

13<sup>th</sup> June 2025

# **SCHOOL VACANCY BULLETIN**

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## Healthy Lunchtimes Assistants (mainstream and within our SEND provision)

**Location:** Thames View Infants, Bastable Avenue, Barking, IG11 0LG  
**Contract:** Permanent and Fixed Term Contracts (until 30th March 2027).  
**Salary:** £12.88 per hour (£15.19 FTE).  
**Hours:** 1 hour per day (between 11:45-13:15), Term-time only.  
**Required:** September 2025.  
**Website:** [ThamesViewInfants.org](https://thamesviewinfants.org)  
**Email:** [Kelly.Ager@thamesviewinfants.org](mailto:Kelly.Ager@thamesviewinfants.org)  
**Closing Date:** Monday 16<sup>th</sup> June 2025 at 08:00.

We are looking for enthusiastic people to join our lunchtime team.

The successful candidates will help our children, across the whole School, get the most from our healthy lunchtimes – whether helping children enjoy our delicious lunchtime menu, carefully supporting reluctant eaters, leading energetic sport and play in our large grounds. Working alongside the current lunchtime team, the HLA will help make our lunchtime experience as healthy as possible for our children.

We would particularly welcome applicants who have SEND experience, whether that is from within your family or from a previous workplace. At TVI we have a specialist provision for our SEND children, this class has additional lunchtime staff too, who work an extended lunchtime.

Thames View Infants offers a 100% Cooked Meal Lunchtime provision. You will be expected to support the children across the whole school whilst eating. Outside, you will also need to be able to lead fun physical activities that are both engaging and appropriate.

You will need to be punctual, creative and able to demonstrate that you are able to use your own initiative and have a good understanding of the importance of healthy eating and physical activity. You will have a great work ethic, be professional, reliable, committed, resilient and keen to make a difference to the lives of our children and their families. You will have good communication skills, be kind, flexible, able to embrace change and take on board advice. Experience of engaging, working and playing with young children is essential. An up to date First Aid qualification would be desirable.

**Please note: Due to the expected high response to these vacancies, we reserve the right to close this campaign once we have a suitable pool of applicants, which could be prior to the published application closing date.**

Before you apply, come and see us for yourself! **Prior visits to school are most welcome and highly recommended.** Watch our promo video here: <https://tinyurl.com/TVI-on-YouTube>!

**Closing date: Monday 16<sup>th</sup> June 2025 (8am)**

*To apply: please complete the (a) Non-Teaching Application Form and the (b) Safer Recruitment Form from <https://thamesviewinfants.org/about-us/about-tvi/vacancies/>. Return both electronically to [Kelly.Ager@thamesviewinfants.org](mailto:Kelly.Ager@thamesviewinfants.org) (including “Lunchtime Assistant” in the subject line). Please note, CVs will not be considered. Only new applicants*

need to apply. Our website offers tips and guidance about applying for a position at our School.

*Thames View Infants is an Outstanding School.*

*We comply fully with the ethos of safer recruitment and undertake all relevant checks, including enhanced DBS clearance. All candidates must disclose any spent or unspent convictions.*

## **Teaching Assistants with EYFS/ KS1, and/or SEND Specialism**

<b>Location:</b>	Thames View Infants, Bastable Avenue, Barking, IG11 0LG
<b>Contract:</b>	Permanent and Fixed Term Contracts (until 30 <sup>th</sup> March 2027).
<b>Salary:</b>	Scale 3-4 (depending on experience and qualifications) (£19,013 - £20,419) (pro-rata).
<b>Hours:</b>	27.5 hours per week (08:45-15:15 daily) term-time only. Plus, possible additional hours for breakfast club, after school clubs or a weekly planning meeting.
<b>Required:</b>	September 2025.
<b>Website:</b>	<a href="http://ThamesViewInfants.org">ThamesViewInfants.org</a>
<b>Email:</b>	<a href="mailto:Kelly.Ager@thamesviewinfants.org">Kelly.Ager@thamesviewinfants.org</a>
<b>Closing Date:</b>	Monday 16 <sup>th</sup> June 2025 at 08:00.

Directors are actively recruiting caring and child-centred Teaching Assistants to join the team at our vibrant and friendly Academy. You'll be kind and caring and able to connect with children, able to bring out their best. Recent practical experience of working within similar settings is essential.

You will have a great work ethic, be professional, reliable, committed, resilient and keen to make a difference to the lives of our children and their families. You will have good communication skills, be flexible, able to embrace change and take on board advice. Good time keeping and punctuality is essential.

### **The post holder's key responsibilities will be to:**

- Support mainstream and high needs children across EYFS, KS1 or our Specialist SEND Provision.
- As directed, provide support in class alongside our existing Teaching Assistants implementing support programs, or supporting children with individual needs.
- Work in partnership with the Class Teacher and the Inclusion Team.
- Communicate well with families.

### **As the successful candidate you will:**

- Understand the developmental needs of young children and their families; and be able to form effective partnerships with families within our community.
- Be willing to learn and take on new challenges
- Present as calm, confident and resilient.
- Be an effective team member who is professional, proactive and has a positive disposition.
- Have a good level of written and spoken English.
- Know the importance of safeguarding and child protection when working with vulnerable and very young children.

### **Accordingly, we will offer you:**

- An opportunity to work within an Outstanding Academy, a growing Multi Academy Trust, with additional incentives for running after-school clubs.

- A diverse and vibrant demographic, with a team of aspiring professionals, representing a rich ethnic blend.
- A career opportunity within an up-and-coming locality, with recent regeneration initiatives and good transport links to central London.

**Please note: Due to the expected high response to these vacancies, we reserve the right to close this campaign once we have a suitable pool of applicants, which could be prior to the published application closing date.**

Before you apply, come and see us for yourself! **Prior visits to school are most welcome and highly recommended.** Watch our promo video here: <https://tinyurl.com/TVI-on-YouTube>!

**Closing date: Monday 16<sup>th</sup> June 2025 (8am)**

*To apply: please complete the (a) Non-Teaching Application Form and the (b) Safer Recruitment Form from <https://thamesviewinfants.org/about-us/about-tvi/vacancies/>. Return both electronically to [Kelly.Ager@thamesviewinfants.org](mailto:Kelly.Ager@thamesviewinfants.org) (including "TA" in the subject line). Please note, CVs will not be considered. Only new applicants need apply. Our website offers tips and guidance about applying for a position at our School.*

*Thames View Infants is an Outstanding School.*

*We comply fully with the ethos of safer recruitment and undertake all relevant checks, including enhanced DBS clearance. All candidates must disclose any spent or unspent convictions.*

## School Cleaner

<b>Location:</b>	Thames View Infants, Bastable Avenue, Barking, IG11 0LG
<b>Salary:</b>	Scale 1, £14.98 per hour.
<b>Contract:</b>	Fixed Term Contract (until 31 <sup>st</sup> December 2026).
<b>Hours:</b>	15 hours per week, Monday to Friday, 05:45 - 8:45 or 15:00 - 18:00.
<b>Website:</b>	<a href="https://thamesviewinfants.org">ThamesViewInfants.org</a>
<b>Email:</b>	<a href="mailto:Kelly.Ager@thamesviewinfants.org">Kelly.Ager@thamesviewinfants.org</a>
<b>Closing Date:</b>	Monday 23 <sup>rd</sup> June 2025 at 08:00.
<b>Interviews:</b>	To be confirmed.

Thames View Infants is particularly successful at helping all children achieve their best.

Directors at Thames View Infants wish to appoint a caring cleaner who is enthusiastic, energetic, thorough, flexible, happy and takes great pride and care in their work.

**Thames View Infants** is a multi-cultural Infant School with 13 classes, a Nursery, 2 halls and shared office spaces. We are proud of our standards of cleanliness and the pride we take in our school's appearance. We require more staff to join our team.

The successful applicant will need basic knowledge of Health and Safety and experience in a similar position. Other requirements include:

- An ability to communicate effectively.
- Able to work on own initiative without supervision.
- Ability to work as part of a team.
- A systematic approach cleaning
- Motivated and keen to act upon advice.
- Really care about keeping our new school looking its best.

**Visits to school are most welcome, arranged via the below email address.**

Closing Date: Noon on Monday 23<sup>rd</sup> June 2025

Interview Date: To be confirmed

*If you require further information or would like to apply, please contact Kelly Ager in the school office or call on **0208 270 4317** or [kelly.ager@thamesviewinfants.org](mailto:kelly.ager@thamesviewinfants.org).*

*To apply: please complete the (a) **Non-Teaching Application Form** and the (b) **Safer Recruitment Form** from <https://thamesviewinfants.org/about-us/about-tvi/vacancies/>. Return both electronically to [Kelly.Ager@thamesviewinfants.org](mailto:Kelly.Ager@thamesviewinfants.org) (including "Cleaner" in the subject line). **Please note, CVs will not be considered. Only new applicants need apply.** Our website offers tips and guidance about applying for a position at our School.*

*Thames View Infants was judged as "Outstanding" by Ofsted in June 2024 for the third time and is a National Support School/National leader in Education. Remaining committed to*

*working within the local family of schools and locally agreed HR policies, Thames View Infants converted to Academy Status in September 2012 and more recently became part of the TVI Learning Multi Academy Trust. We comply fully with the ethos of safer recruitment and undertake all relevant checks, including enhanced DBS clearance.*





**SEN - Higher Level Teaching Assistant**

**Location:** James Cambell Primary School, Langley Cresc, Dagenham, RM9 6TD  
**Salary:** Point 18-20.  
**Hours:** 35hours per week, term time only.  
**Required:** 1<sup>st</sup> September 2025.  
**Website:** [www.jamescambellprimary.com](http://www.jamescambellprimary.com)  
**Email:** [cstevens@jamescambellprimary.org](mailto:cstevens@jamescambellprimary.org)  
**Closing Date:** Monday 16<sup>th</sup> June 2025 at 09:00

At James Cambell Primary School, we are looking to appoint a highly motivated, creative and enthusiastic SEN HLTA to join our happy, successful and forward-thinking school. The successful candidate could be responsible for covering classes in all primary age groups, from Early Years to year 6.

At James Cambell Primary School, every child is given the opportunity to learn, grow and develop into the respectful, resourceful and resilient citizens of the future. We ensure our children receive a high-quality education and our curriculum is shaped to meet the needs of our school community.

