 18+, have a learning disability or autism or both and meet the Equality Act 2010 definition of disability.

Individuals must not be on another Department for Work and Pensions (DWP) contracted employment programme or provision including the European Social Fund.

Individuals must also not be on another employment programme or provision delivered by another government department, charitable trust, or third party.

Individuals must not be in work or full-time education.

## REFERRING YOURSELF ONTO THE PROGRAMME

Self-referrals and referrals from care coordinators and other providers are accepted.

Click the link below to be referred onto the Supported Employment Programme.

[Supported Employment Programme | London Borough of Barking and Dagenham \(lbbd.gov.uk\)](https://lbbd.gov.uk)





# 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.

- **NEW!!** The Skills Centre – A Career in Construction
- NHS Primary Care Entry Level
- 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!

## 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](#)



# OPEN THE DOOR TO A CAREER IN CONSTRUCTION

## Free\* 4-week Introduction to Interior Systems Careers in London

An introduction to construction for learners with no prior experience. Built in collaboration with industry leaders from The Worshipful Company of Plasterers and FIS (Finishes and Interiors Sector), this course will provide the knowledge, skills and qualification to launch a career in interior systems.

It combines classroom and practical skills teaching with real-world work experience to maximise opportunities for long-term employment.

### ELIGIBILITY

Funding is subject to eligibility criteria.

Learners must be:

- living in London,
- unemployed or earning less than £17k per year,
- and have a valid photo ID.

### COURSE CONTENT

- ➔ Green Labourers CSCS card
- ➔ Level 1 Award in Health and Safety in a Construction Environment
- ➔ Level 1 Certificate in Basic Construction (including Plastering Techniques)
- ➔ First Steps into Construction
- ➔ Personal Wellbeing in Construction
- ➔ Introducing Environmental Awareness and Sustainability
- ➔ Practical skills training in our training environment
- ➔ Work experience with an interior systems employer
- ➔ Employability skills, mock interviews, CV support and career information, advice and guidance

### COURSE DATES

**INFORMATION & ENROLMENT:** Thursday 28 March 2023  
**TRAINING DATES:** Monday 02 April 2023 - Friday 19 April 2023  
**LOCATION:** The Skills Centre, Build East, E9 5EN  
**GRADUATION:** Monday 29 April 1pm-3pm, Plasterers Hall

### TO APPLY:



Please scan the QR code or email:  
[REFERRALS@THESKILLSCENTRE.CO.UK](mailto:REFERRALS@THESKILLSCENTRE.CO.UK)  
[theskillscentre.co.uk](http://theskillscentre.co.uk)

DELIVERED IN PARTNERSHIP WITH:



# NHS PRIMARY CARE ENTRY LEVEL PROGRAMME

KICK START YOUR CAREER IN HEALTH CARE TODAY

This introductory programme is designed to support residents across North East London Boroughs, enabling them to gain essential employability skills in the NHS, and in particular General Practice Primary Care.

Learners will embark on a three week journey where you will learn key skills on becoming a receptionist/administrator in a GP Surgery. You will attend a 5 day classroom based training programme followed by a 2 week work placement in a Health Care setting.

## What will you learn:

- Customer service skills
- How to deal with Patients
- How to use the Clinical Systems
- Document Management
- Conflict Resolution and much more



If you would like to apply  
please complete the  
application via the QR Code  
Below



If you have any queries please  
contact: [farduse.islam@nhs.net](mailto:farduse.islam@nhs.net)

# WINTER SUPPORT Community Events

Events are  
**FREE!**

We know the cost of living is going to affect us this winter, but what can we do about it as a community?

Working with local people, health organisations, community charities and the council (LBBD) we've come up with some ideas to support you including benefits and grants that you may be entitled to and tips on how to stay warm in the colder months.

These free, fun, interactive events are open to everyone and offer opportunities to ask questions, learn from each other, share skills and food!

Date	Time	Event	Location
23 November 2023	5.00pm - 7.00pm	1. Financial support advice 2. Slow cooker recipes	Thames Community Hub Bastable Avenue, Barking IG11 8LH
14 December 2023	12.00pm - 2.00pm	1. Financial support advice 2. Draught excluder making	The Wilds Exhibition Space Northgate Road, Barking IG11 8AN
27 January 2024	12.00pm - 2.00pm	1. Financial support advice 2. Digital skills workshop	The Wilds Garden Room Northgate Road, Barking IG11 8AN
17 February 2024	12.00pm - 2.00pm	1. Financial support advice 2. Creative activity	Thames Community Hub Bastable Avenue, Barking IG11 8LH
14 March 2024	12.00pm - 2.00pm	1. Financial support advice 2. Creative activity	Rivergate Centre Minter Road, Barking IG11 8FJ
18 April 2024	5.00pm - 7.00pm	1. Financial support advice 2. Creative activity	Thames Community Hub Bastable Avenue, Barking IG11 8LH

Sign up to one or all of these events

Phone/text: 0208 964 1996 or scan the QR code



Hosted by:



Supported by:



Action for Warm Homes



GREEN DOCTOR

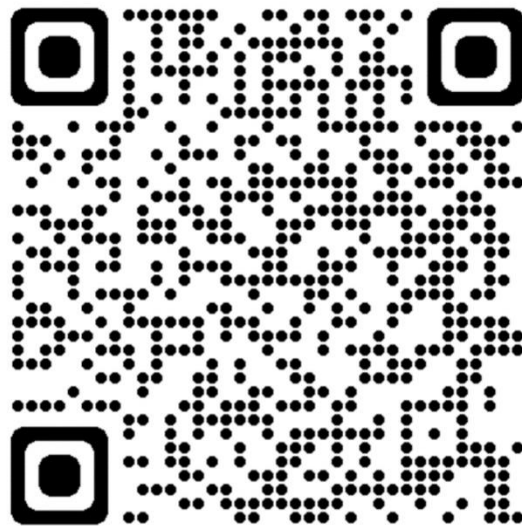


# HELP US IMPROVE COST-OF-LIVING SUPPORT IN BARKING AND DAGENHAM

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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**



**\*\*APPRENTICESHIPS\*\***

# Teaching Assistant Apprenticeship

**VACANCY REFERENCE NO: H261**

**Application Closing: Ongoing**

Location: The Hathaway Academy  
Salary: £8 per hour  
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**

# Teaching Assistant Apprenticeship

**VACANCY REFERENCE NO: H262**

**Application Closing: Ongoing**

Location: Oasis Academy Silvertown  
Salary: £8 per hour  
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**

# Teaching Assistant Apprenticeship

**VACANCY REFERENCE NO: H263**

**Application Closing: Ongoing**

Location: Little Learner Nursery  
Salary: £8 per hour  
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**

## Teaching Assistant Apprenticeship

**VACANCY REFERENCE NO: H264**

**Application Closing: Ongoing**

Location: Rose Lane Primary  
Salary: £8 per hour  
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**

## Teaching Assistant Apprenticeship

**VACANCY REFERENCE NO: H265**

**Application Closing: Ongoing**

Location: Oasis Academy Silvertown  
Salary: £8 per hour  
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**

## Teaching Assistant Apprenticeship

**VACANCY REFERENCE NO: H266**

**Application Closing: Ongoing**

Location: Joseph Clarke School  
Salary: £8 per hour  
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](#)

# HOI Hairdressing Apprenticeships

## MULTIPLE APPRENTICESHIPS AVAILABLE

<b>Hairdressing Apprenticeship</b> <b>VACANCY REFERENCE NO: H116</b> Application Closing: Ongoing Location:                      Stylers Salon, Dagenham Salary:                         £5.28 per hour
<b>Hairdressing Apprenticeship</b> <b>VACANCY REFERENCE NO: H118</b> Application Closing: Ongoing Location:                      T.A & CO, Ilford Salary:                         £5.28 per hour
<b>Hairdressing Apprenticeship</b> <b>VACANCY REFERENCE NO: H120</b> Application Closing: Ongoing Location:                      Shapes, Dagenham Salary:                         £5.28 per hour
<b>Hairdressing Apprenticeship</b> <b>VACANCY REFERENCE NO: H122</b> Application Closing: Ongoing Location:                      The Lounge, Dagenham Salary:                         £5.28 per hour
<b>Hairdressing Apprenticeship</b> <b>VACANCY REFERENCE NO: H125</b> Application Closing: Ongoing Location:                      Trilogy, Barking Salary:                         £5.28 per hour
<b>Hairdressing Apprenticeship</b> <b>VACANCY REFERENCE NO: H127</b> Application Closing: Ongoing Location:                      Glitz and Glam, Barking Salary:                         £5.28 per hour

# HOI Barbering Apprenticeships

## MULTIPLE APPRENTICESHIPS AVAILABLE

<b>Barbering Apprenticeship</b> <b>VACANCY REFERENCE NO: H117</b> Application Closing: Ongoing Location:                      Stylers Salon, Dagenham Salary:                         £5.28 per hour
<b>Barbering Apprenticeship</b> <b>VACANCY REFERENCE NO: H119</b> Application Closing: Ongoing Location:                      T.A & CO, Ilford Salary:                         £5.28 per hour
<b>Barbering Apprenticeship</b> <b>VACANCY REFERENCE NO: H121</b> Application Closing: Ongoing Location:                      Shapes, Dagenham Salary:                         £5.28 per hour
<b>Barbering Apprenticeship</b> <b>VACANCY REFERENCE NO: H123</b> Application Closing: Ongoing Location:                      The Lounge, Dagenham Salary:                         £5.28 per hour
<b>Barbering Apprenticeship</b> <b>VACANCY REFERENCE NO: H124</b> Application Closing: Ongoing Location:                      Golden Barbers, Dagenham Salary:                         £5.28 per hour
<b>Barbering Apprenticeship</b> <b>VACANCY REFERENCE NO: H126</b> Application Closing: Ongoing Location:                      Trilogy, Barking Salary:                         £5.28 per hour
<b>Barbering Apprenticeship</b> <b>VACANCY REFERENCE NO: H128</b> Application Closing: Ongoing Location:                      Glitz and Glam, Barking Salary:                         £5.28 per hour

# 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



**\*\* ADMINISTRATIVE \*\***



# Community Engagement and Volunteer Coordinator

## VACANCY REFERENCE NO: H226

**Application Closing: 4<sup>th</sup> March 2024**

Location:	Outreach in Barking and Dagenham (3 sites)
Salary:	£18,000 annually
Hours:	21 hours per week
Contract:	2 year fixed term contract
Start Date:	Immediate / ASAP

### Our Vision

We are an anti-poverty charity situated in East London. Our Barking Foodbank Project is one of the food banks in the UK supported by Trussell Trust. Aligned with Trussell Trust's overarching vision to stop UK hunger and poverty, Hope Family Trust is deeply committed to putting an end to food insecurity in the borough of Barking and Dagenham.

