

20th June 2025

SCHOOL VACANCY BULLETIN

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School Cleaner

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

*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 (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.

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
Website: www.fiveelmsprimary.co.uk
Closing Date: 25th June 2025
Interviews: Week beginning 30th 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

Closing date: 25th June 2025

Interviews: Week beginning 30th 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.

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
Closing Date: Friday 27th June 2025 at Midday.
Interviews: W/C 7th 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

Email for an application pack to bfairweather@parsloes.bardaglea.org.uk

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

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

Shortlisting: Monday 30th June 2025

Interview date: Monday 7th 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)

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

Interview date: Monday 7th 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

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

Closing date: Friday 27th June 2025 (9:00am)

Shortlisting: w/c Monday 30th June 2025

Interviews: w/c Monday 7th 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

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.

Teacher
(Class Teachers and ECTs welcome to apply)

Location: Gascoigne Primary School, Gascoigne Road, Barking, IG11 7DR.
Salary: Inner London MPS/UPS.
Contract: Fixed term contract for 2 years.
Required: September 2025.
Email: office@gascoigne.co.uk
Closing Date: Monday 23rd of June 2025 at 15:00.
Interviews: Friday 27th June 2025.

Gascoigne Primary – a dynamic and forward-thinking school in which highly-skilled staff enable all pupils to make good progress.

Our inclusive ethos underpins everything that we do. We are a school that takes seriously its duty to transform individuals' lives. In judging the school to be Good in June 2022, Ofsted noted that: *'Pupils are happy at this school. Leaders and governors have created a strong sense of community across the school's two sites. Staff teach pupils to be tolerant and inclusive of others. Pupils enjoy learning about and celebrating each other's languages, cultures and traditions. Leaders strive to enable pupils to be independent and confident learners. Their success in this is evident throughout the school.'*

We are seeking to appoint suitably qualified professionals who are both passionate and knowledgeable about children's learning and emotional development and share our values. This is an exciting opportunity for an experienced teacher or ECT to be part of a dedicated team of professionals.

We want to hear from you if you:

- Are highly motivated, with high expectations of children.
- Are passionate about children's learning and emotional development and able to inspire our pupils, staff and parents.
- Motivated to get the best out of our children and gain excellence in developing an inspirational provision.
- Share in our pursuit of excellence in teaching and learning.

What we offer:

- A rich and purposeful learning environment.
- Targeted professional development and great opportunities for career progression.
- And finally...an extraordinary roof-top playground with far-reaching views over our local community!

Visits to the school are warmly encouraged, please come and meet us to see for yourself!

For an application pack and further information, please email Eugenie Augustin, Office manager:

eaugustin@gascoigne.co.uk You can also contact us by phone on 0208 270 4291 for further information.

Closing date and Shortlisting: Monday, 23rd of June 2025 (3pm)

Interviews: Friday, 27th of June 2025

"We are committed to safeguarding and promoting the welfare of young people; this post is exempt from ROA and will require an enhanced disclosure from the Disclosure & Barring Service undertaken on all applicants"

Class Teacher

Location: Rose Lane Primary School, Rose Lane, Chadwell Heath, RM6 5NJ
Salary: MPS/UPS (inner London allowance).
Contract: One year.
Required: September 2025.
Email: office@roselane-bardaglea.org.uk
Closing Date: Friday 27th June 2025 at Midday.
Interviews: Wednesday 3rd July 2025.

Are you looking for a new challenge? We are seeking to appoint an inspirational and highly motivated class teacher who is willing to work across the Key Stages with energy and enthusiasm to stimulate children to achieve beyond their expectations. Rose Lane Primary School was established in 2019 from the amalgamation of the Marks Gate Infant and Marks Gate Junior Schools on the border between Barking and Dagenham, Redbridge and Havering. We are currently 3 forms of entry.

This position is not suitable for Early Careers Teachers.