**If you:**

- have a passion for teaching and learning.
- have high expectations and a commitment to ensuring all children succeed.
- wish to work in a happy, friendly school with a positive attitude.
- can make learning exciting, motivating and fun.
- work well in a team to support and learn from others.
- are able to bring energy and enthusiasm to the role.

**We can offer the right candidate:**

- happy, well-motivated and engaged children, who are keen to learn.
- an experienced, hardworking and supportive team.
- a fun, friendly and supportive staff.
- a proactive approach to staff well-being, work-life balance and care for each person as an individual.
- beautiful school grounds and stimulating learning environments.
- a competitive salary

Early applications are welcome, and we reserve the right to appoint before the closing date if we find a suitable candidate.

Please apply online via our school website [www.jamescambellprimary.com](http://www.jamescambellprimary.com) with a covering letter outlining how you meet the criteria detailed in the application pack. Complete the application form and send to Mrs Caroline Stevens, Business Manager on [cstevens@jamescambellprimary.org.uk](mailto:cstevens@jamescambellprimary.org.uk)

**Closing date: 9am Monday 16<sup>th</sup> June 2025**

**Start date: 1<sup>st</sup> September 2025**

**Interviews for candidates considered suitable will be arranged on receipt of your application.**

*James Cambell Primary School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants will undergo appropriate child protection screening including checks with past employers and the Disclosure and Barring Service.*

## Deputy Headteacher

**Location:** St Joseph's Catholic Primary School, Connor Road, Dagenham, RM9 5UL  
**Required:** September 2025.  
**Salary:** ISR L9-L13 (Inner London weighting).  
**Email:** [office@st-jodag.bardaglea.org.uk](mailto:office@st-jodag.bardaglea.org.uk)  
**Website:** [www.stjosephsdagenham.co.uk](http://www.stjosephsdagenham.co.uk)  
**Closing Date:** Friday 20<sup>th</sup> June 2025 at 15:30.  
**Interviews:** Monday 7<sup>th</sup> July 2025.

St Joseph's Catholic Primary School, Dagenham is a well-respected and successful Catholic Primary School. The governors invite applications from experienced, enthusiastic and suitably- qualified practising Catholic leaders to play a key role in building on the continued success of our friendly school. We are seeking to appoint a dynamic, forward-thinking, approachable and enthusiastic practising Catholic leader who will work as part of the team to help continue the school development and drive the school quickly towards an outstanding education for all pupils.

### **We want our Deputy Headteacher to:**

- Have a clear vision and strong commitment to Catholic education.
- Have experience at senior leadership level with strong interpersonal and communication skills.
- Be an excellent teacher.
- Be an excellent communicator with a strong commitment to working in partnership with the parishes and the community.
- Be a caring individual who is supportive of the ethos of the school.

### **We can offer you:**

- A positive and caring ethos based on the values of the Catholic faith.
- A commitment to support your professional development to the next stage of your career.
- The opportunity to work with delightful children, supportive parents and governors.
- St Joseph's is part of the Good Shepherd Catholic Trust and has a formal network of schools.

**Prospective candidates are warmly invited and encouraged to visit the school.** For more information, an Application Pack or to arrange a visit, please contact the school office. Please note that only formal CES applications will be accepted for this post and only shortlisted candidates will be contacted. This is a reserved post and is open to practising Catholics only, please review the document produced by the Diocese of Brentwood "Definition of a Practising Catholic for Reserved Posts" for further information

**Closing date** Friday 20<sup>th</sup> June 2025 (3.30pm)  
**Shortlisting date** Tuesday 24<sup>th</sup> June 2025  
**Interview date** Monday 7<sup>th</sup> July 2025

*St Joseph's Catholic School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

*We will ensure that all our recruitment and selection practices reflect this commitment. The successful candidate will be subject to an enhanced Disclosure and Barring Service check along with other relevant employment checks. Applications should be on a CES application form and sent to the school (applications NOT submitted on the CES application form will not be considered).*

## Sports Coach

<b>Location:</b>	Grafton Primary School, Grafton Road, Dagenham, RM8 3EX
<b>Required:</b>	September 2025.
<b>Hours:</b>	35 hours per week (Term time only).
<b>Contract:</b>	Fixed Term for 1 year with a possibility to extend to permanent.
<b>Salary:</b>	Scale 4.
<b>Website:</b>	<a href="https://www.graftonprimary.co.uk/vacancies">https://www.graftonprimary.co.uk/vacancies</a>
<b>Email:</b>	<a href="mailto:vacancies@graftonprimary.co.uk">vacancies@graftonprimary.co.uk</a>
<b>Closing Date:</b>	Monday 16 <sup>th</sup> June 2025 at 08:00.
<b>Interviews:</b>	Thursday 19 <sup>th</sup> June 2025.

Grafton Primary School is an outstanding school which takes pride in being inclusive. We have high expectations of both children and staff and are currently looking to recruit a Sports Coach to join our friendly and supportive team. The successful applicant will be required to support within the classroom, as well as being required to take small intervention groups and working one to one with individual children with additional needs.

### Key responsibilities:

- Provide support to students and provide sports lessons for whole classes and support the school in attending sporting events out of school hours and providing after school sports activities for groups of pupils.
- Work closely with teachers and other support staff to ensure that all children are included in the lesson
- Foster a safe and inclusive learning environment for all pupils
- Collaborate with parents and external agencies as needed

### Successful candidates will:

- Have experience delivering PE lessons in a school environment
- Believe in the inclusion for all and is able to implement strategies to support the children
- Use positive behaviour management strategies and motivate children to learn and enjoy PE
- Have the ability to relate well to children and adults
- Be able to work as part of a team yet at times take initiative and work without close direction or supervision
- To plan and prepare lessons effectively according to policy.
- To plan effectively to meet the diversity of pupils' needs and interests.
- Be flexible and adaptable
- Communicate effectively with all members of the school community

### We can offer:

- A friendly and supportive school community who value staff at all levels and invests in people
- Passion and commitment to inclusive education
- Support during and after an induction period
- Excellent opportunities to continue your own professional development
- Free 24/7 access to Employee Assistance Programme to help maintain a healthy work-life balance

- A dynamic working environment and helpful staff in our friendly, outstanding school

We are a very inclusive school and would welcome applications from people with experience of working with children with additional needs or with Thrive experience as we are Thrive school.

For further information about the role or to arrange a visit to the school please email [vacancies@griftonprimary.co.uk](mailto:vacancies@griftonprimary.co.uk)

The application pack is in the link <https://www.griftonprimary.co.uk/vacancies>

**Closing date for applications is Monday 16<sup>th</sup> June 2025 at 8:00am**

**Interviews will take place on Thursday 19<sup>th</sup> June 2025**

***Grafton Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All appointments are subject to a fully enhanced DBS check.***

## Teaching Assistant

<b>Location:</b>	St Margaret's C of E School, North Street, Barking, IG11 8AW
<b>Salary:</b>	Scale 3.
<b>Hours:</b>	Term time only.
<b>Contract:</b>	Permanent.
<b>Start Date:</b>	September 2025.
<b>Email:</b>	<a href="mailto:alison.brown@genesistrust.net"><u>alison.brown@genesistrust.net</u></a>
<b>Closing Date:</b>	Friday 20 <sup>th</sup> June 2025.
<b>Interviews:</b>	TBC

The Genesis Education Trust is an expanding collection of outstanding and good Church of England schools in east London with a fantastic track record of training and progression opportunities. We are seeking to recruit a talented and enthusiastic Teaching Assistant to support our pupils' learning at St Margaret's in Barking working Monday to Friday 8.30am-4pm term time only.

The successful candidate will be supporting and teaching students within the classroom environment. This could be individually or in a small group setting and will sometimes involve supporting children with additional needs. You will join our vibrant and forward-looking team of highly dedicated, collaborative and supportive colleagues who have the drive to make a real difference to our pupils.

### Do you have:

- TA qualification or experience working as a Teaching assistant
- Commitments to helping all pupils reach their full potential.
- Ability to work collaboratively with other professionals.
- Ability to initiate exciting and engaging ways to teach pupils in a small group setting.
- An understanding of how to set high standards and aspirations as well as the commitment to maintaining these.
- Able to think creatively and practically when trying to achieve an objective.
- Ability to work using your own initiative.
- Good English, Mathematics and ICT skills
- A good understanding of how to support children with SEND

### We can offer:

- Enthusiastic, well-behaved pupils who are eager to learn
- Bespoke training programmes
- Excellent career development opportunities
- Hardworking, motivated and positive colleagues
- Private healthcare

Early application is encouraged as we review applications throughout the advertising period and reserve the right to close the advert earlier than the stated deadline.

### Contact information

Alison Brown  
07706330217

[Alison.brown@genesistrust.net](mailto:Alison.brown@genesistrust.net)



*We are committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo Child Protection screening, including checks with past employers and the DBS. References will be taken up before interviews are offered.*

## Learning Support Assistant

**Location:** Five Elms Primary School, Wood Lane, Dagenham, RM9 5TB  
**Hours:** 32.5 hours per week (Term time only).  
**Salary:** Scale 4 Point – £24,153-£25,549 (actual pro rata salary).  
**Required:** September 2025.  
**Email:** [office@five-elms.bardaglea.org.uk](mailto:office@five-elms.bardaglea.org.uk)  
**Website:** [www.fiveelmsprimary.co.uk](http://www.fiveelmsprimary.co.uk)  
**Closing Date:** 25<sup>th</sup> June 2025  
**Interviews:** Week beginning 30<sup>th</sup> June 2025

**Vacancy:** **LSA** to join our support staff team. An NVQ Level 2 in Teaching Assistant (or equivalent) is essential.

### Successful candidates must:

- Be flexible and willing to work with children of all ages
- Be prepared to work as part of a close team.
- Be able to communicate with children, colleagues and parents.
- Be willing to complete first aid training.
- Demonstrate a positive attitude.