At the heart of our approach lies community engagement which forms the bedrock of our local strategy to combat the reliance on foodbanks in our borough. You will be a lynch pin in our team enabling us to achieve our vision.

### About The Role

This is a part-time on-site role at Hope Family Trust. As a Community Engagement and Volunteering Coordinator, you will play a pivotal role in promoting community involvement and managing volunteers effectively within our organisation. This role is essential for fostering a sense of belonging and ownership among community members and ensuring the successful execution of our mission to end the need for food banks in the borough of Barking and Dagenham. Please see attached Job Description and Person Specification for more details.

We offer a 10days break over the Christmas period, in addition to your annual leave entitlement, and you will be fully supported by the Senior Management Team, to whom you will report to.

## 1 OVERVIEW OF RESPONSIBILITIES

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Our volunteers offer the support needed to make our mission happen. We are innovating the way we do volunteering to create an environment where volunteers are motivated and able to perform their duties more effectively. Our volunteering strategy has new plans for an enriched volunteer engagement initiative which will ensure that volunteer teams are well-trained, professionally and diligently led to deliver excellent service with an aim to end the need for foodbank in Barking and Dagenham.

We are innovating the way we do volunteering with the aim to rebuild our volunteer capacity. We are searching for an enthused Volunteer Coordinator to ratchet up our volunteer participation engagement by creating an enabling environment where volunteers are motivated and able to perform their duties more effectively.

As the Community Engagement and Volunteering Coordinator you will be responsible for developing and implementing strategies that increase community engagement and promote volunteerism within the organisation. Your tasks include identifying, recruiting and coordinating volunteers, managing volunteer databases, as well as liaising with stakeholders, running community events, and developing relationships with external organisations.

This is a part-time 0.46 FTE (18.4 hours over 3 days a week) onsite role across three sites located in Barking and Dagenham.

## 2 RESPONSIBILITIES

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- **Leadership and Coordination**
  - Lead on the development, implementation and evaluation of a volunteer programme which generates opportunities and role descriptions based on current operational and programme aspirations.
  - Familiarize volunteers with their understanding of Barking Foodbank, its audience, its services and the role and responsibilities of staff and volunteers.
  - Engage and support volunteers in a systematic and intentional manner to meet Barking Foodbank's strategic objective
  - Recommend and implement goals and objectives for the volunteer engagement initiative reflecting Barking Foodbank's values.
  - Manage the practicalities of the initiative including policies, procedures, standards and budgets.
  - Embed good practice in volunteer coordination, training, motivation, recruitment, and safeguarding.
  - By example, encourage the development of a leadership style that seeks out the benefits of collaborative action whilst emphasizing the importance of individual accountability.
- **Volunteer Recruitment, Training and Support**
  - Coordinate, develop and deliver appropriate training for volunteers to be successful in their roles.
  - Keep accurate volunteer records and organize rotas for volunteers using Assemble, Barking Foodbank's volunteer management system
  - To maintain a climate that attracts, retains and motivates volunteers from targeted groups within Barking & Dagenham.
  - To co-ordinate team meetings at appropriate intervals.
  - Plan and host knowledge sharing and social sessions for volunteers.
  - Act as a central point of contact for volunteers and for the coordination of volunteering enquiries.
  - celebrate volunteering by nominating volunteers for awards and organise celebration events, such as Volunteers' Week.
  - To manage issues relating to staff / volunteer discipline and grievances in accordance with policies and codes operated by Barking Foodbank
  - Log volunteer hours to celebrate important milestones and manage debrief interviews for departing volunteers.
- **Consultation, Partnership and Networking**
  - Investigate best practice in the volunteering and cultural sectors regarding increasing the diversity of volunteers.
  - Develop and manage partnerships with external stakeholders including schools, churches and the B&D Civil Volunteering Service.
  - Develop and maintain links with local community groups and other organisations and businesses in order to recruit volunteers.
  - Ensure referrals are appropriate or signposted to more suitable services; ensure the right level of information is provided, that possible risks have been identified, assessed and effective risk management strategies have been put in place.
  - Raise the profile of Barking Foodbank's volunteer programmes, acting as an ambassador
  - Develop and manage corporate volunteering opportunities.
- **Community Outreach**

- Develop and implement strategies to reach and engage diverse segments of the community, including individuals, families, local businesses and organisations.
- Represent Hope Family Trust at community events, meetings, and relevant forums to raise awareness of our foodbank and promote community involvement.
- **Information, Marketing and Promotion**
  - Organise profile-raising events to attract new volunteers
  - Attend volunteer fairs and community events and organise recruitment workshops and talks.
  - Host Volunteer Liaison Group meetings; take and distribute minutes/action points.
- **Monitoring and Evaluation**
  - Support the project manager in planning, monitoring and reviewing the development of the service in line with identified priorities, targets and outcomes. Track, collate and report target data for performance monitoring reviews as requested by the Project Manager. Implement revisions to service delivery as required.
  - Ensure that volunteer roles, guidelines, procedures, record keeping and evaluation systems are followed and maintained.
  - Provide data and written reports for internal and external reporting as required.
  - As required, prepare funding applications and development plans for new services that involve volunteers.
- **Health and Safety**
  - Ensure that all programmes, activities and events are developed and conducted in line with Health, Safety and Safeguarding guidelines, conducting any necessary risk assessments as required.

### 3 LOCATION

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- Barking foodbank has three distribution centres and a warehouse/office premises within the borough. The Volunteer Manager will be required to alternate their time between these sites as the need arises.

### 4 QUALIFICATIONS

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Although open to all graduates, a degree or HND in the following subjects may increase your chances:

- business and management studies
- human resource management
- social work
- youth and community work.

Entry without a degree is possible as we value relevant skills and experience.

### 5 PROFESSIONAL DEVELOPMENT

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You'll need to continue to develop your professional knowledge and expertise throughout your career. You can do this by attending relevant meetings, events, conferences and training courses provided by professional associations and networks such as:

- NCVO (The National Council for Voluntary Organisations)
- Association of Volunteer Managers (AVM)

These bodies address the needs of those managing volunteers and raise awareness of the professionalism of the role. There are opportunities to network with other coordinators and to share best practice.





## 6 PERSON SPECIFICATION FOR VOLUNTEER COORDINATOR

	CRITERIA	ESSENTIAL OR DESIRABLE
	<b>KNOWLEDGE</b>	
1.	Knowledge of legal and policy issues relating to volunteering	E
2.	Knowledge of current best practice in volunteer management	E
3.	An understanding of the needs and concerns of older people, including those with dementia	D
4.	Knowledge of other languages, cultures and religions	D
	<b>SKILLS &amp; ABILITIES</b>	
5.	Planning and organisational skills, including ability to plan, prioritise and deliver a complex workload	E
6.	Ability to communicate effectively, both in writing and verbally, with people at all levels	E
7.	Ability to engage and influence colleagues	E
8.	Ability to produce attractive and accessible marketing and publicity materials	E
9.	Strong presentation skills, sufficient to deliver training to staff and volunteers	E
10.	Ability to work alone and as part of a team	E
11.	Skills to be self-servicing to a significant extent, including use of ICT	E
	<b>EXPERIENCE</b>	
12.	Implementing volunteer management systems and processes	E
13.	Recruitment and direct supervision of volunteers	E
14.	Delivery of training workshops/presentations	D
15.	Use of social media and online platforms to promote volunteering	D
16.	Experience of developing relationships with partner organisations	
17.	Using client management or in-house databases for recording and collating data	D
18.	MS Office applications particularly Word and Excel	E
19.	Experience of using email and the internet	E

	<b>EQUAL OPPORTUNITIES</b>	
20.	Commitment to incorporating Equal Opportunities principles into all aspects of work.	E
	<b>ADDITIONAL</b>	
21.	Must occasionally be able to work outside of usual working hours.	D
22.	Must have a full driving license and use of a car	E



**\*\*CATERING\*\***

Currently 0 available. Please check back later.