The successful candidate will:

- be enthusiastic and dynamic with a secure understanding of effective teaching, learning and assessment.
- work with a genuine child-centred approach.
- be committed to ongoing professional development.
- be dedicated to sharing responsibilities for raising standards.
- be excellent communicators, with a strong commitment to working in partnership with parents, governors and the community.
- constantly have high expectations of themselves and all learners; and
- continually promote aspirations and lifelong learning.

We can offer you:

- a positive and stimulating learning environment.
- children who are enthusiastic to learn.
- opportunity for professional development within our school.
- a supportive working culture that values staff at all levels and invests in people.

If you are ready for a new and exciting challenge, we would like to hear from you. You are encouraged to visit us to see if this is the school for you.

Please visit our website roselaneprimary.org.uk for application packs or contact the School HR Manager, Karen Cook by emailing office@roselaneprimary.org.uk

Closing Date: Friday 27th June midday

Shortlisting: Monday 30th June 2025

Observations / Interviews: Wednesday 3rd July 2025

Please also note that we will **only** communicate further with applicants shortlisted for an interview.

Rose Lane Primary School is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment and to undergo appropriate checks including online social media checks and Enhanced DBS checks.

Finance Officer

Location: Eastbury Primary School, Dawson Avenue, Barking, IG11 9QQ
Contract: One year maternity cover.
Salary: APT&C Scale 5 point 12- 15 (£31,524 -£32,931).
Hours: 35 hours per week, 52 weeks per year.
Start Date: September 2025.
Website: www.eps.barking-dagenham.sch.uk
Email: georgina.coates@eps.barking-dagenham.sch.uk
Closing Date: Tuesday 1st July 2025

Eastbury Primary School is a four-form entry school in Barking and Dagenham. Our school is set in a beautiful, modern building with a newly developed Forest School and outdoor reading area. We are a fully inclusive school with our own Deaf ARP and believe the children in our community deserve the best educational experience possible.

We are seeking to appoint an enthusiastic and hardworking Finance Officer to support the School Business Manager. The successful candidate should have experience of working in a financial, business administration role and hold an appropriate finance qualification, or be willing to study for one. They will also have excellent organisational and communication skills and be able to work efficiently on their own and effectively as part of team.

The successful candidate will have:

- A working knowledge of financial controls
- Experience of ensuring Best Value procedures are adopted
- Excellent administrative, record keeping and ICT skills
- The ability to evaluate finance systems to ensure they are effective and efficient
- Experience of using financial software and systems

Eastbury celebrates diversity and we would really value candidates from ethnic minorities in order to reflect the diversity within our school.

Eastbury is only a 2-minute walk from Upney Station and has on-site parking.

The application form and job description are available on the School Vacancy Page by clicking on this link: - <http://www.eps.barking-dagenham.sch.uk/vacancies>

We are not able to accept CVs, only completed application forms. Previous applicants need not apply.

Please email completed application forms to georgina.coates@eps.barking-dagenham.sch.uk

Closing Date: Tuesday 1st July 2025

Child Protection

The successful candidate will have due regard for safeguarding and promoting the welfare of children and young people as stipulated by the Child Protection Policy. Safer Recruitment

procedures are in place and any appointment will be subject to statutory checks including a CRB.

Higher Level Teaching Assistant

Location: Rose Lane Primary School, Rose Lane, Chadwell Heath, RM6 5NJ
Salary: Actual Salary £31,887 - £33,168 depending on experience.
Hours: 08:30 – 17:00 Wednesday, 08:30 – 16:00 rest of the week.
(With 30 minutes lunch) (term time only).
Required: September 2025.
Email: office@roselane-bardaglea.org.uk
Closing Date: Friday 4th July 2025 at Midday.
Interviews: W/C 9th July 2025.

We are looking to appoint a HLTA who is enthusiastic, motivated and determined to make a difference to our children's lives. The HLTA will be expected to give instructions to the class for a lesson as provided by a teacher and will need to keep pupils on task and to maintain good order in the classroom. The position will be suitable for an aspirational Teaching Assistant who wishes to develop their expertise in classroom management and who has good behaviour management.