For further information or an application pack, please contact the school via our email address [office@five-elms.bardaglea.org.uk](mailto:office@five-elms.bardaglea.org.uk)

**Closing date:** 25<sup>th</sup> June 2025

**Interviews:** Week beginning 30<sup>th</sup> June 2025

***Five Elms Primary School is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.***

## **Class Teacher KS1 or KS2**

<b>Location:</b>	St Peters RC Primary School, Goresbrook Rd, Dagenham, RM9 6UU
<b>Salary:</b>	Inner London (salary according to experience).
<b>Hours:</b>	Full time.
<b>Contract:</b>	Permanent.
<b>Required:</b>	Ideally September 2025 (please contact school to discuss alternative start dates).
<b>Website:</b>	<a href="http://www.st-peter.bardaglea.org.uk/"><u>www.st-peter.bardaglea.org.uk/</u></a>
<b>Email:</b>	<a href="mailto:office@st-peter.bardaglea.org.uk"><u>office@st-peter.bardaglea.org.uk</u></a>
<b>Closing Date:</b>	Monday 7 <sup>th</sup> July 2025
<b>Interviews:</b>	To be confirmed following contact with the school.

The Governing Body of this happy, successful school wish to appoint an ambitious, dedicated, motivated teacher to join our friendly and dedicated staff team. St Peter's is a two-form entry Catholic Primary school. We were graded as good in all areas at our last Ofsted inspection, and we continue to improve. "The positive ethos is almost tangible." And from our Section 48 inspection in 2019 our school achieved an 'outstanding' grade. [www.st-peter.bardaglea.org.uk/](http://www.st-peter.bardaglea.org.uk/)

### **You should be:**

- Someone who strives for outstanding all of the time and who always gets the very best progress and achievement from their pupils
- Inspiring, enthusiastic and creative
- Ambitious for yourself and the children in your care
- Committed to excellence, enjoyment and fun
- Able to work as a close team to achieve the very best for our children
- A practising Catholic or a teacher committed to support the Catholic ethos of our school
- Someone who is reflective about their practice shares their strengths and seeks to address their weaknesses.

### **We can offer:**

- A dedicated, highly skilled and supportive staff team
- A dynamic senior management team who will support your career development and empower you to lead and innovate
- Wonderful children who need your help to shine
- Opportunities for further professional development
- A great opportunity to play a leading role in a good school
- A supportive and skilled governing body
- Strong Parish and Community links
- Wonderful areas for outside play
- Free on-site parking, near bus routes and close to underground and mainline train services

The teacher will be committed to safeguarding and promoting the welfare of children and young people. The teacher will follow school policies and the staff code of conduct.

Visits to the school are warmly encouraged, please come and meet us to see for yourself. To discuss this position further, or to arrange a visit to the school, please contact the school office.

[office@st-peter.bardaglea.org.uk](mailto:office@st-peter.bardaglea.org.uk)

Phone Number: 020 8270 6524

Headteacher, Mrs Clare Scott

**Application packs are available by contacting the school office.**

**Closing Date: 7 July 2025**

**Interviews: to be confirmed following contact with the school**

***St Peters RC Primary School is committed to safeguarding children and promoting and the welfare of young people and expects all staff and volunteers to share this commitment. We will ensure that our recruitment and selection practises reflect this commitment. All successful candidates will be subject to enhanced DBS clearance along with other relevant employment checks.***

## **Assistant Site Manager**

**Location:** Parsloes Primary School, Spurling Road, Dagenham, RM10 8AY  
**Hours:** 35 hours per week – Split Shift AM/PM.  
**Salary:** Scale 6 – Salary £34,416 to £35,448.  
**Email:** [bfairweather@parsloes.bardaglea.org.uk](mailto:bfairweather@parsloes.bardaglea.org.uk)  
**Closing Date:** Friday 27<sup>th</sup> June 2025 at Midday.  
**Interviews:** W/C 7<sup>th</sup> July 2025.

Parsloes Primary is a friendly, diverse and inclusive school situated in the heart of Dagenham. We are passionate and dedicated to ensuring that each and every child is valued, included and able to reach their full potential. Parsloes Primary School is a Little Wandle Reading Champion School. We are proud to be leading school improvement at a local, national and international level.

Parsloes Primary School is part of an ambitious and successful Federation with Dorothy Barley Infant School. This highly effective partnership allows each school to retain their unique character whilst benefiting from the mutual support and challenge of belonging to a federation under the leadership of the Executive Head Teacher.

We are looking to recruit an Assistant Site Manager to be based at Parsloes Primary who will work under the direction of the Federation Site Manager and School Business Manager. The Assistant Site Manager will be part of our forward-thinking premises team and may at times be required to work across the federation. Main hours of work will be a split shift, AM & PM but flexibility around these hours will be required.

Prior experience of working within a school is essential, applicants should have experience of working in a similar caretaking/site manager role and have skills/experience relevant to the post.

The main purpose of the job is to ensure the whole school site, buildings and contents are properly managed, maintained, cleaned, secured and fit for purpose. This will include health and safety and supervising contractors when onsite.

Visits to the school are actively encouraged. Please contact the school office on 0208 270 4925 to arrange a visit, or by email to [bfairweather@parsloes.bardaglea.org.uk](mailto:bfairweather@parsloes.bardaglea.org.uk)

Email for an application pack to [bfairweather@parsloes.bardaglea.org.uk](mailto:bfairweather@parsloes.bardaglea.org.uk)

Closing date for applications: Friday 27<sup>th</sup> June 2025 @ 12pm  
Interviews: w/c 7<sup>th</sup> July 2025

*Please note an online search may be conducted on all shortlisted applicants*

*The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.*

*This role is exempt from the ROA 1974. All candidates must disclose any spent or unspent convictions. An enhanced DBS certificate with barred list check will be required for this post. Candidates will be required to complete a "Childcare Disqualification" declaration as part of the safeguarding procedure.'*

## Learning Support Assistant

<b>Location:</b>	Becontree Primary School, Dagenham, Essex, RM8 2QR
<b>Salary:</b>	Scale 4 (minimum £17,950 p.a. - Maximum £18,987 p.a. depending on experience).
<b>Hours:</b>	25 hours per week.
<b>Contract:</b>	Temporary (1 year contract initially).
<b>Required:</b>	Monday 1 <sup>st</sup> September 2025.
<b>Website:</b>	<a href="http://www.becontreeprimaryschool.com">www.becontreeprimaryschool.com</a>
<b>Email:</b>	<a href="mailto:becontreeinformation@becontreeprimaryschool.com">becontreeinformation@becontreeprimaryschool.com</a>
<b>Closing Date:</b>	Monday 30 <sup>th</sup> June 2025 at Midday.
<b>Interviews:</b>	Monday 7 <sup>th</sup> July 2025.

Becontree is a two-form, friendly, highly inclusive primary school situated in the London Borough of Barking and Dagenham. We serve a diverse community, and we positively welcome applications from all sections of the community. We provide high quality education and care for children aged 3 to 11, with our school value of “Respecting One Another” being central to all aspects of our work.

The Governing Body is seeking to appoint a motivated and highly effective Learning Support Assistant (LSA) to join our hard working and supportive team. ***The successful candidate will primarily work as an LSA in our mainstream classes,*** but as a member of the school’s support team, could work in one of our specialist SEND intervention spaces for children with Autism as necessary. This is an exciting opportunity to work in a school that provides high quality teaching in a culture of nurture, challenge and support.

### We offer:

- A diverse, friendly and supportive community of staff and children.
- A dynamic, dedicated and hardworking team committed to school improvement
- Well behaved and hardworking children who are keen to learn
- Equal access to professional development opportunities for all staff.

### We pride ourselves on our high expectations and positive team ethos and welcome applications from passionate and hard-working staff who:

- are effective communicators.
- are strong team players who are committed to working in partnership with all members of our school community to raise standards.
- are highly effective and reflective practitioners, with experience of working with children with additional needs.
- love learning and demonstrate a commitment to their own professional development.

Visits to our school are actively encouraged. For an application form, visit arrangements and any further details, please contact Paula Thornton, Business Manager, via the school office using the contact details provided above.

**Closing date:** Midday on Monday 30<sup>th</sup> June 2025

**Shortlisting:** Monday 30<sup>th</sup> June 2025

**Interview date:** Monday 7<sup>th</sup> July 2025

*We are committed to safeguarding and promoting the welfare of young people. This post is exempt from the Rehabilitation of Offenders Act 1974 and a comprehensive screening process will be undertaken on successful applicants. Checks will include an enhanced disclosure from the Disclosure and Barring Service.*



## **Specialist Learning Support Assistant (in our Additional Resourced Provision for children with Autism)**

<b>Location:</b>	Becontree Primary School, Dagenham, Essex, RM8 2QR
<b>Salary:</b>	Scale 6 (minimum £25,375 p.a. - Maximum £26,285 p.a. depending on experience).
<b>Hours:</b>	30 hours per week.
<b>Contract:</b>	Permanent.
<b>Required:</b>	Monday 1 <sup>st</sup> September 2025.
<b>Website:</b>	<a href="http://www.becontreeprimaryschool.com">www.becontreeprimaryschool.com</a>
<b>Email:</b>	<a href="mailto:becontreeinformation@becontreeprimaryschool.com">becontreeinformation@becontreeprimaryschool.com</a>
<b>Closing Date:</b>	Monday 30 <sup>th</sup> June 2025 at Midday.
<b>Interviews:</b>	Monday 7 <sup>th</sup> July 2025.

Becontree is a two-form, friendly, highly inclusive primary school situated in the London Borough of Barking and Dagenham. We serve a diverse community, and we positively welcome applications from all sections of the community. We provide high quality education and care for children aged 3 to 11, with our school value of “Respecting One Another” being central to all aspects of our work.

The Governing Body is seeking to appoint a motivated and highly effective Specialist Learning Support Assistant (SLSA) to join our hard working and supportive team. ***The successful candidate will initially work as an SLSA by contributing to a wide range of teaching and learning activities in our additional resource provision (ARP)*** but as a member of the school’s support team, could work in mainstream classes at a later date. This is an exciting opportunity to work with children with complex needs, including those with Autism, Social, Emotional and Mental Health needs, in an environment that provides high-quality teaching in a culture of nurture, challenge and support.

### **We offer:**

- A diverse, friendly and supportive community of staff and children.
- A dynamic, dedicated and hardworking team committed to school improvement.
- Well-behaved and hardworking children who are keen to learn.
- Equal access to professional development opportunities for all staff.

### **We pride ourselves on our high expectations and positive team ethos and welcome applications from passionate and hard-working staff who:**

- are effective communicators and able to motivate others.
- are strong team players, committed to working in partnership with all members of our school community to raise standards.
- are highly effective and reflective practitioners, with experience of working with children with additional needs, particularly Autism.
- are able to plan and support curriculum development for children with additional needs, including Autism.
- love learning and demonstrate a commitment to their own professional development.