**\*\*CHILDCARE\*\***

# SEN Teaching Assistant

**VACANCY REFERENCE NO: H191**

## **Application Closing: Ongoing**

Location:	Valence, Barking and Dagenham
Salary:	Scale 4, Point 7 Salary Equivalent £20,379.68
Hours:	Required for 32.5 hours per week, 44.65 weeks, 8.30 am -3.30 pm Monday to Friday, term time only
Contract:	Term Time Only
Start Date:	Immediate / ASAP

We are looking for SEN teaching assistants to join our team working in our ARP for autistic children. The successful candidates will be required to provide support in the following aspects:

- To work with children who have a range of complex needs including learning, behavioural and physical needs.
- To demonstrate resilience in managing the behaviour of children with complex needs.
- Remain calm under pressure and be able to adapt to change quickly.
- Demonstrate an understanding of and a genuine commitment to Inclusion.

This would suit candidates who are motivated, patient with a calm nature, having great verbal communication skills and a passion for making a difference.

You will need to hold GCSE qualifications in English and Mathematics as a minimum to apply and have recent and relevant classroom experience working with children with Special Educational Needs. You will have high expectations of work and behaviour; be able to work effectively in a team and be flexible, as well as being able to show initiative.

We can offer:

- A supportive and forward-looking staff and governing body
- Opportunities for Continuing Professional Development
- A pleasant working environment and helpful staff in our oversubscribed, successful school

Interviews will follow for selected candidate's week commencing 27<sup>th</sup> November 2023.

**An application pack is required in order to apply for this role. Please request one by email us at [vacancies@lbbd.gov.uk](mailto:vacancies@lbbd.gov.uk) and ensure you include the reference number.**

[Back To Contents Page](#)



# Nursery Practitioner

**VACANCY REFERENCE NO: H195**

**Application Closing: Ongoing**

Location: Castle Green Nursery, Barking & Dagenham  
Salary: £10.42 per hour  
Hours: See Below  
Contract: See Below  
Start Date: Immediate / ASAP

3 positions available;  
Full time, 40hours per week  
Term Time, 40hours per week  
Part Time 1 – 6pm

## Duties and Responsibilities

- Keeping a record of the children's progress to share with parents and other carers
- Building and maintaining relationships with parents and other carers to facilitate the daily learning and care of the children
- Providing support to other nursery staff members
- Creating an environment that meets the needs of the children by considering their cultural and medical needs
- Advising the Nursery Manager about concerns relating to a child or parent while respecting confidentiality requirements
- Adhering to the nursery's policies and procedures, as well as legislative requirements relating to childcare
- Maintaining high standards for safety, cleanliness, and hygiene
- Creating fun and educational activities for the children under their care

[Back To Contents Page](#)



# 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](#)



# 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 mongering 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](#)

# Preschool Assistant

**VACANCY REFERENCE NO: H41**

**Application Closing: 29th February 2024**

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.

## **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](#)



**\*\*CONSTRUCTION\*\***



# 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 <sup>th</sup> 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 <sup>th</sup> 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](#)



**\*\*EDUCATION / TEACHING\*\***



# Alternative Tutor (Bank)

**VACANCY REFERENCE NO: H230**

**Application Closing: Ongoing**

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

## **Job Description**

We are currently going through an exciting period of expansion. As a result, we are growing our team of teachers and support staff. We will be able to help more young people and offer a more complete educational experience than ever before. If you would like to be part of this journey, we would love to hear from you.

## **Summary of the role:**

This casual contract role is responsible for delivering education to a small group of students or individual student using creative approaches to help them reach their academic potential. The students are referred to us for a variety of reasons which mean they are not able to access mainstream education. Reasons for this include students with SEN, medical needs or those that have been permanently excluded. Some assignments will have an end date but most will be for an indeterminate amount of time. This role may also be used to work on short term notice as a cover teacher if applicable.

## **What We Offer**

- – The opportunity to teach creatively, without the constraints of mainstream school
- – 12 weeks of school holiday per year
- – Regular Goldsmith University accredited training to help you grow
- – Support from a team of experts
- – A friendly team of other tutors to share in your journey
- – Personal wellbeing support from a trained counsellor
- – Access to hundreds of company discounts through Perk box

## **You Will Need**

- – The legal right to work in the UK
- – Enhanced DBS Certificate, Overseas Police Clearances (if applicable)
- – Two professional reference checks
- – Experience working with young people, ideally with SEN or behavioural needs
- – The ability to teach up to KS3 or KS4 level, with support
- – A good level of literacy and numeracy

## **Person Specification Essential**



- Qualifications: GCSE in Maths/English/Science at C or above. A-level or above. Degree or Equivalent.
- Experience in school setting.
- An experienced teacher.
- Knowledge of how to deliver English, Maths or Science to a variety of age groups. Share a vision to inspire, motivate and support students, staff and parent/carers. Accuracy and high levels of attention to detail.
- Ability to work alone and with initiative Excellent organisational and planning skills and ability to multi-task.
- Adaptable and flexible approach to work.
- Willing to embrace change and challenge processes to improve efficiency.
- Able to manage workloads and priorities and work under pressure.
- A team player who is able to develop effective relationships with the team and work in partnership with others.
- Excellent written and verbal communications skills.
- Good administration skills
- Good knowledge of Microsoft Office packages, Gmail, Google Drive, etc.
- Good numeracy and written English
- Personable, professional and courteous in manner
- An enthusiastic, positive and proactive attitude to work
- Able to manage stressful environments
- Able to be discreet and loyal
- Able to handle confidential material
- Good people management skills with the ability and knowledge to motivate and develop a team.

#### **Desirable:**

- Knowledge of SEN/behavioural students.
- A knowledge of safeguarding matters
- Experience of working in a creative environment
- Experience of working in a charity

#### **Training**

One off induction day – 10.00am – 4.00pm

Five Tuesday afternoon induction training sessions- 4.30 – 6.00pm

Ongoing professional development on Thursday afternoons – 4.30 – 6.00pm

You will be teaching and training simultaneously.

*We believe our students deserve a broad range of role models, reflecting the diversity of our society. Therefore we welcome applications from those of all backgrounds, ethnicities, gender identities, sexual orientations and those with disabilities or neurodiverse conditions.*

The Complete Works school is committed to safeguarding and promoting the welfare of children. This role is exempt from the Rehabilitation of Offenders Act 1974 and amendments to the Exceptions Order 1975, 2013 and 2020. Any job offer will be conditional on the satisfactory completion of pre-employment checks, including an enhanced Disclosure and Barring Service check and barred list check.

Please contact us at [vacancies@lbbd.gov.uk](mailto:vacancies@lbbd.gov.uk) to request an application pack for this role. Please ensure you mention the reference number in your request.

# Salaried Full Time Tutor

**VACANCY REFERENCE NO: H231**

**Application Closing: Ongoing**

Location:	Onsite and/or Offsite (Across London Zone 1 – 6 )
Salary:	From £26,605 FTE
Hours:	9am to 5pm
Contract:	Full Time and Part Time Available
Start Date:	Discussed at interview

## **Summary of the role:**

TCW teachers are flexible team players who strive to always do the best for the unique students they work with and the team around them.

All TCW teachers are responsible for delivering education to individual/small groups of students using creative approaches to help them reach their academic potential. The students we support across KS1-5 are not able to access mainstream education for a variety of reasons; often they have SEN, medical needs, or they have been permanently excluded from another school.

As a TCW teacher you can request different roles and responsibilities allowing you to specialise in different areas of the school as they become available. However, when needed, all teachers must be able to deliver English, Maths and Science to at least a foundation GCSE level on a 1:1 basis in homes, centres and/or libraries.

## **TCW Teacher Responsibilities:**

### **Teaching/Planning Lessons**

1. Teach up to 30 hours per week, educating students in accordance with TCW's ethos of learning through creativity.
2. Prepare detailed, interesting, creative and relevant lesson plans based on the schemes of work provided for the agreed curriculums, tailoring these to meet each student or class' needs.
3. Teach specific programmes of study and ensure assigned students are entered for the agreed qualifications (e.g. Entry Level, Functional Skills, GCSE and Unit awards) in a timely manner with the Exams Officer.
4. Oversee the administration and marking of evidence submitted for qualifications you teach, liaising with the subject leads.
5. Mark, assess, track and document your students' progress in line with school policy, conducting baseline and half-term assessments.
6. Write detailed half-termly/end of assignment reports and any other interim reports using good English and following all requested deadlines.
7. Take charge of pastoral care for your students and provide day-to-day discipline, sanctions and rewards, and support your students through break and lunchtimes.
8. Instruct and guide any teaching assistants that work in the classroom with you.

9. Sign in and fully utilise the Lesson Tracker app as directed. This includes checking in, recording the students' attendance, checking out, scoring progress and engagement, writing a session report and submitting for every session and student you are timetabled for.
10. Be prepared to cover other teachers' sessions as required, and to transfer between working offsite and onsite as required by the school.
11. Prepare for and be supportive of lesson observations, and attend termly appraisal/observation feedback sessions - these are likely to take place after school.
12. Arrive in time to start sessions at the agreed time and location. Report any issue immediately to the Education Team and students/their families.
13. Liaise with the Teaching and Learning team if you require additional support.

### **Supporting Student Development**

14. Read the supplied background history of any assigned student taking particular note of their needs.
15. Attend an initial meeting for new students where possible and attempt to engage with the student making them feel comfortable in your presence.
16. Write an individual risk assessment for the student reflecting their history and what you have learnt from them at the initial meeting. Visit any spaces where the education is due to take place and consider those environments within the risk assessment. Write further risk assessments for any trips or activities.
17. Read and update the students' Individual Education Plan (IEP), in discussion with the Curriculum & Pathways Officer, and ensure you understand and follow the agreed curriculum for the student.
18. Meet with professionals connected to your student(s) and attend educational reviews to discuss their progress as required.
19. Keep an open dialogue each day with the other teachers, learning support and/or TAs working with mutual students as to the progress they are making.