The person we require will:

- Have a very good standard of literacy and numeracy (GCSE English and Maths)
- Have NVQ2 for Teaching Assistants (or equivalent)
- who is dedicated to the development of children with special needs
- has good classroom and behaviour management skills
- who works with a genuine child-centred approach
- be able to work as part of a team yet at times take initiative and work without close direction or supervision.
- be extremely patient, adaptable, willing to listen and have a good sense of humour

What we can offer:

- A supportive working culture that values staff at all levels and invests in people
- Working with the teaching and support staff as part of a team
- Opportunities to continue your own professional development within our school
- 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, successful school

Please send in a completed application to Karen Cook.

Closing Date: Mid-day 4 July 2025

Interviews: w/c 9 July 2025

Please also note that we will **only** communicate further with applicants shortlisted for an interview.

Rose Lane Primary School is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment and to undergo appropriate checks including Enhanced DBS checks.

Primary French Teacher

Location: James Cambell Primary School, Langley Cresc, Dagenham, RM9 6TD
Salary: M1-M6 up to UPS 3 (Inner London).
Hours: Part time, 10.5 hours per week.
Required: September 2025.
Email: cstevens@jamescambellprimary.org.uk
Closing Date: Friday 27th June 2025 at 09:00.
Interviews: W/C 30th June 2025.

James Cambell is a large, inclusive and friendly primary school in the London Borough of Barking and Dagenham. Our supportive and dedicated staff are determined to provide the best possible education for our children.

We are looking to recruit an enthusiastic and inspirational French Teacher (on a part time basis) who is committed to delivering a high-quality French curriculum.

Key responsibilities:

- Overseeing the delivery of the French curriculum at James Cambell, including planning engaging units and assessing pupils' knowledge
- Delivering excellent French lessons throughout the key stages
- Fostering a love of the French language and culture
- Leading extracurricular activities related to French

Successful candidates will:

- Hold QTS and have experience teaching French at primary level
- Demonstrate a strong command of the French language, ideally a fluent French speaker
- Demonstrate strong communication and behaviour management skills
- Be keen to promote cultural awareness through language

We can offer:

- A modern, well-resourced environment
- A team that is committed to raising standards and driving up achievement
- Ongoing professional development opportunities
- A supportive teaching and leadership team

At James Cambell Primary School, we aim to provide every child with a high-quality education and the opportunity to learn, grow and develop into respectful, resourceful and resilient citizens of the future. We ensure our curriculum is shaped to meet the needs of our school community – preparing our children for a brighter tomorrow.

Visits to James Cambell are welcome

For further information please contact us: Telephone: 020 8270 4684

Email: cstevens@jamescambellprimary.org.uk

The closing date for applications is 09.00am 27th June 2025

Interviews will be held in the week commencing Monday 30th June 2025

Start Date: 1st September 2025

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.

Receptionist/Administration Assistant

Location:	John Perry Primary School, Charles Road, Dagenham, RM10 8UR.
Contract:	Fixed Term, 1-year.
Hours:	35 hours per week (Term Time only, Mon - Fri, 08:00 – 16:00).
Salary:	Scale 3 - 4 (Points 5 to 10: £28,521 - £30,630 per annum pro rata).
Required:	September 2025.
Email:	office@johnperry.bardaglea.org.uk
Website:	www.johnperryprimary.co.uk
Closing Date:	Friday 4 th July 2025 at 08:30.
Interviews:	Tuesday 8 th July 2025.

John Perry Primary School is a popular 3 form entry primary school. We have wonderful, well-motivated pupils, enthusiastic and committed staff, inspirational senior leaders, supportive parents and excellent links with the community.

We are seeking to appoint a Receptionist/Administration Assistant who is motivated and determined to make a real difference to our children's lives.