Visits to our school are actively encouraged. For an application form, visit arrangements and any further details, please contact Paula Thornton, Business Manager, via the school office using the contact details provided above.

**Closing date:** Midday on Monday 30<sup>th</sup> June 2025      **Shortlisting:** Monday 30<sup>th</sup> June 2025

**Interview date:** Monday 7<sup>th</sup> July 2025

*We are committed to safeguarding and promoting the welfare of young people. This post is exempt from the Rehabilitation of Offenders Act 1974 and a comprehensive screening process will be undertaken on successful applicants. Checks will include an enhanced disclosure from the Disclosure and Barring Service.*

## **Learning Support Assistant**

<b>Location:</b>	Hunters Hall Primary School, Alibon Road, Dagenham, RM10 8DE.
<b>Hours:</b>	30 hours negotiable – term time only.
<b>Salary:</b>	Scale 3. Actual salary for 30 hours: £20,765.
<b>Contract:</b>	One year.
<b>Email:</b>	<a href="mailto:office@hunters-hall.bardaglea.org.uk">office@hunters-hall.bardaglea.org.uk</a>
<b>Required:</b>	1 <sup>st</sup> September 2025.
<b>Closing Date:</b>	Friday 27 <sup>th</sup> June 2025 at 09:00.
<b>Interviews:</b>	W/C Monday 7 <sup>th</sup> July 2025.

We are looking to appoint a committed Learning Support Assistant with energy and enthusiasm to join our dedicated team who work collaboratively to plan for and support pupils across the school.

### **We can offer:**

- A friendly and extremely support team of staff with a share drive for excellence
- A well-resourced, high quality learning environment
- Opportunities for professional development and training

### **The successful candidate will:**

- Have high expectations for children's achievement.
- Be enthusiastic, flexible and well-motivated.
- Be able to build effective relationships with children, parents and staff and work collaboratively as a team member.
- Have excellent communication skills – written and verbal.
- Have gained Teaching Assistant qualification NVQ level 2, higher or equivalent.

We welcome informal visits to the school prior to application and look forward to meeting you. Full job description, person specification and application form are available from [office@hunters-hall.bardaglea.org.uk](mailto:office@hunters-hall.bardaglea.org.uk) or on our website.

Closing date: Friday 27<sup>th</sup> June 2025 (9:00am)

Shortlisting: w/c Monday 30<sup>th</sup> June 2025

Interviews: w/c Monday 7<sup>th</sup> July 2025

## **Equality and Diversity**

We are committed to encouraging and sustaining a positive and supportive working environment for our staff, and an excellent teaching and learning experience for our children.

As a provider of employment and education, we value the diversity of our staff and pupils, and all our staff are equally valued and respected. We are committed to providing a fair, equitable and mutually supportive learning and working environment for our pupils and staff.

## **Safeguarding**

The school is committed to safeguarding and promoting the welfare of children and expects all members of staff to share this commitment.

If you are shortlisted for the position you are applying for, you will be required to complete a Declaration giving details of any relevant criminal offences and other relevant information relating to our safeguarding duty. Further information will be provided on that form. In addition to the Declaration Hunters Hall Primary may undertake online searches for shortlisted candidates (including social media) in accordance with KCSIE 2022.

A copy of Hunters Hall Primary Child Protection and Safeguarding policy and the Safer Recruitment Policy are available on our website at [www.huntershallprimary.org.uk](http://www.huntershallprimary.org.uk)

It is an offence to apply for a post involving regulated activity if you are barred from engaging in regulated activity relevant to children.

Following successful application, Hunters Hall Primary will carry out the necessary prohibition checks for any member of staff appointed to carry out teaching work.

Any offer of employment will be made conditional upon a satisfactory enhanced DBS check and barred list check (where applicable to the role in question).

This role is considered exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. Which means that when applying for certain jobs and activities certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

## **Class Teacher**

<b>Location:</b>	Beam County Primary School, Oval Rd North, Dagenham, RM10 9ED.
<b>Scale:</b>	MPS1.
<b>Hours:</b>	Full Time (term time).
<b>Required:</b>	September 2025.
<b>Contract:</b>	One year contract.
<b>Email:</b>	<a href="mailto:hbandpersonnel@beam.bardaglea.org.uk">hbandpersonnel@beam.bardaglea.org.uk</a>
<b>Website:</b>	<a href="http://www.beamcountyprimaryschool.org/our-school/job-vacancies/">www.beamcountyprimaryschool.org/our-school/job-vacancies/</a>
<b>Closing Date:</b>	Friday 20 <sup>th</sup> June 2025 at Midday.
<b>Interviews:</b>	Wednesday 25 <sup>th</sup> and Thursday 26 <sup>th</sup> of June 2025.

Are you ready for a new and meaningful challenge? Do you have a passion for supporting pupils to attain excellence? Then, look no further.

Beam County Primary School is seeking to appoint an enthusiastic Teacher with experience of teaching and working closely with children.

Beam is a thriving and vibrant primary school situated in the London Borough of Barking and Dagenham. Our core vision, 'Creating a lifelong love of learning', is paramount to what we provide for all members of the school community, ensuring all pupils and teachers continue this vision.

### **We can offer:**

- A friendly and experienced Teaching team who are passionate about unlocking each child's potential so they can live fulfilling and productive lives.
- A dedicated Teaching Team who are committed to raising standards and driving up achievement.
- Opportunities for continuing professional development within and beyond the local authority.
- 4 hours of PPA.
- Employee Assistance Programme (EAP). You can contact the EAP for counselling or simply for information or support regarding various personal and work-related issues.
- Access to the Council's in-house team of occupational health specialists.
- Staff wellbeing room.
- Friendly and supportive staff.
- Supportive Personal Development programme to develop professional growth.
- Well-resourced classrooms and a large outdoor learning area including an additionally resourced provision with sensory garden.
- An exemplary leadership team of senior and middle leaders who can support you in your new role.

### **The successful candidate will be able to:**

- Plan and teach well-structured lessons to assigned classes, following the school's plans, and curriculum design model.
- Assess, monitor, record and report on the learning needs, progress and achievement of assigned pupils, making accurate and productive use of assessment.
- Adapt teaching to respond to the strengths and needs of diverse learners.

- Set high expectations which inspire, motivate and challenge pupils.
- Promote good progress and outcomes by pupils.
- Strong knowledge of the primary school curriculum.
- Demonstrate good subject and curriculum knowledge.
- Participate in arrangements for preparing pupils for external tests.
- Assesses and records student development, while identifying strengths and areas which need attention and improvement.
- Maintains order and discipline amongst students while promoting safety and compliance with school rules and guidelines.
- Providing feedback to parents and carers on a pupil's progress at parents' evenings and other Meetings.
- Ability to create a positive and inclusive learning environment.
- Excellent classroom management skills.
- Passion for teaching and commitment to student success.
- Willingness to collaborate with colleagues and engage in professional development.
- Commitment to fostering a love for learning in young pupils.

### **Commitment to safeguarding**

Our organisation is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all staff, volunteers and trustees to share this commitment. Our recruitment process follows the keeping children safe in education guidance. Offers of employment may be subject to the following checks (where relevant): Childcare disqualification, Disclosure and Barring Service (DBS), Medical Online and social media, Prohibition from teaching, right to work, Satisfactory references and Suitability to work with children. You must tell us about any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

### **Qualifications, Knowledge and Experience:**

- Qualified teacher status
- Degree in Education or related subject
- Successful primary teaching experience
- Knowledge of effective teaching and learning strategies
- Ability to build effective working relationships with pupils
- Knowledge of guidance and requirements around safeguarding children
- Knowledge of effective behaviour management strategies
- Good ICT skills, particularly using ICT to support learning

**Other competency requirements include: School Organisation, Strategy and Development, Health, Safety and Discipline, Professional Development, Communication, Working with colleagues and other relevant Professionals and Personal & Professional Conduct.**

The teacher will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

If you require further information, please call Beam County Primary School on 020 8270 4700 or by email to [hrandpersonnel@beam.bardaglea.org.uk](mailto:hrandpersonnel@beam.bardaglea.org.uk)

The Job description can be found on our website: <https://www.beamcountyprimaryschool.org/our-school/job-vacancies/> or you can contact the

School for an application pack. Completed application forms to be forwarded to [hbandpersonnel@beam.bardaglea.org.uk](mailto:hbandpersonnel@beam.bardaglea.org.uk).

**Closing date: Friday 20<sup>th</sup> June 2025 at 12 noon**

*Beam County Primary School is an equal-opportunity employer. We welcome applicants from all backgrounds, cultures, and experiences. We are committed to safeguarding and promoting the welfare of young people. This post is exempt from the Rehabilitation of Offenders Act 1974.*

**Science Technician**

**Location:** Greatfields School, Net Street, Barking, IG11 7QG  
**Contract:** Permanent  
**Salary:** APT&C Scale 4 pro rata, £25,242 actual salary.  
**Email:** [vacancies@greatfieldsschool.com](mailto:vacancies@greatfieldsschool.com)  
**Website:** [www.greatfieldsschool.com](http://www.greatfieldsschool.com)  
**Closing Date:** Friday 20<sup>th</sup> June 2025 at Midday.  
**Interviews:** Wednesday 25<sup>th</sup> June 2025.

This is an opportunity for you to work with some extraordinary and aspirational students, in a developing area of East London. The Gascoigne community is a very special place, and we are privileged to have built a school at its heart. The school is driven by the dreams, aspirations and ambitions of our students and the wider community and we would love you to join us in helping us to build a school which will drastically improve the life chances of our young people. Aspiration is at the heart of everything we do, and we passionately believe our students can compete with any other child in the country.

Greatfields opened in September 2016, and we will eventually grow to become a ten-form entry school with 1800 pupils, including sixth form, in purpose-built new accommodation. We currently have approximately 1170 students across Years 7 to 13.

We are looking to recruit a Science Technician who shares our vision and ambitions for the young people of this community. You will be joining a highly motivated and passionate group of staff who work tirelessly in the best interests of the students. Staff development is central to everything we do, and you will receive weekly coaching sessions, a personalised CPD programme which best fits your needs and clear pathways for progression.

To apply for this role please go to our website and fill out an application form. If you would like more information about the role, please feel free to contact the school on the e-mail address below.