### **Safeguarding**

20. Keep in regular contact with the Education Team through email, text and/or conversation regarding a student's education and welfare.
21. Report to the Designated Safeguarding Lead any safeguarding concerns that arise, record them on MyConcern and follow any tasks set in a timely manner.
22. Train and regularly update to level 2 Safeguarding standard and keep updated with relevant KCSIE documentation.
23. Adhere to the health and safety standards in the centres and report concerns to the Health and Safety Officer and Onsite Leader where appropriate.

### **Professionalism**

24. Model outstanding practice as a teacher for other staff in the school, working in line with the TCW Teacher Standards in Teaching and Learning, Professionalism and Creativity.
25. Be well presented and polite during work time, especially when meeting students, parents, staff and professionals.
26. Lead, contribute or attend all weekly TCW training sessions/meetings as required including completing tasks and providing evidence of understanding to be put forward for certification of completion.

27. Approve weekly timesheets at the end of each week as directed by the finance team.

28. Be responsible for your own expenses, including completing expense forms in a timely manner.

### **Person Specification:**

#### **Essential**

- An honours degree or equivalent professional qualification. (relevant professional experience working with young people in an educational setting will also be considered).
- Ability to teach Maths, English and Science to a foundation GCSE level with provided curriculums.
- At least GCSE level grades A\*-C or equivalent in Maths, Science and English subjects.
- Experience in teaching and delivering high-quality lessons.
- A knowledge of:
  - The current curriculum for all Key Stages
    - Working with children with SEN/behavioural needs
    - Different teaching practices
    - Pedagogy
    - Safeguarding
- Creative and dynamic with high levels of attention to detail.
- Ability to work alone and with initiative.
- Excellent organisational and planning skills and ability to multitask.
- Adaptable and flexible approach to work.
- Willing to embrace change and challenge processes to improve efficiency.
- Able to manage workloads and prioritise efficiently when needed.
- A team player who is able to develop effective relationships with the team and work in partnership with others.
- Excellent numeracy, written English and verbal communications skills.
- Strong administration skills.
- Good I.T. knowledge of using Microsoft Office packages, Gmail, Google Drive, etc.
- Excellent telephone manner.
- Personable, professional and courteous in manner.
- A friendly, positive and proactive attitude to work.
- Able to manage stressful environments.
- Able to be discreet and loyal, and handle confidential material professionally.

#### **Desirable**

- Qualified Teacher Status.
- A-levels in English, Maths or a Science subject.

- Experience of working in a creative environment.
- Creative background.
- Experience of working in a charity.

The job description is not an exhaustive list and there may be times when the Chief Executive Officer or Headteacher will require certain tasks to be undertaken that may not be listed here. These will always fall within the policies and procedures of TCW and within the remit of what may be expected in your role. There will always be a discussion between all parties on whether the successful candidate feels they can manage these extra tasks.

**Extra information:**

This is a salaried full-time or part-time position. Part-time teachers can work anywhere between 5 and 9 half days per week (working pattern to be agreed in advance). Changing this pattern requires the full notice period indicated in the contract. All salaried staff, regardless of their hours, are expected to attend all training sessions, including INSET and training days, as part of their salary. This role is only expected to work Monday-Friday during term time with the exception of an additional 2 specified, out-of-term, training days (dates TBC in advance of the commencement of the school year or upon request). Official leave is 20 days per annum (to be taken out of school time) plus bank holidays, however, the rest of the school holidays staff are only expected to work from home to the degree required to meet their duties though should be contactable as required. This role may also be entitled to up to 5 days unpaid term-time leave per annum, to be taken in blocks of no more than 2 days at the discretion of the Headteacher.

The working hours are based on 09.00-17.00 (though specific timings are flexible based on your assignment and responsibilities with teaching duties finishing by 4pm) with a 30-minute lunch break weekdays with some planning, preparation, reports, admin and meetings taking place outside of these hours. TCW reserves the right to hold meetings, social events and performances after these hours, which you would be expected to attend. This includes weekly Tuesday and Thursday training sessions, which finish at 6.00pm, the TCW showcase and the Student Awards event, which finish at 8.00pm. Dates are provided at the beginning of every new academic year.

This role is classed as a category 1 role which means it has direct contact with students or is directly involved in the day-to-day running of the student's education, the school or office. To this end it is expected that this role is an in-person role.

This role will be directly managed by a Teaching and Learning Officer, and performance reviews will happen at least twice a year. It is expected that all successful candidates will follow the policies and procedures of TCW at all times and conduct themselves in a manner that is deemed acceptable and appropriate by the CEO of TCW in accordance with the staff handbook.

All teachers will be required to meet a 'good' (green) level and always aim for 'outstanding' (blue) in line with Ofsted guidelines and TCW's Teacher Standards for teaching and learning, professionalism and creativity. Those who do not meet TCW's standards will be offered guidance and support to try and improve. Any teachers and members of management who do not consistently meet the standard of at least good may also be required to attend extra, unpaid training.

**Please contact us at [vacancies@lbbd.gov.uk](mailto:vacancies@lbbd.gov.uk) to request an application pack for this role. Please ensure you mention the reference number in your request.**

[Back To Contents Page](#)

# Secondary School Exam Invigilator

**VACANCY REFERENCE NO: H171**

**Application Closing: Ongoing**

Location:	Barking Riverside
Salary:	£11.95 per hour
Hours:	Part Time
Contract:	Part Time Casual
Start Date:	Discussed at interview

## **Job Description**

Required asap, Exam Invigilators to join an exciting Secondary School that opened in 2012. Riverside School serves the growing Barking Riverside community on the banks of the Thames in superb newly-built accommodation and is already fully-subscribed.

“Excellence for All” on Barking Riverside.

## **Purpose of the job**

- To provide support to the examinations process while adhering to JCQ Regulations.
- To support the Examinations Officer with the day-to-day running of the examinations season.

## **Duties and Responsibilities**

- To prepare the examinations room for the candidates following JCQ guidelines.
- To ensure that the correct stationary and material are available at the start of the examination and returned at the end of the examination.
- Ensuring candidates do not talk once inside the examinations room.
- To ensure that examinations are conducted in accordance to school and JCQ regulations.
- To remain vigilant throughout the examinations.
- To escort and supervise candidates as required before, during and between examinations. E.g. Toilet
- To ensure the security of the examination papers, materials and scripts and to facilitate the accurate and timely collection of all exam materials.
- To adhere to JCQ regulated confidentiality and Data Protection requirements.
- Assist students with special requirements eg, Read and Scribe

## **Person Specification**

- Fluent speaking and writing skills, excellent time management, work appropriate appearance, acts in a professional manner at all times.

## **Skills and Experience**

- Good command of the English language
- Effective written skills



- Flexible, reliable and punctual
- Good numeracy skills
- Good interpersonal skills
- Ability to work effectively as part of a team
- Ability to work under pressure
- Willingness to undertake duties as required

The above duties are neither exclusive nor exhaustive and the post holder will be required to carry out such other appropriate duties as may be required by the Headteacher within the grading level of the post and the competence of the post holder.

The school is committed to safeguarding and protecting the welfare of children and as such all appointments are subject to an enhanced DBS (CRB) check. Appointments are also subject to satisfactory references/medical clearance.

**Please contact us at [vacancies@lbbd.gov.uk](mailto:vacancies@lbbd.gov.uk) to request an application pack for this role. Please ensure you mention the reference number in your request.**

[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](#)





**\*\*FINANCE\*\***

# Data Entry Accounts Assistant

**VACANCY REFERENCE NO: H252**

**Application Closing: Ongoing**

Location: Barking and Dagenham  
Salary: Negotiable depending on qualification/experience  
Hours: Full Time discussed at interview  
Contract: Full Time  
Start Date: Immediate / ASAP

**Job purpose:** Maintains database by entering new and updated customer and account information.

**Key Responsibilities:**

- Maintain accurate and up-to-date records of invoicing using accounting software.
- Responsible for Credit Control of receivables.
- Process accounts payable and accounts receivable transactions accurately and promptly.
- Responsible for maintaining Bank Reconciliation statements regularly.
- Responsible for Bookkeeping of financial documents.
- Ensure compliance with company policies and procedures.
- Respond to inquiries from clients, vendors, and internal stakeholders regarding Invoicing.
- Update the Aging Analysis report to management every week.

**Qualifications:**

- Bachelor's degree in accounting, Finance, or related field preferred.
- Prior experience in accounting or finance roles is advantageous.
- Proficiency in Microsoft Office Suite, particularly Excel, and experience with accounting software (e.g., QuickBooks, SAP) is desirable.

**Skills:**

- Strong attention to detail and accuracy in data entry and financial calculations.
- Excellent organizational and time management skills with the ability to prioritize tasks effectively.
- Strong communication skills, both written and verbal, with the ability to interact professionally with internal and external stakeholders.
- Ability to work independently as well as collaboratively within a team environment.

A proactive and positive attitude with a willingness to learn and adapt to new challenges.