Duties will include but not limited to:

- Act as the first point of contact for parents/carers and visitors arriving at the school
- Deal with telephone and face-to-face enquiries efficiently and in a professional manner
- Respond to messages promptly and accurately, passing on information to relevant staff members as necessary
- Maintain the main reception area.
- Answering the telephone, taking/delivering messages and dealing with any relevant matters.
- Taking pupils to and collecting pupils from their classrooms, as and when required.
- Monitor the late arrival of pupils and contact parents/carers to identify reasons for non-attendance
- Ensure appropriate documentation is received from agency staff and visitors
- Update and distribute online and offline communications (e.g. letters, newsletters, social media posts, etc.) to parents, staff and other stakeholders
- Maintain any debt recovery for school meals undertaken and use relevant management software (e.g., ParentPay/Arbor) as appropriate
- Pupil attendance monitoring
- Pupil Admissions tasks

We can offer:

- A supportive and forward-looking staff and Governing Body.
- Opportunities for Continuing Professional Development.
- A pleasant working environment and helpful staff in our friendly successful school.

To apply for this job, please visit our website on https://johnperryprimary.co.uk/about/#job_vacancies and download an application form and Job Description/Person Specification.

Closing date: Friday 4th July 2025 – 8:30am
Shortlisting: Friday 4th July 2025
Interview date: Tuesday 8th July 2025

Completed application forms must be returned to the following email address:
hr@johnperry.bardaglea.org.uk or delivered to the Admin Office, John Perry Primary School

Please note that we will *only* communicate further with applicants shortlisted for an interview.

This role will involve contact with, and responsibility for, children and will amount to 'regulated activity'. The school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). The school may carry out online searches on shortlisted applicants. Appointments are also subject to satisfactory references/medical clearance/DBS and social media checks. This post is exempt from the Rehabilitation of Offenders Act 1974 and a comprehensive screening process, including a Criminal Records Bureau Disclosure at Enhanced level, will be undertaken on all applicants. We welcome applications from all sections of the community, regardless of gender, race, religion, disability, sexual orientation or age. The school is therefore permitted to ask job applicants to declare all convictions and cautions on a self-declaration form in advance of attending an interview in order to assess their suitability to work with children. John Perry Primary School is an equal opportunities employer.

Early Years Learning Support Assistant

Location: Riverside Primary School, Renwick Road, Barking, IG11 0FU.
Required: September 2025.
Email: primary@riverside.bardaglea.org.uk
Website: www.riversidecampus.com
Closing Date: Monday 23rd June 2025.
Interviews: W/C Monday 30th June 2025.

Come and join our vibrant school community in the heart of Barking Riverside. We are looking for a Learning Support Assistant to join our strong and supportive school.

Your opportunity:

We can offer you the opportunity to advance your career within a supportive academy environment. You will be a part of our Early Years team in a school that prioritises in developing practitioners, with unrivalled opportunities for progression; whatever your aspirations as an Early Years practitioner, our School supports all staff in their progression through a range of bespoke courses and qualifications.

What we are looking for:

We look for talented individuals who want to be a part of transforming education and helping create exceptional places of learning. We are looking for:

- A qualified practitioner who holds NNEB or equivalent.
- Experience of working with SEND
- A passion for children's learning and development.
- A willingness to try new things and to help develop new strategies in curriculum and assessment.
- To develop their own practice through a coaching model.
- High aspirations for all children and a desire to raise standards.
- High aspirations for themselves and a commitment to further development.

About Riverside Primary School:

Riverside Primary is a small mixed community school which is based in Barking within the London Borough of Barking and Dagenham. We are fortunate to be housed in a fabulous modern building which boasts large classrooms that provide a clean and spacious environment for our children to learn in. We pride ourselves on providing a caring and friendly atmosphere associated with smaller schools. We provide a curriculum that acknowledges the importance of the basic skills, but endeavours to teach those skills in an exciting way, as well as finding time to focus on more creative and artistic skills and making sure that we enjoy what we learn, using our local and wider environments and opportunities to support this.