[vacancies@greatfieldsschool.com](mailto:vacancies@greatfieldsschool.com)  
[www.greatfieldsschool.com](http://www.greatfieldsschool.com)

Appointments are also subject to satisfactory references/medical clearance.

*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. Online searches may be carried out as part of due diligence checks.*



## Sixth Form Progression Facilitator

**Location:** Jo Richardson Community School, Gale Street, Dagenham, RM9 4UN  
**Required:** September 2025.  
**Website:** [www.jorichardson.org.uk](http://www.jorichardson.org.uk)  
**Email:** [recruitment@jorichardson.org.uk](mailto:recruitment@jorichardson.org.uk)  
**Closing Date:** Wednesday 18<sup>th</sup> June 2025 at 08:00.  
**Interviews:** Thursday 26<sup>th</sup> June 2025

*Please note that **only fully completed Jo Richardson School application forms** will be considered. Due to our safeguarding procedures, we do not accept CVs.*

### JRCS

This is a great opportunity to join an **outstanding** secondary school as part of a friendly and hard-working department. Established as a brand-new school in 2002, we moved into our award-winning £30 million accommodation in 2005. The school is located within easy reach of central London via the District Line and yet just minutes by car from the Essex countryside.

The school prides itself on providing both teaching and non-teaching staff with effective support to ensure that the professional development needs of all staff are fully met and that there is a high level of challenge in the opportunities they are offered. Wednesday afternoons are devoted to CPD, and the school has a very strong record of developing staff. JRCS is such a special place to work. Staff wellbeing is important to us; we are a caring and supportive school. Staff turnover is low, and staff enjoy being part of our supportive and friendly community.

In 2023/24 JRCS achieved another set of excellent outcomes at both KS4 and KS5. 67% of our students achieved a level 4+ in both English and Maths and 50% achieved a level 5 pass in both English and Maths. At KS5 our A\*-C grade was 86%; with 58% achieving A\*-B grades. Our Sixth Form continues to work in partnership with four other schools to deliver the highest quality post-16 education pathways for our students.

We pride ourselves on being a truly inclusive school and this is actively underpinned by our motto 'Success for All'. Academic rigour runs alongside a commitment to character education and extra-curricular activities. Our extensive range of extra-curricular activities, together with our educational trips programme is second to none and ensures all students get the chance to extend their academic, social, and cultural experiences outside of the classroom.

In May 2024, Ofsted graded the school as outstanding in every category!

*"The work done by this school in supporting pupils to develop into successful young adults is exceptional."*

*"Behaviour in class is very positive. Pupils work collaboratively in lessons to get the most out of learning. The school is a calm and productive environment."*

This is established through the development of highly positive professional relationships between staff and students that ensures a culture of high aspiration and respect. We are looking for staff who are committed to providing our students with the highest standards of teaching and pastoral care.

Please log onto our website [www.jorichardson.org.uk](http://www.jorichardson.org.uk) for further details about the school, this post, a link to our recent Ofsted report and the application process itself. All applications should be made online by clicking the 'Apply Now' link. Please contact Margaret Stone or Vicky Garland on [recruitment@jorichardson.org.uk](mailto:recruitment@jorichardson.org.uk) if you wish to arrange a visit to the school.

Closing date: 8am on Wednesday 18<sup>th</sup> June 2025

Interviews: Thursday 26<sup>th</sup> June 2025

*JRCS is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to apply for an enhanced DBS disclosure.*

## Cover Supervisor

**Location:** Greatfields School, Net Street, Barking, IG11 7QG  
**Contract:** Permanent  
**Salary:** APT&C Scale 5, term time only, £27,326 actual salary.  
**Email:** [vacancies@greatfieldsschool.com](mailto:vacancies@greatfieldsschool.com)  
**Website:** [www.greatfieldsschool.com](http://www.greatfieldsschool.com)  
**Closing Date:** Wednesday 25<sup>th</sup> June 2025 at Midday.  
**Interviews:** Monday 30<sup>th</sup> June 2025.

This is an opportunity for you to work with some extraordinary and aspirational students, in a developing area of East London. The Gascoigne community is a very special place, and we are privileged to have built a school at its heart. The school is driven by the dreams, aspirations and ambitions of our students and the wider community and we would love you to join us in helping us to build a school which will drastically improve the life chances of our young people. Aspiration is at the heart of everything we do, and we passionately believe our students can compete with any other child in the country.

Greatfields opened in September 2016, and we currently have approximately 1230 students, including sixth form, in purpose-built new accommodation.

You will be joining a highly motivated and passionate group of staff who work tirelessly in the best interests of the students. Staff development is central to everything we do, and you will receive weekly coaching sessions, a personalised CPD programme which best fits your needs and clear pathways for progression.

To apply for this role please go to our website and fill out an application form. If you would like more information about the role, please feel free to contact the school on the e-mail address below.

[vacancies@greatfieldsschool.com](mailto:vacancies@greatfieldsschool.com)  
[www.greatfieldsschool.com](http://www.greatfieldsschool.com)

Appointments are also subject to satisfactory references/medical clearance.

*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. Online searches may be carried out as part of due diligence checks.*

## Science Curriculum Leader

<b>Location:</b>	Mayesbrook Park School, Arden Crescent, Dagenham, RM9 6TJ
<b>Hours:</b>	Full Time - 32.5 Hours per Week.
<b>Contract:</b>	Permanent
<b>Salary:</b>	MPS/UPS + TLR 2 + SEN + Inner London Weighting.
<b>Required:</b>	January 2026 or sooner.
<b>Email:</b>	<a href="mailto:slowrie@mayesbrookparkschool.org.uk">slowrie@mayesbrookparkschool.org.uk</a>
<b>Website:</b>	<a href="http://www.mayesbrookparkschool.org.uk">www.mayesbrookparkschool.org.uk</a>
<b>Closing Date:</b>	Friday 27 <sup>th</sup> June 2025
<b>Interviews:</b>	Tuesday 8 <sup>th</sup> July 2025

Mayesbrook Park School provides alternative provision for secondary school students aged 11-16 in Barking and Dagenham. There are three campuses, and you may be required at times to work across all three, although will be based predominantly at the main campus. There are up to 160 students across the school.

Our core purpose is to raise the attainment and support the well-being of young people who are not in mainstream schools for a variety of reasons, including exclusion, challenging behaviour and social, emotional and mental health (SEMH) issues.

Our latest Ofsted report from April 2024, stated that Mayesbrook Park School was judged as "Good", across the whole school. The last inspection was ungraded and made no change to the judgement of 'good', however, the report stated that the evidence gathered suggested the inspection grade might be outstanding if a graded (section 5) inspection were carried out at that time. The school's next inspection will be a graded inspection.

As Science Curriculum Leader, you will play a key role in leading and developing outstanding and innovative practice in the Science curriculum. We are seeking a well-qualified, efficient, flexible and committed individual who is passionate about their subject and is able to motivate, support, challenge and enthuse students of all abilities. You will work with our committed middle and senior leaders to raise standards and educational achievements. You will understand how to apply our curriculum and adapt learning to overcome the barriers which have previously held our students back, including challenging behaviour and low literacy levels.

This is an excellent opportunity for a dynamic, high calibre individual who is experienced in providing quality first teaching and interventions and meeting the needs of young people with vision, determination and creativity. You will also demonstrate the skills necessary to manage others and to model good practice, including excellent interpersonal and communication skills.

### We offer:

- Competitive salary
- Friendly and supportive colleagues
- Energetic vibrant and diverse environment where everyone is valued
- Regular training opportunities
- Further leadership development

Visits to the school are welcome and can be arranged by contacting Mrs Saffron Lowrie at [slowrie@mayesbrookparkschool.org.uk](mailto:slowrie@mayesbrookparkschool.org.uk) or telephone 020 8270 6734.

Please see our website [www.mayesbrookparkschool.org.uk](http://www.mayesbrookparkschool.org.uk) for further details about our school.

**CVs will not be accepted.**

**Applicants must complete the application form in full, see included in supporting documents.**

All application forms to be emailed to Mrs Saffron Lowrie at:

[slowrie@mayesbrookparkschool.org.uk](mailto:slowrie@mayesbrookparkschool.org.uk).

*All employees are required to abide by the Equalities and Diversity policies of the borough.*

*This post is exempt from the Rehabilitation of Offenders Act 1974 and a comprehensive screening process will be undertaken on successful applicants. and applicants will be required.*

## **Sixth Form Independent Study Area Manager**

**Location:** Greatfields School, Net Street, Barking, IG11 7QG  
**Contract:** Permanent  
**Salary:** APT&C Scale 5, term time only, £27,326 actual salary.  
**Email:** [vacancies@greatfieldsschool.com](mailto:vacancies@greatfieldsschool.com)  
**Website:** [www.greatfieldsschool.com](http://www.greatfieldsschool.com)  
**Closing Date:** Thursday 26<sup>th</sup> June 2025 at Midday.  
**Interviews:** Wednesday 2<sup>nd</sup> July 2025.

This is an opportunity for you to work with some extraordinary and aspirational students, in a developing area of East London. The Gascoigne community is a very special place, and we are privileged to have built a school at its heart. The school is driven by the dreams, aspirations and ambitions of our students and the wider community and we would love you to join us in helping us to build a school which will drastically improve the life chances of our young people. Aspiration is at the heart of everything we do, and we passionately believe our students can compete with any other child in the country.

Greatfields opened in September 2016, and we currently have approximately 1230 students, including sixth form, in purpose-built new accommodation.

You will be joining a highly motivated and passionate group of staff who work tirelessly in the best interests of the students. Staff development is central to everything we do, and you will receive weekly coaching sessions, a personalised CPD programme which best fits your needs and clear pathways for progression.

To apply for this role please go to our website and fill out an application form. If you would like more information about the role, please feel free to contact the school on the e-mail address below.

[vacancies@greatfieldsschool.com](mailto:vacancies@greatfieldsschool.com)  
[www.greatfieldsschool.com](http://www.greatfieldsschool.com)

Appointments are also subject to satisfactory references/medical clearance.

*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. Online searches may be carried out as part of due diligence checks.*

## **Business Manager**

**Location:** All Saints Catholic School, Terling Road, Dagenham, RM8 1JT  
**Salary:** Scale PO7.  
**Contract:** Fixed term.  
**Hours:** Full Time.  
**Required:** July 2025  
**Website:** <https://www.allsaintsschool.co.uk/>  
**Closing Date:** Friday 20<sup>th</sup> June 2025 at 09:00.