[Back To Contents Page](#)



# Business Development Manager/ BID Writer

**VACANCY REFERENCE NO: H22**

**Application Closing: Ongoing**

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](#)





**\*\*HEALTH AND SOCIAL CARE\*\***

# Field Care Supervisor

**VACANCY REFERENCE NO: H253**

**Application Closing: Ongoing**

Location: Barking and Dagenham  
Salary: Between £24,000 and £26,000 depending on experience  
Hours: Full Time 37.5 per week  
Contract: Full Time  
Start Date: Immediate / ASAP

**AIMS:**

**To provide appropriate supervision, training and support to support staff (including liaison as necessary with the training service)**

**To carry out the proper assessment and review of service user needs, and to promote a professional image of the company in dealing with new care packages for service users and commissioning authorities.**

**To assist in the day-to-day management of care workers and to facilitate service delivery**

**JOB ACTIVITIES:**

**THE FIELD CARE SUPERVISOR IS RESPONSIBLE FOR SUCH MANAGERIAL DUTIES AS ARE DELEGATED BY THE REGISTERED MANAGER. THESE MAY INCLUDE BUT ARE NOT LIMITED TO:**

- **MANAGEMENT VISITS TO SERVICE USERS**
  
- **INITIAL SERVICE USER PRELIMINARY ASSESSMENTS**
  - Risk Assessments
  - Start-up, administration and review of new support packages
  - Attendance at service user Reviews
  - Care /Support Worker supervision & support and shadowing for new care workers
  - Care/ Support Worker training (if trained to do so)
  - Care /Support work plus fill-in & emergency cover
  - Spot checks on support worker competency and on quality-of-care provision
  - Liaison with other agencies (e.g. Social Services other health care professionals) regarding service provision if requested by the Registered Manager.
  - Any other duties as reasonably required by the Registered Manager. The Field Care Supervisor may also be asked to assist with administration (e.g. planning rotas) and on-call (out-of-hours telephone)

**RESPONSIBLE TO:** Registered Manager, Assistant Manager(s)





## PERSON SPECIFICATION – FIELD CARE SUPERVISOR

The Company recruits from all sections of the community that we serve. We do not favour or discriminate against anyone, either on the grounds of age, ethnic origin, gender, disability, sexuality or religion. Our selection is based solely on the suitability of the applicant for the vacant position.

### Personal Qualities

The Field Care Supervisor should: -

- Be an experienced care / support worker
- Have good communication skills
- Be a trained Risk Assessor and Support Needs Assessor
- Have mentoring skills, for staff supervision
- Be able to represent the company at Service user reviews etc

All applicants will be assessed against the following criteria: -

<b>7 ESSENTIAL</b>	<b>DESIRABLE NOT ESSENTIAL (Training will be given)</b>
Reliability	Extensive experience of care work
Flexibility	Detailed knowledge of working with people with disabilities such as: - <ul style="list-style-type: none"> <li>➤ Learning difficulties</li> <li>➤ Mental ill health</li> <li>➤ Physical disabilities</li> <li>➤ Challenging behaviour</li> <li>➤ Aids/HIV</li> </ul>
Ability to respect confidentiality	
Regular availability	
Entitled to work in UK	
Good health	
Reliable access to transport (public or own car)	
Ability to work alone and within a team	
Suitability for training in Moving and Handling	Detailed understanding of confidentiality issues in Social Care context
No offences against vulnerable adults or children	Detailed understanding of Health and Safety issues
No evidence of racist, sexist or other discriminatory attitudes	

We will look for evidence of previous employment over a continuous period of time (demonstrating consistency and reliability) in a field where the applicant will have worked in a Social Care context with adults and/or children.

## **PERSONAL QUALITIES**

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All applicants are expected to be calm, polite, will be able to accept constructive management, open in manner, friendly, willing, a good listener, flexible and above all caring.

## **POLICY ON EMPLOYMENT OF PERSONS WITH CRIMINAL CONVICTIONS**

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The Company will protect its Service users against potential abuse by making all necessary statutory Criminal Records checks on its employees. At the same time it will not discriminate unfairly against those with spent convictions, and will follow employment best practice in this regard. The general principle is that no one should “have his present pulled from under his feet by his past”.

Home Care is one of the many professions which is exempted from the Rehabilitation of Offenders Act. This means that ALL convictions have to be declared. Cautions, reprimands and final warnings are not convictions, so are “spent” at once, but they DO have to be declared for home care work.

The suitability for employment of a person with a criminal record will vary, depending on the nature of the job and the details and circumstance of any convictions. An honest declaration at the recruitment stage will be considered positively, whereas attempting to withhold conviction information to gain employment will count against a person in the decision whether to employ them, or whether to confirm or continue employment if this comes to light later.

[Back To Contents Page](#)

# Contacts Deputy Manager

**VACANCY REFERENCE NO: H196**

**Application Closing: Ongoing**

Location: Barking and Dagenham  
Salary: £30,000 annually  
Hours: Discussed at interview  
Contract: Discussed at interview  
Start Date: ASAP

## **Overview:**

As a Contacts Deputy Manager, your primary responsibility is to oversee contact sessions between children and parents, ensuring the child's development, safety, and welfare remain paramount throughout all interactions.

Generating new business, retaining existing clients, collaboration with social workers, representing the organisation in professionals meetings, adherence to safeguarding protocols, and reporting concerns promptly are vital aspects of this managerial position.

This role reports directly to the managing director. Collaborating with the Managing Director to align with the organization's mission statement, while promptly informing about new business developments, complaints, or concerns.

Regularly producing comprehensive weekly reports for staff members and social workers, ensuring timely dissemination of crucial information to professional bodies like social services and courts. Handling inquiries professionally and promptly, while liaising with the finance team to ensure the timely generation of invoices. Supervising staff efficiency by overseeing timely report submissions, punctual attendance, and creating structured weekly/daily timetables. Ensuring staff training is refreshed as and when necessary. Cascade all new legislation to all staff members in a timely manner. Addressing staff concerns promptly and maintaining confidentiality of all information securely. Utilizing electronic monitoring systems for data management and ensuring meticulous storage of information within these systems. Ensuring the supervisions are monitored by allocating the suitable staffing and the recording each supervision to be shared with professional bodies.

To maintain policy and guidelines for the running of the Service within, the NACCC (National Association of Child Contact Centres) Guidelines and current child care legislation.

## **Essential Requirements:**

- NVQ level 3 in children and young people workforce or related fields
- Leadership management in level 5
- Education to degree level
- A current DBS for working with adults and children - we can assist you

## **Desirable Requirements:**

- A driving licence and access to a car is desirable but not essential

## **General Requirements:**

- Relationship building :Maintaining good relationships with all clients, healthcare professionals including social workers, local authorities, commissioners, families, court representatives, staff members.
- Complete the induction process and become familiar with relevant policy, procedure, and protocol documents.



- Adhere strictly to the policies, procedures, and protocols of HOPE and referring agencies.
- Undertake key training related to family breakdown, working with families and children, and legal issues surrounding contact sessions.
- Attend and actively contribute to staff, team, and business development meetings, utilizing expertise and knowledge for continuous improvement.

**Responsibilities:**

**Child-Centric Approach:**

Ensure that all actions and interventions during contact sessions prioritize the child's development, interests, safety, and welfare.

Observe and document interactions between children and parents, noting parenting skills using HOPE's report format based on the Common Assessment Framework.

**Safeguarding and Intervention Oversight:**

Provide support to parents in safeguarding their children during contact sessions, including the ability to intervene or terminate sessions if required.

Maintain a consistently neutral, impartial, and professional approach at all times.

**Session Management and Reporting:**

Attend and oversee all contact sessions, ensuring the child is never unattended, and manage any necessary assistance or requirements during sessions.

Collaborate with social workers, if present, to ensure seamless support and adherence to protocols.

Immediately report concerns arising during contact sessions to the Co-ordinator or Line Manager and produce detailed reports within 24 hours, forwarding them to the referring agency.

**Legal Framework and Support Services:**

Operate within legal frameworks such as Every Child Matters, Working Together to Safeguard Children 2010, London Safeguarding Child Protection Procedures Edition 4, and the Children Act 2004.

To maintain policy and guidelines for the running of the Service within, the NACCC (National Association of Child Contact Centres) Guidelines and current child care legislation

Ensure parents receive relevant forms pertaining to the recording of information about the service their child receives.

**Administration and Environment:**

Maintain up-to-date files and logs for each service user (child, young person), ensuring compliance with data protection and confidentiality.

Ensure the contact centre environment is safe, clean, supportive, and welcoming for children and their families, meeting Care Quality Commission (CQC) standards.

**We're an equal opportunities employer. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, or age. Minorities, women, LGBTQ+ candidates, and individuals with disabilities are encouraged to apply.**

[Back To Contents Page](#)

# Community Care Worker

**VACANCY REFERENCE NO: H145**

**Application Closing: Ongoing**

Location:	Barking and Dagenham
Salary:	Discussed at interview
Hours:	Discussed at interview
Contract:	Discussed at interview
Start Date:	ASAP

## **JOB OVERVIEW**

- To provide care in accordance with best practice and legislative requirements, reflecting policies and procedures and agreed standards under the direction of the Care Coordinator/Registered Manager.
- To support and enable clients to maintain skills and personal interests whilst delivering person-centred care unique to the individual client.
- To work a shift pattern that covers the service requirements 6am to 11pm 7 days a week.
- To maintain skills at a current level, undertake such training and development as required from time-to-time to maintain and progress knowledge.

## **ROLE RESPONSIBILITY**

To ensure clients are at the heart of care delivery and their wishes and preferences enhance their wellbeing.

To provide a high-quality service which will involve the provision of personal and social and domestic care as documented in the client's individual support plan.

To support clients with all aspects of their day to day living, enabling them to enjoy the best possible quality of life.

Compassion, good communication skills and a calm and caring manner are essential for this important role. Ensure Care Plans and other information about how to support clients are followed.

Be responsible for informing the Senior Carer/Nurse of any changes in the needs of the client.