Riverside Primary School Ethos:

At Riverside Primary School we take pride in growing the personal qualities of confidence and resilience, and develop the skills, for lifelong learning. We challenge all children to

strive for academic, creative, sporting and personal success within a broad, vibrant and enriched curriculum.

Our core values can be summarised as RESPECT – Resilience, Empathy, Self- belief, Perseverance, Effort, Courageous and Tolerance.

We encourage children to take ownership of, and responsibility for, their learning and behaviour. We aim for our children to fulfil their potential and shape their future

Why work at Riverside Primary School?

Amazing, well-behaved children, who are happy at school and excited by what they are learning each day.

A fantastic new build, which includes access to secondary school resources for sport.

A local school with all the advantages of a successful academy group, including a strong central team of support, teaching and leadership staff.

Riverside Primary is located on the Riverside campus site which is close to the A13.

Riverside Barking station and the EL1 bus, stop directly outside the campus.

Visits to the school are highly recommended. Please contact the school office on the number or email below to arrange your visit with the Headteacher.

To arrange a visit please contact the Headteacher via: 02039465888 or primary@riverside.bardaglea.org.uk

Closing date for applications: 23rd June 2025

Interviews: Week commencing 30th June 2025

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

Learning Support Assistant

Location:	Greatfields Primary School, St Mary's, Barking, IG11 7BL.
Hours:	35 hours per week.
Salary:	APT&C Scale 3 (actual salary £24,532 to £24,883).
Email:	<u>office@greatfieldsprimary.com</u>
Website:	<u>www.greatfieldsprimary.com</u>
Closing Date:	Wednesday 2 nd July 2025.
Interviews:	From Thursday 3 rd July 2025.

Why work at Greatfields Primary?

- Amazing, well-behaved children, who are happy at school and excited by what they are learning each day.
- A fantastic new build, which includes access to secondary school resources and expertise.
- A local school with all the advantages of a successful academy group, including a strong central team of support, teaching and leadership staff.
- Greatfields Primary School is a short walk from Barking Station and has close access to EL1 and EL2 bus services.
- Professional development opportunities to support your ongoing growth and career progression.
- Supportive and collaborative work environment with opportunities for mentorship and professional networking.
- Opportunity to make a meaningful difference in the lives of young children and their families.

Purpose of Job:

- Work alongside class teachers to raise the learning and attainment of pupils.
- Deliver first aid.
- Promote pupils' independence, self-esteem and social inclusion.
- Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement.

Main duties:

Supporting teaching and learning:

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND)
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
- Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning
- Use effective behaviour management strategies consistently in line with the school's policy and procedures

- Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- Observe pupil performance and pass observations on to the class teacher
- Supervise a class if the teacher is temporarily unavailable
- Use ICT skills to advance pupils' learning
- Undertake any other relevant duties given by the class teacher

Planning:

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role
- Read and understand lesson plans shared prior to lessons.
- Prepare the classroom and outside learning area for lessons.

Working with staff, parents/Carers and relevant professionals:

- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers
- With the class teacher, keep other professionals accurately informed of performance and progress, or concerns they may have about the pupils they work with
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Health and safety:

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy
- Look after children who are upset or have had accidents
- Deliver first aid when needed.

Personal development:

- Help keep their own knowledge and understanding relevant and up to date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

Child protection:

- Required to carry out all reasonable duties and responsibilities of the post
- Promote the safeguarding of all pupils in the school.

- Enactment of Health and Safety requirements and initiatives as appropriate
- All employees are required to declare any conflict of interest that may arise before or during their employment.
- Undergo and meet school conditions for a satisfactory enhanced DBS check,
- Treating all information acquired through your employment, both formally and informally in the strictest of confidence

Notes:

- The Trust/school expects its employees to work flexibility within the framework of duties and responsibilities specified above. This means that the

post holder may be expected to carry out work that is not specified in the job role, but which is within the remit of the duties and responsibilities.

- Staff in schools work subject to statute and many policies and procedures. The postholder will be expected to become familiar with these and work in accordance with them.