We are seeking a highly organized, efficient, and proactive **School Business Manager** to join our leadership team. The successful candidate will be responsible for managing the school's financial, administrative and operational systems to ensure the school runs efficiently and effectively. This role is pivotal in supporting the Headteacher and governors in delivering educational excellence through strategic resource management.

### **School Information**

All Saints Catholic School is an Outstanding Catholic comprehensive school situated in the London Borough of Barking and Dagenham and within the Diocese of Brentwood, with good transport links to central London.

All Saints Catholic School has over 1400 students from year 7 to 13. The school achieves excellent exam results, with a Progress 8 score of 0.72 (well above average). We have received an Educational Outcomes award for being in the top 12 percent of schools in the country for progress.

Our core values of Respect, Understanding, Affection and Humour underpin all aspects of our pastoral and academic daily routines. Our 2024 Ofsted judged us to be an Outstanding school, highlighting that "the school successfully encourages pupils to demonstrate its core values, which include respect and understanding others. In addition to this, pupils meet the school's exceedingly high academic expectations and achieve very well".

We have won a number of awards which reflect our inclusive approach to education, including being awarded the Rights Respecting Schools Gold Award and the Inclusion Quality Mark, this is indicative of our "One in Christ" motto that we apply every day to everyone that is a part of the school community.

Our learning is based on the transcendental values of truth, goodness and beauty. We encourage pupils to discover truth, develop a sense of goodness and appreciate beauty in the world around them.

Please watch our school videos available at: <http://allsaintsschool.co.uk/> to get a further insight into life at All Saints.

### **Key Responsibilities:**

#### **Finance and Budget Management:**

- Prepare, manage, and monitor the annual school budget in collaboration with the Headteacher and governors.
- Maintain accurate financial records and produce regular financial reports.
- Ensure compliance with financial regulations, funding guidelines, and audit requirements.
- Manage school income, expenditure, payroll, and procurement processes.

#### **Administration and Operations:**

- Oversee the school office and administrative functions, ensuring smooth day-to-day operations.
- Manage contracts and service agreements with suppliers, contractors, and external agencies.
- Lead health and safety compliance, risk assessments, and emergency procedures.

#### **Governance and Compliance:**

- Support the governing body with accurate and timely information to enable effective decision-making.
- Ensure compliance with school policies, safeguarding procedures, and statutory requirements.
- Coordinate inspections, audits, and reporting for external stakeholders.

#### **Why work here?**

- Ambitious CPD programme aimed to make the best possible teachers and supporting career development
- Enthusiastic and aspiring pupils
- Interactive screens in each classroom
- Free use of the school gym and staff yoga
- Inner London Pay Scale
- Staff wellbeing lunches and an active school wellbeing team
- Hot meals provided for staff on open evenings and parent evenings
- Teaching and Learning forums for staff to examine different aspects of pedagogy
- A mentoring and coaching programme for staff

Job descriptions of our vacancies and application forms can be downloaded from our website <https://www.allsaintsschool.co.uk/>. You will find them under School Information - Vacancies.

Alternatively, you can email the school office at [office@allsaintsschool.co.uk](mailto:office@allsaintsschool.co.uk) for more details or to book a visit of our school.



## **Teacher of English and Literacy Coordinator**

**Location:** All Saints Catholic School, Terling Road, Dagenham, RM8 1JT  
**Salary:** Main Scale 1 – 6/Upper Scale depending on experience + TLR 2a.  
**Contract:** Fixed term.  
**Hours:** Full Time.  
**Required:** September 2025  
**Website:** <https://www.allsaintsschool.co.uk/>  
**Closing Date:** Monday 16<sup>th</sup> June 2025 at 09:00.

**We are looking to appoint an inspirational Teacher of English to join our successful and dynamic English department here at All Saints Catholic School. We are a forward-thinking school, passionate about providing students with the best possible outcomes. As our literacy lead you will have the exciting opportunity to lead on the enhancement of literacy across the school. We recognise as a school how important literacy development is and that it connects with student progress and life chances. Our literacy coordinator will work across the school to enthuse students with a love of literacy and the development of the skills required to be successful**

### **Purpose of the Job:**

- To provide professional leadership and management for the coordination of all activities relating to literacy across the whole school; specifically improved levels of reading, writing and speaking.

### **Functions and Duties**

- The Teachers' Pay and Conditions Document specifies the general professional duties of a teacher. In addition, certain particular duties are reasonably required to be exercised and completed in a satisfactory manner as a result of the demands of the post.

### **Particular Duties**

- Under the overall direction of the Headteacher

### **Key Functions**

- To plan, produce and coordinate, on behalf of the school, a Literacy Plan.
- To take responsibility for the development and implementation of the whole school plan for literacy.
- To ensure that support is given to the whole school so that a high quality of teaching and learning takes place throughout the curriculum.
- Monitor progress made towards achieving targets and use this information to plan future developments.
- To promote and develop the curricular and extra-curricular activities relating to literacy.
- To lead, organise and coordinate staff initiatives relating to all aspects of literacy across the curriculum including the provision of support and training for staff as required.

- To liaise with Line Manager regarding the support offered to pupils; and to provide relevant information to the Senior Leadership Team.

## **Our School**

All Saints Catholic School is an Outstanding Catholic comprehensive school situated in the London Borough of Barking and Dagenham and within the Diocese of Brentwood, with good transport links to central London.

All Saints Catholic School has over 1400 students from year 7 to 13. The school achieves excellent exam results, with a Progress 8 score of 0.72 (well above average). We have received an Educational Outcomes award for being in the top 12 percent of schools in the country for progress.

Our core values of Respect, Understanding, Affection and Humour underpin all aspects of our pastoral and academic daily routines. Our 2024 Ofsted judged us to be an Outstanding school, highlighting that “the school successfully encourages pupils to demonstrate its core values, which include respect and understanding others. In addition to this, pupils meet the school’s exceedingly high academic expectations and achieve very well”.

We have won a number of awards which reflect our inclusive approach to education, including being awarded the Rights Respecting Schools Gold Award and the Inclusion Quality Mark, this is indicative of our “One in Christ” motto that we apply every day to everyone that is a part of the school community.

Our learning is based on the transcendental values of truth, goodness and beauty. We encourage pupils to discover truth, develop a sense of goodness and appreciate beauty in the world around them.

Please watch our school videos available at: <http://allsaintsschool.co.uk/> to get a further insight into life at All Saints.

## **Why work here?**

- Ambitious CPD programme aimed to make the best possible teachers and supporting career development
- Enthusiastic and aspiring pupils
- Interactive screens in each classroom
- Free use of the school gym and staff yoga
- Inner London Pay Scale
- Staff wellbeing lunches and an active school wellbeing team
- Hot meals provided for staff on open evenings and parent evenings
- Teaching and Learning forums for staff to examine different aspects of pedagogy
- A mentoring and coaching programme for staff

Job descriptions of our vacancies and application forms can be downloaded from our website <https://www.allsaintsschool.co.uk/>. You will find them under School Information - Vacancies.

Alternatively, you can email the school office at [office@allsaintsschool.co.uk](mailto:office@allsaintsschool.co.uk) for more details or to book a visit of our school.

## Human Resources Administration Assistant

**Location:** Greatfields School, Net Street, Barking, IG11 7QG  
**Contract:** Permanent  
**Salary:** APT&C Scale 4 (actual salary £25,242 - £26,346).  
**Email:** [vacancies@greatfieldsschool.com](mailto:vacancies@greatfieldsschool.com)  
**Website:** [www.greatfieldsschool.com](http://www.greatfieldsschool.com)  
**Closing Date:** Monday 30<sup>th</sup> June 2025 at Midday.  
**Interviews:** Friday 4<sup>th</sup> July 2025.

This is an opportunity for you to work with some extraordinary and aspirational students, in a developing area of East London. The Gascoigne community is a very special place, and we are privileged to have built a school at its heart. The school is driven by the dreams, aspirations and ambitions of our students and the wider community and we would love you to join us in helping us to build a school which will drastically improve the life chances of our young people. Aspiration is at the heart of everything we do, and we passionately believe our students can compete with any other child in the country.

Greatfields opened in September 2016, and we will eventually grow to become a ten-form entry school with 1,800 pupils, including sixth form, in purpose-built new accommodation. We currently have approximately 1,225 students across Years 7 to 13.

We are looking to recruit a highly motivated and committed Administrator who shares our vision and ambitions for the young people of this community. You will be joining a highly motivated and passionate group of staff who work tirelessly in the best interests of the students. Staff development is central to everything we do, and you will receive weekly coaching sessions, a personalised CPD programme which best fits your needs and clear pathways for progression.

To apply for this role please go to our website and fill out an application form. If you would like more information about the role, please feel free to contact the school on the e-mail address below.

[vacancies@greatfieldsschool.com](mailto:vacancies@greatfieldsschool.com)  
[www.greatfieldsschool.com](http://www.greatfieldsschool.com)

Appointments are also subject to satisfactory references/medical clearance.

*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. Online searches may be carried out as part of due diligence checks.*

## Reprographics Administrator

**Location:** Greatfields School, Net Street, Barking, IG11 7QG  
**Contract:** Permanent  
**Salary:** APT&C Scale 4 (actual salary £25,242 - £26,346).  
**Email:** [vacancies@greatfieldsschool.com](mailto:vacancies@greatfieldsschool.com)  
**Website:** [www.greatfieldsschool.com](http://www.greatfieldsschool.com)  
**Closing Date:** Monday 30<sup>th</sup> June 2025 at Midday.  
**Interviews:** Friday 4<sup>th</sup> July 2025.

This is an opportunity for you to work with some extraordinary and aspirational students, in a developing area of East London. The Gascoigne community is a very special place, and we are privileged to have built a school at its heart. The school is driven by the dreams, aspirations and ambitions of our students and the wider community and we would love you to join us in helping us to build a school which will drastically improve the life chances of our young people. Aspiration is at the heart of everything we do, and we passionately believe our students can compete with any other child in the country.

Greatfields opened in September 2016, and we will eventually grow to become a ten-form entry school with 1,800 pupils, including sixth form, in purpose-built new accommodation. We currently have approximately 1,225 students across Years 7 to 13.