Be responsible for promoting and safeguarding the welfare of those client.

Develop effective working relationships with other team members.

Work in cooperation with members of the multi-disciplinary teams to maximise opportunities for individual clients.

if desired by the clients, maintain and develop relationships with family, friends, and other people important in their life.

## **ESSENTIAL KEY COMPETENCIES / BEHAVIOURS**

**\*Required\***

NVQ level 2 in Direct Care or willingness to undergo appropriate training

Willingness and ability to undertake any training deemed necessary/relevant to the post

Good communication skills both written and verbal.

Able to communicate and relay information in a clear and logical manner to a wide variety of people

Caring and compassionate to vulnerable people

Ability to work on own initiative, with a good judgement attitude, dealing effectively with situations from basic to more complex

Knowledge of The National Minimum Standards care home regulations and knowledge of social care legislation policies  
Willing to undertake specific training in relation to the job role  
Flexibility regarding working hours  
Ability to get around the borough via own vehicle  
Understanding of diversity and equal opportunities both within the workplace and the community in general

#### **DESIREABLE KEY COMPETENCIES / BEHAVIOURS**

Able to work using own initiative and as part of a team  
An understanding of illnesses and disabilities relating to adults and older people  
Knowledge of Home Care Services  
Experience of working with vulnerable residents within the borough  
An understanding of the concept of person-centred care or the delivery of outcomes for older people  
Understanding the working of Care Plans and the responsibility of a Key worker system  
Awareness of food hygiene principles or willingness to undergo appropriate training  
Knowledge of safeguarding policies and procedures  
Understanding of Dignity Principles  
Moving & Handling of People  
Understanding of computer systems

[Back To Contents Page](#)

# Medication Officer

**VACANCY REFERENCE NO: H146**

**Application Closing: Ongoing**

Location:	Barking and Dagenham
Salary:	Discussed at interview
Hours:	Discussed at interview
Contract:	Discussed at interview
Start Date:	ASAP

## **JOB OVERVIEW**

- To attend to the personal needs of clients with the primary aim of ensuring accurate and time specific medication administration and provision of personal care and support needs.
- To assist in medication administration and observation.
- To review medication assessment forms and inform Registered Service Manager/Coordinator and care staff of any changes or updated information.
- To participate in one to one Performance Development Reviews and contribute to the identification of own development needs.
- To be responsible for the safe and appropriate management, administration and recording of medication, including controlled drugs, in accordance with Cornhill Care's Medication Policies and Procedures.

## **ROLE RESPONSIBILITIES**

- To ensure clients are at the heart of care delivery and their wishes and preferences enhance their wellbeing.
- To assist Clients with their medication at the agreed level of support and as detailed in their Medication Care Needs Assessment.
- To maintain detailed accurate records in respect of care and medication support given and tasks undertaken.
- Liaise with the Registered Service Manager on how to reduce medication errors and promote a comprehensive record of all issues relating to medication.
- To review medication assessment forms and inform the Registered Service Manager/Coordinator and care staff of any changes or updated information.
- Complete MAR charts and ensure that MAR charts are collected and audited monthly.
- Responsible for collecting dossett boxes and taking them to client's homes and liaising with pharmacies client's GP's and their family.
- To organise the medication safe and monitor the medication closely and to dispose of medication that is not required in the correct manner.
- To provide a high-quality service which will involve the provision of personal, social and domestic care as documented in the client's individual support plan.
- Assisting clients with their critical needs aimed at creating a supportive homely atmosphere where clients can achieve maximum independence.
- To undertake and participate in any relevant training or development including Health and Social Care Diploma or equivalent to role (Medics PC)

## **ESSENTIAL KEY COMPETENCIES / BEHAVIOURS**

\*Required\*

- NVQ level 2 in Direct Care. - Willingness and ability to undertake any training deemed necessary/relevant to the post.



Good communication skills both written and verbal. Able to communicate and relay information in a clear and logical manner to a wide variety of people.

Ability to work on own initiative, with a good judgement attitude, dealing effectively with situations from basic to more complex.

Knowledge of The National Minimum Standards care home regulations and knowledge of social care legislation policies.

Understanding of diversity and equal opportunities both within the workplace and the community in general.

#### **DESIREABLE KEY COMPETENCIES / BEHAVIOURS**

General understanding and knowledge of medicines prescribed and over the counter.

An understanding of illnesses and disabilities relating to adults and older people.

Knowledge of Home Care Services.

Experience of working with vulnerable residents within the borough.

An understanding of the concept of person-centred care or the delivery of outcomes for older people.

Able to work using own initiative and as part of a team.

Works collaboratively with others sharing ideas and information at all times.

Able to cope in difficult situations with tact and diplomacy.



# Care Co Ordinator

**VACANCY REFERENCE NO: H147**

**Application Closing: Ongoing**

Location:	Barking and Dagenham
Salary:	Discussed at interview
Hours:	Discussed at interview
Contract:	Discussed at interview
Start Date:	ASAP

## **JOB OVERVIEW**

- To provide leadership to the care functions of the team, by coordinating the work of community carers.
- To undertake non-complex assessments, reviews and care and support planning with clients and their families, promoting independence and protection.
- To enable clients to identify their needs and outcomes and to implement and review support plans to meet them and to work within the framework provided by statute, guidance, policies, and procedures.
- To maintain staff's care skills to a high level and ensure that practices are kept up to date.
- To participate in one to one performance supervisions and contribute to the identification of team development needs.
- To encourage and motivate staff to positively deliver care services to clients so they can achieve independence as far as possible.
  - To directly line manage community carers, ensuring supervision, training and attendance management is undertaken, including sickness.
- To complete the initial assessment and risk assessments for all new clients starting service with Cornhill Care.
- To organise and coordinate care services in accordance with best practice, policies and procedures and regulations under the direction of the Registered Service Manager.
- To problem solve in the absence of the Registered Service Manager.
- To work as part of a wider team with multi-disciplinary agencies and the community at large.

## **JOB DESCRIPTION - CARE COORDINATOR ROLE SPECIFIC DUTIES**

- To undertake the day to day duties of the care coordinator, including carrying out initial and risk assessments.
- To monitor the provision of care packages, identifying any necessary amendments and liaising with social workers/assessors to implement appropriate changes. And to ensure that the commissioned care hours are maintained and not exceeded.
- To set out clear outcomes and produce care plans for clients. Complete care reviews and end of service reviews with clients. Liaise with the Registered Service Manager and keep them informed about the progress of individual clients.

- To Manage and ensure delivery of high quality, responsive and person-centred services that meet the physical, mental, and emotional needs of clients and ensuring they have choice and control over their own lives.
- To maintain 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 be familiar with the Care Standards Act 2008 for Domiciliary Care Regulations (National Minimum Standards) and legislation governing the service and other regulations concerning the provision of Domiciliary Care and services.
- To supervise the care delivery within Cornhill Care and to organise, chair and attend team meetings as necessary including case discussion/decision, peer group and team meetings.
- To ensure that individual care plans are adhered to and monitored. To complete and maintain accurate and up to date records and to adhere to CQC and Care Act requirements.
- To work collaboratively with individuals to identify and implement care and support plans to meet needs.
- To be accountable to the Registered Service Manager and to participate in regular supervision, training, and team meetings and to support the Registered Service Manager in all aspects of the service delivery, including; staff recruitment and induction

## **ESSENTIAL KEY COMPETENCIES / BEHAVIOURS**

\*Required\*

Must have significant relevant experience of working within a Domiciliary Care setting, managing staff and working with individual clients and their families/representatives.

Works constructively as part of the team and manages the care team to the standards expected.

Addresses problems (including performance issues) constructively and makes appropriate decisions.

Ensures staff receive appropriate induction support and on-going development through mentoring and identifying training needs.

Ability to manage, supervise and support staff teams. - Confidence in undertaking supervision, performance development plans and reviews.

The ability to undertake assessment of non-complex needs and develop, monitor and review care plans in collaboration with clients, their families, carers and other agencies.

Understanding of Domiciliary Care services and the need to work to this model of support and assistance. Extensive experience, knowledge and understanding of disability, national policy and legislation relating to adult care services and an understand of care planning processes.

Ability to organise and facilitate staff meetings, workshops, and presentations.

Ability to respond to and investigate complaints.

You understand and focus on client satisfaction and work well with other professionals. You deliver exceptional customer service – you understand and are attentive to the needs of the clients.

The ability to use coaching skills and enabling approaches whenever possible to support clients to maintain or regain independence and to meet needs.

Good communication skills both written and verbal. Able to communicate and relay information in a clear and concise manner to a wide variety of people and be able to communicate effectively.

You will be a team player, energetic and hardworking.

Builds effective and credible relationships both internally and externally.

Understanding of diversity and equal opportunities both within the workplace and the community in general.

## **DESIREABLE KEY COMPETENCIES / BEHAVIOURS**

Level 3 Diploma in Health and Social Care (Adult Care) - Numeracy and literacy skills

An approachable and listening manner, involving staff in decision -making and providing guidance where needed.

An understanding of the concept of person -centred care or the delivery of outcomes for older people

The ability to maintain own wellbeing and that of others, to cope with emotional demands arising from working with vulnerable people experiencing difficult and distressing life situations

The ability to maintain own wellbeing and that of others, to cope with emotional demands arising from working with vulnerable clients experiencing difficult and distressing life situations

[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](#)



# Care Providers Voice Multiple Vacancies

## MULTIPLE VACANCIES AVAILABLE

**Application Closing: Ongoing**

**Please note;** You will need to contact the JobShop to be booked in for a CPV registration in order to apply for any of these positions.