To apply for this role please go to our website (<https://www.greatfieldsprimary.com/>) 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:

office@greatfieldsprimary.com

Closing date for applications: Wednesday 2nd July 2025

Shortlist: Wednesday 2nd July 2025

Interviews: From Thursday 3rd July 2025

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
Website: www.greatfieldsschool.com
Closing Date: Wednesday 25th June 2025 at Midday.
Interviews: Monday 30th 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
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

Location:	Mayesbrook Park School, Arden Crescent, Dagenham, RM9 6TJ
Hours:	Full Time - 32.5 Hours per Week.
Contract:	Permanent
Salary:	MPS/UPS + TLR 2 + SEN + Inner London Weighting.
Required:	January 2026 or sooner.
Email:	slowrie@mayesbrookparkschool.org.uk
Website:	www.mayesbrookparkschool.org.uk
Closing Date:	Friday 27 th June 2025
Interviews:	Tuesday 8 th 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 or telephone 020 8270 6734.

Please see our website 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.

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.

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
Website: www.greatfieldsschool.com
Closing Date: Monday 30th June 2025 at Midday.
Interviews: Friday 4th 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
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
Website: www.greatfieldsschool.com
Closing Date: Monday 30th June 2025 at Midday.
Interviews: Friday 4th 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
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.

Receptionist/Admin Assistant

Location:	Barking Abbey School, Longbridge Road, Barking, Essex, IG11 8UF
Salary:	Scale 3 (Pt 5-6, £28,521-£28,929 to be pro rata'd to working weeks and hours).
Hours:	35 hours per week, term time only.
Contract:	Fixed term (3-12 months).
Required:	September 2025.
Website:	<u>www.barkingabbeyschool.co.uk/home/join-us/staff-vacancies/</u>
Email:	<u>Jobs@barkingabbeyschool.co.uk</u>
Closing Date:	Friday 7 th July 2025.
Interviews:	To be confirmed.

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 duties at our Longbridge Campus and Sandringham Campus.

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.

Working hours will be between 07:30am-17:00pm (Shifts for this will be 7 hours a day working either 07:30-15:30 or 09:00-17:00 to suit the operational needs of the school)

We are proud that Ofsted recently judged the school to be Outstanding in all areas. The report states: "This is a large and diverse school where difference is valued. Pupils, and

students in the sixth form, are supportive and respectful of each other. Pupils' conduct is exemplary, both inside lessons and around the school.

Leaders have established simple and clear rules that everyone understands. Pupils are focused, engaged and participate well in lessons. Staff feel that their workload and well-being has been carefully considered by leaders. They appreciate their open-door policy". (Ofsted, February 2024)

Please click here to find out more information about what it is like to work at Barking Abbey:
<https://www.barkingabbeyschool.co.uk/home/join-us/staff-vacancies/>

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

Jobs@barkingabbeyschool.co.uk

Closing Date for Applications: 7th June 2025

Interview Date: TBC

Please apply via Tes. The link is below:

[Receptionist/Administrative Assistant, Barking and Dagenham - Tes Jobs](#)

Barking Abbey 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.

Online searches may be conducted for all shortlisted candidates and will be conducted for all successful candidates as part of our due diligence checks.

Teaching Assistants (New PMLD school opening September 2025)

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

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.

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
Closing Date: Wednesday 25th 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

Closing Date for Applications: 25th 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
Website: www.sydneyrussellschool.com
Closing Date: Monday 30th 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

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

Location:	Eastbrook School, Dagenham Rd, Dagenham, RM10 7UR
Salary:	Scale 2 (Pt 3 £15.19ph) – (Pt 4 £15.41ph).
Hours:	15 hours per week, term time only.
Contract:	Permanent
Required:	As soon as possible.
Email:	Jobs@eastbrookschoo.org
Closing Date:	Friday 4 th July 2025.
Interviews:	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

Closing Date for Applications: 4th 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
Email: louiseh@abphabyouthclub.org.uk
Closing Date: Friday 18th July 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:

louiseh@abphabyouthclub.org.uk