We are looking to recruit a Reprographics Administrator who shares our vision and ambitions for the young people of this community. You will be joining a highly motivated and passionate group of staff who work tirelessly in the best interests of the students. Staff development is central to everything we do, and you will receive weekly coaching sessions, a personalised CPD programme which best fits your needs and clear pathways for progression.

To apply for this role please go to our website and fill out an application form. If you would like more information about the role, please feel free to contact the school on the e-mail address below.

[vacancies@greatfieldsschool.com](mailto:vacancies@greatfieldsschool.com)  
[www.greatfieldsschool.com](http://www.greatfieldsschool.com)

Appointments are also subject to satisfactory references/medical clearance.

*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. Online searches may be carried out as part of due diligence checks.*



**Special Needs Teaching Assistants**

<b>Location:</b>	Trinity School, Heathway, Dagenham, RM9 4UN
<b>Salary:</b>	Scale 4: £23,131 Pro rata (Actual salary, payroll will confirm).
<b>Hours:</b>	32.5 hours per week, term time only. Fixed working hours: 08:45 to 16:00 (Mon to Weds) and 08:45 to 15:15 (Thurs and Fri).
<b>Required:</b>	ASAP.
<b>Website:</b>	<a href="https://trinityschool.face-ed.co.uk/Vacancies">https://trinityschool.face-ed.co.uk/Vacancies</a>
<b>Email:</b>	<a href="mailto:office@trinity.bardaglea.org.uk">office@trinity.bardaglea.org.uk</a>
<b>Closing Date:</b>	Monday 16 <sup>th</sup> June 2025 at Midday.
<b>Interviews:</b>	W/C Monday 23 <sup>rd</sup> June 2025

Trinity School is an all age (3 to 19) modern, vibrant Special School catering for the needs of students who have a wide range of learning difficulties including moderate, severe, profound and complex. A number of our pupils also have an Autism Spectrum Condition (ASC).

The school is looking to recruit a number of Special Needs Classroom Assistants to start as promptly as possible. Applicants could be appointed to work in the Primary, Secondary or Sixth Form Phases of our School.

- Are you interested in developing yourself to work as a Teaching Assistant in an “outstanding” school which has a commitment to high expectations, high standards for all in a quality environment?
- Do you have a positive attitude to and previous experience of working with young people or adults who have Special Educational Needs?
- Are you willing to put the needs of the children first and be flexible to ensure their needs are met?
- Are you keen to give the best possible service to our pupils and their families?
- Are you willing to learn?
- Are you willing to support the basic and personal care needs of our pupils, supporting them to work towards achieving independence?
- Do you hold a minimum of NVQ Level 2 or equivalent (5 GCSE's (or equivalent) Grade C/New Grade 4 or above, including Maths and English)?

If the answer to all the questions above is YES, then we want to hear from you.

All applications should be made on the Trinity School application form available from the school website on

**<https://trinityschool.face-ed.co.uk/Vacancies>**

**CVs will not be accepted and should not be submitted**

**Only those applicants that are shortlisted will be notified of the interviews**

Trinity School is committed to safeguarding and promoting the welfare of our pupils and expects all staff and volunteers to share this commitment. **All shortlisted candidates will undergo online searches, and their referees contacted prior to the interview.**

*An enhanced criminal record check via the DBS will be undertaken for the successful candidate.*

*This post is exempt from the Rehabilitation of Offenders Act and a comprehensive screening process, including a disclosure check will be undertaken on all applicants.*

## **Midday Assistants**

<b>Location:</b>	Trinity School, Heathway, Dagenham, RM9 4UN
<b>Contract:</b>	Permanent.
<b>Salary:</b>	£15.19 per hour (Scale 1b) (Actual salary will be pro rata).
<b>Hours:</b>	10 hours per week (2 hours per day) term time only. Fixed working hours: 11:30 – 13:30.
<b>Required:</b>	ASAP.
<b>Website:</b>	<a href="https://trinityschool.face-ed.co.uk/Vacancies">https://trinityschool.face-ed.co.uk/Vacancies</a>
<b>Email:</b>	<a href="mailto:office@trinity.bardaglea.org.uk">office@trinity.bardaglea.org.uk</a>
<b>Closing Date:</b>	Monday 16 <sup>th</sup> June 2025 at Midday.
<b>Interviews:</b>	TBC.

Trinity School is an all age (3 to 19) modern, vibrant Special School catering for the needs of students who have a wide range of learning difficulties including moderate, severe, profound and complex. A number of our pupils also have an Autism Spectrum Condition (ASC).

The school requires Midday Assistants to work across the different phases. The successful candidates will support pupils at mealtimes who have varying levels of understanding, mobility and self-help skills, and may also have adapted diets.

Previous experience of working with children, vulnerable adults or in the caring profession is essential. It is also preferable that the successful candidate has had experience of working with children who have special educational needs.

The successful candidate must have previous experience of dealing with very difficult and sometimes challenging behaviours, along with being able to demonstrate a clear commitment to working with children who have severe learning disabilities.

The post will also require staff to carry out intimate hygiene tasks, such as the supervision of toileting or changing of children and young people who are not continent. Therefore, the successful candidate must be willing to carry out personal care with support and training.

We are committed to ensuring a consistent, high-quality provision for our pupils and will be looking for candidates who can offer excellent levels of attendance. Applicants will also be expected to commit to annual training and refreshers.

Please ensure that when you complete your application form, that you ensure you specifically write about how your skills and experience meet the essential criteria stipulated in this advert and as detailed in the person specification for the role.

**Minimum GCSE (A-C) is a requirement for this role.**

All applications should be made on the Trinity School application form available from the school website on <https://trinityschool.face-ed.co.uk/Vacancies>

**CVs will not be accepted and should not be submitted**



**Applicants who were not successful in previous shortlisting and interview processes need not apply**

**Only those applicants that are shortlisted will be notified of the interviews**

Trinity School is committed to safeguarding and promoting the welfare of our pupils and expects all staff and volunteers to share this commitment. **All shortlisted candidates will undergo online searches, and their referees contacted prior to the interview.**

*An enhanced criminal record check via the DBS will be undertaken for the successful candidate.*

*This post is exempt from the Rehabilitation of Offenders Act and a comprehensive screening process, including a disclosure check will be undertaken on all applicants.*

## Teaching Assistants (New PMLD school opening September 2025)

<b>Location:</b>	Oxlow Bridge School, Wantz Rd, Dagenham, RM10 8PP
<b>Salary:</b>	Scale 4.
<b>Hours:</b>	32.5 hours per week (term time only plus inset days). Part-time considered for experienced candidates.
<b>Contract:</b>	Permanent.
<b>Required:</b>	1 <sup>st</sup> September 2025.
<b>Email:</b>	<a href="mailto:shewitt@oxlowbridge.com">shewitt@oxlowbridge.com</a>
<b>Website:</b>	<a href="http://www.partnershiplearning.com">www.partnershiplearning.com</a>
<b>Closing Date:</b>	Thursday 26 <sup>th</sup> June 2025 at 16:00
<b>Interviews:</b>	Tuesday/Wednesday 1 <sup>st</sup> / 2 <sup>nd</sup> July 2025.

Partnership Learning, a successful Multi-Academy Trust, is seeking to appoint a number of Teaching Assistants for Oxlow Bridge School. Oxlow Bridge is a brand new, purpose-built special school which will be opening in September 2025.

Facilities will include a hydro-therapy pool with moveable floor, large adaptable classrooms, well-designed sensory outdoor areas and state of the art ICT. Most of the planned intake will fall within the category of having

Profound and Multiple Learning Difficulties (PMLD) and are likely to be sensory based learners.

The new staff team will be working together to develop a shared vision and ethos for the school with pupils at the centre. It will be a school where every child has the opportunity to thrive, learn and develop in their own unique way.

As we start on this exciting journey, we are looking to appoint an additional 4 enthusiastic and dedicated **Teaching Assistants** to join our first team.

Our first pupils will be Nursery and Reception age. We will grow slowly over the next few years and when full, will offer places to 90 pupils up to the age of 19.

### The main job role will be:

- to work as part of a wider team to support pupils to enable them to achieve their maximum learning potential in all areas
- to work under the direction/guidance of teaching staff to supervise and assist pupils (one to one or in small groups) across a wider range of learning activities. These could take place both within a classroom and in wider learning environments.
- After appropriate training, to support pupils with their daily care needs and physical programmes which will be embedded into their personalised learning plans

We particularly welcome applicants with previous SEN experience, healthcare experience or those who have worked in Early Years. We are also open to discussions on part-time working.

**Unless notified, previous applicants need not re-apply.**

**How to Apply**

Applications can be made online only, by application form available at [www.partnershiplearning.com](http://www.partnershiplearning.com) - CVs will not be accepted.

The school is not yet open so you cannot visit but interested candidates can book an informal discussion or send any questions by emailing [office@oxlowbridge.com](mailto:office@oxlowbridge.com)

**Closing date: 4pm 26/06/2025**

**Interview date/s: 01/07/2025 and 02/07/2025**  
**(interviews will be held at Beacon Hill Academy in Thurrock)**

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

**Food Service Assistant**

**Location:** Robert Clack School, Gosfield Road, Dagenham, RM8 1JU  
**Salary:** Scale 2 (£15.19 to £15.41 per hour).  
**Hours:** 15 hours per week, term-time only.  
**Start:** As soon as possible.  
**Website:** [www.robertclack.co.uk](http://www.robertclack.co.uk)  
**Email:** [eselson@robertclack.co.uk](mailto:eselson@robertclack.co.uk)  
**Closing Date:** Monday 16<sup>th</sup> June 2025 at 08:00.  
**Interviews:** To be confirmed, before end of June 2025.

We wish to appoint a Food Service Assistant to work in the school kitchen/s and support the provision of a high-quality food service at Robert Clack School. Although this role may be based at one school site, it is not site specific, and you may be asked to work at any of the three school sites.

The successful candidate will be required to assist with services, which will include food preparation, cooking, preparation and cleaning of the kitchen and dining room areas, pot and dishwashing and food service to the pupils and staff. You should be aware that this role includes manual handling/lifting. You are required to possess the following skills and experience:

- Excellent communication skills in order to respond to the needs of pupils, colleagues and visitors.
- Experience of working in a kitchen environment and using kitchen appliances in a school.
- Ability to follow school policies, procedures and instructions.
- Work methodically, with attention to detail.
- Able to resolve routine issues in the preparation and service of food.
- Patience and a calm manner.