### **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:**

<b>Postcode</b>	<b>Borough</b>	<b>Role vacancy</b>	<b>Hours</b>	<b>Hourly rate</b>
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:**

<b>Postcode</b>	<b>Borough</b>	<b>Role vacancy</b>	<b>Hours</b>	<b>Hourly rate</b>
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
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:**

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

#### **Other Roles:**

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

[Back To Contents Page](#)



**\*\*PUBLIC SERVICES\*\***





**\*\*RETAIL / SALES\*\***





# Customer Service Advisor

**VACANCY REFERENCE NO: H228**

**Application Closing: Ongoing**

Location: Barking IG11  
Salary: £22,000 - £25,000 per annum  
Hours: Full Time Monday to Friday  
Contract: Full Time  
Start Date: Immediate / ASAP

Online Lubricants is a fast-growing oil distributor covering London and the Southeast who believes in challenging industry standards when it comes to delivering outstanding customer service.

Established 30 years ago this year, we have a wealth of industry experience and have demonstrated 20% year on year growth. We have ambitious plans to continue growing our business and require likeminded colleagues to join our company and be a part of these very exciting times.

We are looking for an enthusiastic and self-motivated professional to join our excellent Customer Service team.

Responsibilities:

- Receive incoming calls dealing with all customer orders and queries
- Managing internal relationships with sales reps, drivers, staff and being a reliable point of contact in the office
- Identifying opportunities to cross sell and up sell Online Lubricants' full product range
- Building long lasting business relationships with existing and new customers
- Consistently providing outstanding customer service, increasing customer retention levels
- Ability to think quickly and make decisions in a busy environment.
- Calling potential leads and coordinating appointments for the field staff
- Communicating with our accounts department in relation to our customers account status.

Experience required/qualifications:

- 12+ months experience in a similar role – desirable
- Account Management experience - desirable
- Excellent communication skills – both verbal and written
- Excellent IT skills
- Experience in negotiating with customers Desirable
- Good team player
- Be flexible and work around our customers
- Willingness to learn technical information based around our business
- Full Training provided
- Above all, excellent attitude and willingness to learn are essential

[Back To Contents Page](#)



# Sales Assistant (Trade Builders Warehouse)

**VACANCY REFERENCE NO: H162**

**Application Closing: Ongoing**

Location: Chadwell Heath  
Salary: National Living Wage  
Hours: TBD  
Contract: Full Time Permanent  
Start Date: Immediate / ASAP

Benefits:

- Commission Scheme in place
- Pension Scheme
- Staff Discount in store

Our N&C Tiles and Bathroom, Builders Warehouse & paint centre outlets provide our customers with the most exciting product ranges and best value packages in the industry.

We are looking for a positive & approachable Retail/Trade Sales Assistant to join our Friendly Team based in our Chadwell Heath store. You will engage with customers and team members to provide exceptional customer experiences and service through your enthusiasm and knowledge. You will be responsible for driving sales within our N&C Builders warehouse store.

## **Responsibilities – Retail/Trade Builders Warehouse Sales Assistant:**

- Delivering high standard Customer Service through your product knowledge and inspiring Customers.
- Building relationships with both trade and retail customers.
- Maintaining store appearance by replenishing stock & general housekeeping.
- Resolving customer queries following Company procedures in a professional manner
- Manual lifting when required.
- Training sessions to increase product knowledge.
- Working 45 hours a week, doing 5 out of 7 days including weekends & bank holidays.

## **Requirements – Retail/Trade Builders Warehouse Sales Assistant:**

- Strong Customer service skills.
- Excellent Communication Skills written & verbal.
- Previous experience within any of the following DIY, building supplies, ironmongery, plumbing& sanitary ware Stores.



- Able to use electronic tills (Training on K8 system provided)
- Friendly, Helpful & Confident with an engaging personality.
- Comfortable dealing with a variety of customer situations in a professional manner.
- Ability to demonstrate energy, drive & a positive can-do attitude.
- Must be flexible to cover store open hours, which will include weekends & Bank Holidays.
- Smart Appearance as this is a customer facing role.

[Back To Contents Page](#)



# Sales Assistant (Trade Paint Centre)

**VACANCY REFERENCE NO: H163**

**Application Closing: Ongoing**

Location: Chadwell Heath  
Salary: National Living Wage  
Hours: TBD  
Contract: Full Time Permanent  
Start Date: Immediate / ASAP

Benefits:

- Commission Scheme in place
- Pension Scheme
- Staff Discount in store

N&C Tiles and Bathrooms are part of the Nicholls and Clarke Group of Companies, a business founded in 1875, dedicated to providing Building Materials throughout the UK.

Nationwide our team of 450 people are involved in Manufacturing, Distributing and Retailing Building Materials to the trade and retail public.

Our N&C Tiles and Bathroom, Builders Warehouse & paint centre outlets provide our customers with the most exciting product ranges and best value packages in the industry.

## **The Role - Retail/Trade Paint Centre Sales Assistant:**

We are looking for a positive & approachable Retail/Trade Sales Assistant to join our Friendly Team based in our Chadwell Heath store, you will engage with customers and team members to provide exceptional customer experiences and service through your enthusiasm and knowledge. You will be responsible for driving sales within our N&C Paint centre.

## **Responsibilities - Retail/Trade Paint Centre Sales Assistant:**

- Delivering high standard Customer Service through your product knowledge and inspiring Customers.
- Building relationships with both trade and DIY customers.
- Generating new trade leads through telephone sales.
- Maintaining stock levels and store appearance.
- Mixing paint to customers' requirements.
- Resolving customer queries following Company procedures in a professional manner.
- Manual lifting when required.



- Training sessions to increase product knowledge.
- Working 45 hours a week, doing 5 out of 7 days including weekends & bank holidays.

**Requirements – Retail/Trade Paint Centre Sales Assistant:**

- Strong Customer service skills.
- Excellent Communication Skills written & verbal.
- Previous experience within the paint & decorating trade or sales.
- Able to use electronic tills (Training on K8 system provided)
- Friendly, Helpful & Confident with an engaging personality.
- Comfortable dealing with a variety of customer situations in a professional manner.
- Ability to demonstrate energy, drive & a positive can-do attitude.
- Must be flexible to cover store open hours, which will include weekends & Bank Holidays.
- Smart Appearance as this is a customer facing role.

[Back To Contents Page](#)

# Sales Assistant (Trade Bathroom Showroom)

**VACANCY REFERENCE NO: H164**

## **Application Closing: Ongoing**

Location:	Chadwell Heath
Salary:	National Living Wage
Hours:	TBD
Contract:	Full Time Permanent
Start Date:	Immediate / ASAP

## **Benefits:**

- Commission Scheme in place
- Pension Scheme
- Staff Discount in store

N&C Tiles and Bathrooms are part of the Nicholls and Clarke Group of Companies, a business founded in 1975, dedicated to providing Building Materials throughout the UK.

Nationwide our team of 450 people are involved in Manufacturing, Distributing and Retailing Building Materials to the trade and retail public.

Our N&C Tiles and Bathroom, Builders Warehouse & paint centre outlets provide our customers with the most exciting product ranges and best value packages in the industry.

## **The Role - Retail/Trade Bathroom Showroom Sales Assistant**

We are looking for a positive & approachable Retail/Trade Sales Assistant to join our Friendly Team based in our Chadwell Heath store, you will engage with customers and team members to provide exceptional customer experiences and service through your enthusiasm and knowledge. You will be responsible for driving sales within our N&C Tile & bathroom Store.

## **Responsibilities – Retail/Trade Bathroom Showroom Sales Assistant:**

- Delivering high standard Customer Service through your product knowledge and inspiring Customers.
- Building relationships with both trade and retail customers.
- Maintaining store appearance by daily cleaning of the Displays.
- Tiling & fitting Displays.
- Resolving customer queries following Company procedures in a professional manner.
- Manual lifting when required.
- Training sessions to increase product knowledge.



- Working 45 hours a week, doing 5 out of 7 days including weekends & bank holidays.

**Requirements - Retail/Trade Bathroom Showroom Sales Assistant:**

- Strong Customer service skills.
- Excellent Communication Skills written & verbal.
- Previous experience within the Bathroom and/or Tile Sales or Trade.
- Able to use electronic tills (Training on K8 system provided)
- Friendly, Helpful & Confident with an engaging personality.
- Comfortable dealing with a variety of customer situations in a professional manner.
- Ability to demonstrate energy, drive & a positive can-do attitude.
- Must be flexible to cover store open hours, which will include weekends & Bank Holidays.
- Smart Appearance as this is a customer facing role.

[Back To Contents Page](#)





**\*\*SECURITY / LAW ENFORCEMENT\*\***



# Security Systems Engineer

**VACANCY REFERENCE NO: H152**

## **Application Closing: Ongoing**

Location: London, Essex & Surrounding areas  
Salary: £30,000 - £40,000 dependant on experience  
Hours:  
Contract: Full Time  
Start Date: Immediate / ASAP

## **Role**

To perform such duties normally expected and associated with employment as a Security Systems Engineer:

- Attend sites and undertake installation, periodic maintenance and fault finding where required for Intruder, CCTV and access control, systems.
- Assist customers and colleagues with technical issues either on the phone or face to face.
- Carry out as requested and required any associated duties including the collation and record of site configuration information.
- Provide training to customers and colleagues as required.
- Promote our systems/maintenance contracts wherever possible by advising existing and new clients where their security systems maybe no longer 'fit for purpose', deficient in coverage or not compliant with current UK Laws.
- Identify and inform Sales Team on new sales leads if they appear in the day to day carrying out of his/her main tasks.

## **Responsibilities**

Your prime duties and employed responsibilities can be defined as follows:

- Install through to Commissioning (if able) Intruder, CCTV and Access Control systems.
- Service, fault-find & repair systems when required.
- Assist customers and colleagues with technical issues either on the phone or face to face.
- Complete job sheets and all relevant paperwork in a timely manner.
- Take responsibility for the overall quality of the work delivered on-site.
- Carry out effective communications with clients and the office teams.
- Ensure the company meets its obligations and adheres to guidelines and regulations laid down by the professional bodies they subscribe to.
- Cover London and the surrounding areas.
- Collect/record of site configuration information.
- Restock van regularly to minimum stock levels as agreed by line manager, to ensure parts are available for small repairs to be carried out in a cost-effective way, if authorised, without automatically generating a return visit.

- Making sure any parts for a return visit request are adequately described to ensure correct back-office ordering, to make return visit effective.
- Undertake Health & Safety trainings/ meetings and competency training required to deliver their work function efficiently and within current UK Law.
- Be part of the Out of Hours Call Out Rota

The nature of company operations is such that on occasion all staff are expected to tackle short term assignments appropriate to their abilities. In this job these are most likely to involve such tasks as covering for another member of staff during their absence or assisting with the work of other teams.

Candidates should be punctual, able to deal face to face with customers, be neat and tidy in their appearance. We expect high levels of workmanship and the ideal candidate must be capable of working on their own but also as part of a small team.

The successful candidate will be subject to Enhanced Criminal Records Check and vetting procedure to BS7858.

**Requirements:**

**Job holder should have the following qualifications, job knowledge and/or experience:**

- Necessary job knowledge, qualifications, ability and experience to cost effectively operate within the duties defined above.
- Knowledge of a range of manufacturers.
- Be willing to learn new systems.
- Have a positive attitude and the ability to self-motivate.
- Be able to work independently as well as part of a team.

Hold and maintain a valid full British driving licence or equivalent.

[Back To Contents Page](#)

# Service and Installation (Intruder & CCTV Engineer)

**VACANCY REFERENCE NO: H112**

**Application Closing: Ongoing**

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](#)



# Intruder Alarm & CCTV MultiSkilled Service Engineer

## VACANCY REFERENCE NO: H149

**Application Closing: Ongoing**

Location: London, Essex & Surrounding areas  
Salary: £32,000 - £35,000 dependant on experience  
Hours: 40 hours weeks  
Contract: Permanent Full Time  
Start Date: Immediate / ASAP

### **Package:**

£32k - £35k depending on experience

Full time, 40-hour per week

Overtime

Permanent Position

Company Van

Staff training

Opportunities for Promotion

### **Main Responsibilities:**

Cover all aspects of service and breakdowns different systems

To work with colleagues and managers in the area.

### **Knowledge and experience:**

Compliant with all relevant British Standard and the health and safety at work act.

FIA Certs desirable

3 Years + Experience minimum

If you live in the area and seeking a new opportunity, then please apply now!

[Back To Contents Page](#)





**\*\* TRANSPORT & LOGISTICS\*\***

# Vehicle Mechanic/ Technician

**VACANCY REFERENCE NO: H175**

**Application Closing: Ongoing**

Location: Barking  
Salary: Skill/experience dependant from £28k per annum up to £40k per annum.  
Hours: Mon – Frid 9am to 6:30pm and Sat 9am to 2pm  
Contract: Part Time 20 hours per week  
Start Date: Immediate / ASAP

## **H175 – Qualified Vehicle Mechanic/Technician**

We are currently looking for a qualified vehicle mechanic/technician with a minimum of 10 years experience in the trade. With the business being so busy we are unable to conduct training so we are looking for someone who is independent and confident in this role – someone ready to get started immediately.

Location would be Barking, London.

### **Essential/ Required:**

Qualifications aren't too important if the mechanic has 10 years experience, Would be ideal if they have f gas accreditation to handle aircon regas and would need a Valid Full UK driving license.

[Back To Contents Page](#)



# Delivery Driver

**VACANCY REFERENCE NO: H159**

**Application Closing: Ongoing**

Location: Barking and Dagenham  
Salary: £11 per hour  
Hours: Tuesday Thursday and Fridays 5AM start time (Day Shifts)  
Contract: Part Time 18 – 24 hours per week  
Start Date: Immediate / ASAP

Company Van Provided \*

We are a small family run business looking for someone to join our team! We are looking for a self-motivated and punctual person who is a team player.

You will be delivering our traditional sausages in and around the M25 region.

Full training provided.

**Required:**

- Driving Licence

[Back To Contents Page](#)



# Factory Worker

**VACANCY REFERENCE NO: H160**

**Application Closing: Ongoing**

Location: Barking and Dagenham  
Salary: £11 per hour  
Hours: Monday, Wednesday, Thursday 5:30 AM starts  
Contract: Part Time 20 hours per week  
Start Date: Immediate / ASAP

We are a small family run business looking for someone to join our team! We are looking for a self-motivated and punctual person who is a team player.

You will be working in our sausage factory on day shifts – Monday, Wednesday and Thursday (5:30AM starts.)

Full training provided.

**Desirable:**

- Factory experience is beneficial but not required.

[Back To Contents Page](#)





# Warehouse Operative

**VACANCY REFERENCE NO: H161**

**Application Closing: Ongoing**

Location: Chadwell Heath  
Salary: Competitive Salary TBC  
Hours: Monday – Friday (7am – 5pm)  
Contract: Full Time Permanent  
Start Date: Immediate / ASAP

Founded in 1875 Nicholls and Clarke Group are a manufacturer, distributor and retailer of building materials throughout the UK with a network of retail and distribution centres. We have a committed team of over 850 people supplying building materials to the trade and retail markets.

Offering a competitive rate of pay, training and development, a weekly bonus, a friendly working environment, and a secure position within an established company, we are looking for a hardworking and capable Warehouse Operative to join our team in Chadwell Heath on the Day Shift.

## **Responsibilities for the Warehouse Operative:**

Picking orders and building pallets and checking orders.  
Replenishment of stock.  
Storing stock safely.  
Maintaining a tidy and safe working environment.  
Working as part of a team.  
Ensuring you comply with the companies Health & Safety requirements.  
Personal protective clothing and equipment to be worn at all times.  
Work as part of our Builders Merchants team of staff.  
Assist and have a flexible approach in all aspects of the warehouse operation.

## **Requirements for the Warehouse Operative:**

Experience and Licences:  
Experience working in a warehouse/Builders Merchants environment is essential.  
Forklift Truck licence is essential.  
Reach truck and counterbalance licences are desirable.

## **Personal Qualities:**

Honest and reliable with good time keeping skills.  
Physically fit and able to lift weights of up to 25kg safely.  
Able to speak clear and fluent English and write English to a good standard.  
A good team player.  
Attention to detail.  
Good communication skills.

## **Benefits:**

A competitive pay package including a weekly attendance bonus. A Perkbox rewards and discount scheme. Substantial staff discounts. Training and development opportunities.  
Holiday scheme which rewards length of service with a holidays buy or sell back scheme.

[Back To Contents Page](#)



# Evening Loading Supervisor

**VACANCY REFERENCE NO: H165**

**Application Closing: Ongoing**

Location: Chadwell Heath  
Salary: £28,000 per annum  
Hours: 12pm – 10pm  
Contract: Full Time Permanent  
Start Date: Immediate / ASAP

Founded in 1875 Nicholls and Clarke Group are a manufacturer, distributor and retailer of building materials throughout the UK with a network of retail and distribution centres. We have a committed team of over 450 people supplying building materials to the trade and retail markets.

Offering a dynamic and friendly working environment and a secure position within an established company, we are looking for a hardworking Evening Supervisor to join our team in Chadwell Heath, Essex

We are looking for a dedicated Supervisor to oversee and have a flexible approach in all aspects of the loading and vehicle planning operation.

## **Responsibilities – Evening Load Supervisor:**

- Planning vehicle routes
- Supervising a growing team
- Supervising loading of vehicles and ensuring they are compliant with vehicle weight laws
- Completing relevant paperwork
- Assisting with loading when required
- General housekeeping – ensuring areas are always clean and tidy
- Completion of special projects and tasks as directed by your manager
- Ensuring you and staff you are supervising comply with the companies Health & Safety requirements
- Personal protective clothing and equipment (PPE) to be always worn

## **Person Specification – Evening Load Supervisor:**

- Able to Supervise a team of up to 10 employees
- Experience in a Transport office environment
- Experience working in a warehouse environment
- Forklift truck licences (Reach and Counterbalance preferred)
- Physically fit
- Professional and positive



- Reliable and dependable with good time keeping skills
- Able to work well within a team, as well as independently
- Attention to detail
- Good communication skills
- Ability to work well under pressure
- A can-do attitude

**Benefits:**

- Full time contract – guaranteed work
- Excellent development prospects
- Staff discount on all products
- NEST

[Back To Contents Page](#)





**\*\*OTHER\*\***

# 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](#)

# 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**



## 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](mailto: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>

## LBBD COUNCIL VACANCIES;

**Currently 0 available. Please check back later.**

Should you be interested in applying for any LBBD council roles, please refer to the Barking and Dagenham council website. There you can find more information on how to apply.

Please note: A **personal statement will be required** when applying for any of these council roles.

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

[Back To Contents Page](#)







**\*\*\* DOCUMENT END\*\*\***