**APPLICATION CLOSING DATE:** 8am on Monday 16 June 2025.

**INTERVIEWS TO BE HELD:** TBC, before end of June 2025.

**TO START:** As soon as possible.

To view the job description, person Specification and download an application form, please go to [www.robertclack.co.uk](http://www.robertclack.co.uk) and click on vacancies and then non-teaching vacancies, to access the necessary documents.

Please submit completed applications by e-mail to: [eselson@robertclack.co.uk](mailto:eselson@robertclack.co.uk) by the closing date.

CV's will only be accepted if accompanied by an application form.

**Previous applicants need not apply.**

*Robert Clack School is committed to safeguarding and promoting the welfare of children and young people. Successful applicants must be willing to undergo identity checks, checks with past employers, an online internet search and an enhanced Disclosure & Barring Service check.*

## **Receptionist/Admin Assistant**

**Location:** Eastbrook School, Dagenham Rd, Dagenham, RM10 7UR  
**Salary:** Scale 3.  
**Hours:** 35 hours per week, term time plus 10 days.  
**Contract:** Permanent  
**Required:** September 2025  
**Email:** [Jobs@eastbrookschoo.org](mailto:Jobs@eastbrookschoo.org)  
**Closing Date:** Wednesday 25<sup>th</sup> June 2025.

**Are you a talented administrator who is passionate about being organised and efficient?**

**Do you want to make a difference to the lives of students?**

**If so, this may be the job for you!**

We are looking for a friendly, flexible and enthusiastic Receptionist/Admin Assistant to undertake daily attendance monitoring and general administrative and Reception duties at Eastbrook School.

The school offices are the first point of contact for visitors and parents and carers at the school and this is an integral role critical to smooth operation. The successful candidate must have excellent communication skills, a keen eye for detail in addition to a willingness to provide an outstanding service.

The successful candidate will also monitor the medical room and undertake some first aid duties; therefore, a first aid qualification is desirable or a willingness to undergo first aid training.

ICT experience is essential but specific training will be given for Specialist school software. Experience of working with young people would be an advantage. We are looking to appoint a dynamic self-motivated administrator.

### **The successful candidate will:**

- Have Great communication skills and a positive can-do approach.
- Be confident in providing a professional, welcoming, efficient service.
- Enjoy working in a busy office and reception area.
- Be able to work flexibly under pressure.
- Use their initiative and prioritise their workload.
- Have strong administration skills and a willingness to learn.

### **In return we offer:**

- A Good school with a welcoming and supportive community.
- A student-centred, progress focused ethos.
- The opportunity to work with passionate, hardworking and supportive staff.
- A supportive and committed Leadership Team and Governing Body.
- A commitment to develop your skills through continued professional development.
- Purpose built specialist learning environment with industry level resources.

- A school which understands the importance of staff well-being and workload management.

For an application form and further details, please contact the school on

[Jobs@eastbrookschoool.org](mailto:Jobs@eastbrookschoool.org)

**Closing Date for Applications: 25<sup>th</sup> June 2025**

**Interview Date: TBC**

**Link:**

<https://mynewterm.com/jobs/101243/EDV-2025-ES-98084>

Eastbrook is an all through school. Whilst staff may be primarily based in secondary or primary, there is an expectation that staff contribute to and work across all key stages.

*Eastbrook School is committed to safeguarding and promoting the welfare of children and is an Equal Opportunities Employer. This post is exempt from the Rehabilitation of Offenders Act 1974 and a comprehensive screening process, including Disclosure check, will be undertaken on all successful applicants.*

## **Safeguarding Support Officer**

**Location:** Sydney Russell School, Parsloes Avenue, Dagenham, RM9 5QT  
**Salary:** APT&C Scale 5 (point 12- 15).  
**Hours:** 35 hours per week, term time only.  
**Email:** [office@sydneyrussellschool.com](mailto:office@sydneyrussellschool.com)  
**Website:** [www.sydneyrussellschool.com](http://www.sydneyrussellschool.com)  
**Closing Date:** Monday 30<sup>th</sup> June 2025. (Early applications are encouraged).

We are looking to appoint an enthusiastic and passionate new member of staff to join our Safeguarding team. The successful applicant will work under the direction of the AVP/DSL to provide support to students in the secondary and sixth form.

### **Main Activities:**

- To provide safeguarding support to our secondary and sixth form students
- To work closely with our partner agencies in a professional and timely manner
- To support the Pastoral Teams with well-being 'check-ins' for allocated students
- To promote an ethos of support and safety within the school and community for all of our students
- To hold an equal caseload of students subject to CAF/CIN/CP plans, preparing paperwork reports as and when required and attend the allocated cycle of meetings
- To support our learning support centre with any day-to-day wellbeing needs of our students e.g. talking with students in distress etc.
- To support the school through Restorative Justice practices where applicable
- To keep thorough and accurate records of all concerns on the school's MyConcern database
- To investigate allegations brought to our attention through MyConcern reports or via parental/ community information
- To liaise closely with parents to nurture positive relationships
- To conduct searches in line with school protocols when needed
- To support staff through the production and delivery of on-going safeguarding training
- To complete annual Level 3 Safeguarding Lead training
- To actively engage in supervision to ensure staff wellbeing
- To respond to requests from outside agencies for welfare checks
- To ensuring safeguarding information is forwarded to new schools/colleges, when our students leave, within expected timeframes
- To work with the school's attendance teams when safeguarding concerns may have impacts on attendance
- To be able to hold difficult conversations with parents when challenge is needed
- To keep and up-to-date knowledge of the support available in the local area
- To liaise with services such as CAMHS, YOS, Early Help and Social Care advocating for students and ensuring timely escalation where thresholds are met
- To attend and contribute to safeguarding team meetings, supporting the DSL/Deputy DSL in ongoing case discussions and strategic planning

- To assist with monitoring and following up on actions from safeguarding and pastoral meetings
- To assist with internal safeguarding audits, preparing documents and records as needed
- To assist with the secure storage, archiving and transfer of safeguarding records and ensure timely transfer of records when students move on
- To be flexible to the needs and demands of the role, willing to fulfil all aspects of the role even if this extends beyond normal working hours when the need arises

**To apply please complete the online application form and email to:**

**[recruitment@sydneyrussellschool.com](mailto:recruitment@sydneyrussellschool.com)**

***We are committed the safety and welfare of all children and expect all staff and volunteers to share this commitment. A fully enhanced clear DBS is essential for this post.***



## **School Cleaner**

<b>Location:</b>	Eastbrook School, Dagenham Rd, Dagenham, RM10 7UR
<b>Salary:</b>	Scale 2 (Pt 3 £15.19ph) – (Pt 4 £15.41ph).
<b>Hours:</b>	15 hours per week, term time only.
<b>Contract:</b>	Permanent
<b>Required:</b>	As soon as possible.
<b>Email:</b>	<a href="mailto:Jobs@eastbrookschoo.org">Jobs@eastbrookschoo.org</a>
<b>Closing Date:</b>	Friday 4 <sup>th</sup> July 2025.
<b>Interviews:</b>	To be confirmed.

This role profile is a guide to the work you will initially be required to undertake. It may be changed from time to time to incorporate changing circumstances. It does not form part of your contract of employment.

Morning and Evening shifts available.

### **Purpose of the role:**

- To work as a key member of the premises team working to enhance the school Learning environment by effectively carrying out a range of cleaning duties in accordance with school standards & procedures in accordance with the scale of the job.
- The School Cleaner will be responsible for ensuring a high standard of cleanliness for staff and pupils within the school.

### **Context:**

- The role holder is required to perform routine cleaning tasks within a strict timescale.
- As the role holder will work largely unsupervised there is a requirement of creative skills to occasionally resolve routine problems encountered on the job.
- The role requires moderate physical effort on a regular basis and substantial physical effort on occasion.

### **In return we offer:**

- A Good school with a welcoming and supportive community.
- A student-centred, progress focused ethos.
- The opportunity to work with passionate, hardworking and supportive staff.
- A supportive and committed Leadership Team and Governing Body.
- A commitment to develop your skills through continued professional development.
- Purpose built specialist learning environment with industry level resources.
- A school which understands the importance of staff well-being and workload management.

For an application form and further details, please contact the school on:

**[Jobs@eastbrookschoo.org](mailto:Jobs@eastbrookschoo.org)**

**Closing Date for Applications: 4<sup>th</sup> July 2025**

**Interview Date: TBC**

**Please apply via MNT The link is below:**

**<https://mynewterm.com/jobs/101243/EDV-2025-ES-54338>**

*Eastbrook School is committed to safeguarding and promoting the welfare of children and is an Equal Opportunities Employer.*

*This post is exempt from the Rehabilitation of Offenders Act 1974 and a comprehensive screening process, including Disclosure check, will be undertaken on all successful applicants.*

**SEND Project Youth Worker (18-25 age group)**

**Location:** Ab Phab Youth Club, Vibe Youth Centre, Becontree Avenue, Dagenham, RM8 2UT  
**Salary:** LLW - £13.85p/h.  
**Hours:** Wednesday evenings 6pm – 9pm. *Possibility of further hours. This could include additional evening sessions, events or weekend trips.*  
**Website:** [www.abphabyouthclub.org.uk](http://www.abphabyouthclub.org.uk)  
**Email:** [louiseh@abphabyouthclub.org.uk](mailto:louiseh@abphabyouthclub.org.uk)  
**Closing Date:** 31<sup>st</sup> January 2025.

Due to the success of the project, we are looking to recruit an additional youth worker for our 18-25 life skills and employability 'Evolve' Project!

Young people take part in a range of workshops, projects, activities and trips aimed at boosting soft skills, employability and having fun!

**Main Duties**

- Work with young adults in a group, and on a 1-1 basis, to identify next steps and achieve session/workshop outcomes.
- Work with young adults to remove barriers in accessing youth provision and facilitate the inclusion of all young people in activities, recognising individual needs.
- Work with young adults on trips and events to access community facilities and improve their confidence.
- Mentoring individual young adults where appropriate to achieve set goals and targets for progression.
- Support Deputy Manager in the creation of tailored resources to support the young adult's participation in sessions/workshops.
- Attend regular training to maintain up-to-knowledge of safeguarding and other key skillsets required for the role.
- Ensure that the young adults are motivated and have fun!

For more information or to request a full application pack please contact Louise Harris on:

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