

27<sup>th</sup> June 2025

# **SCHOOL VACANCY BULLETIN**

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## 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.*



## **Finance Officer**

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

**Closing Date: Tuesday 1<sup>st</sup> 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](mailto:office@roselane-bardaglea.org.uk)  
**Closing Date:** Friday 4<sup>th</sup> July 2025 at Midday.  
**Interviews:** W/C 9<sup>th</sup> 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.***

## Receptionist/Administration Assistant

<b>Location:</b>	John Perry Primary School, Charles Road, Dagenham, RM10 8UR.
<b>Salary:</b>	Scale 3 - 4 (Points 5 to 10: £28,521 - £30,630 per annum pro rata).
<b>Hours:</b>	35 hours per week (Term Time only, Mon - Fri, 08:00 – 16:00).
<b>Contract:</b>	Fixed Term, 1-year.
<b>Required:</b>	September 2025.
<b>Website:</b>	<a href="http://www.johnperryprimary.co.uk">www.johnperryprimary.co.uk</a>
<b>Email:</b>	<a href="mailto:office@johnperry.bardaglea.org.uk">office@johnperry.bardaglea.org.uk</a>
<b>Closing Date:</b>	Friday 4 <sup>th</sup> July 2025 at 08:30.
<b>Interviews:</b>	Tuesday 8 <sup>th</sup> 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](https://johnperryprimary.co.uk/about/#job_vacancies) and download an application form and Job Description/Person Specification.

**Closing date:** Friday 4<sup>th</sup> July 2025 – 8:30am  
**Shortlisting:** Friday 4<sup>th</sup> July 2025  
**Interview date:** Tuesday 8<sup>th</sup> July 2025

**Completed application forms must be returned to the following email address:**  
[hr@johnperry.bardaglea.org.uk](mailto: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.*

## **Learning Support Assistant**

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

**Closing date for applications:** Wednesday 2<sup>nd</sup> July 2025

**Shortlist:** Wednesday 2<sup>nd</sup> July 2025

**Interviews:** From Thursday 3<sup>rd</sup> July 2025



## Learning Support Assistant

**Location:** Henry Green Primary School, Green Lane, Dagenham RM8 1UR  
**Salary:** Scale 2/3 (Based on Experience/Qualification).  
**Contract:** Fixed term.  
**Required:** September 2025  
**Email:** [kbritton@henrygreen.org.uk](mailto:kbritton@henrygreen.org.uk)  
**Closing Date:** Friday 11<sup>th</sup> July 2025.  
**Interviews:** W/C 14<sup>th</sup> July 2025.

Do you want an exciting new challenge and to be part of a committed team of practitioners, then Henry Green Primary school may have the opportunity for you. The Headteacher and school Governors are seeking to appoint a Learning Support Assistant to join us.

This post is a fixed term contract.

### You will:

- Provide the children with a safe, secure and home-like environment.
- Liaise with parents/carers, carers, and senior staff.
- Plan, organise and implement a programme of activities to meet the needs of pupils.
- Work as part of a highly motivated and professional team.
- Working 1:1 with Pupils with profound needs.
- Supporting pupils with Personal Hygiene.

### You will need to:

- Have gained experience within a school setting.
- Have proven organisational skills.

In addition, you will need to be flexible and creative, with the commitment to provide first class childcare. All staff and volunteers are expected to demonstrate their commitment to safeguarding children and young people within their work.

Visits to the school are actively encouraged. Please contact the school office on 0208 270 4466 to arrange a visit, or by email on [kbritton@henrygreen.org.uk](mailto:kbritton@henrygreen.org.uk).

**Closing date for applications:** 11<sup>th</sup> July 2025

**Interviews:** Week Commencing 14<sup>th</sup> July 2025

For an application form and further details, please contact Miss K Britton (School Business Manager) at [kbritton@henrygreen.org.uk](mailto:kbritton@henrygreen.org.uk)

*"Henry Green Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to an enhanced Disclosure application to the Disclosure & Barring Service and check against the ISA barred list for Children."*

## **Learning Support Assistant Apprentice**

**Location:** Henry Green Primary School, Green Lane, Dagenham RM8 1UR.  
**Contract:** Fixed term.  
**Required:** September 2025  
**Email:** [office@henrygreen.org.uk](mailto:office@henrygreen.org.uk)  
**Closing Date:** Friday 11<sup>th</sup> July 2025.  
**Interviews:** W/C 14<sup>th</sup> July 2025.

Do you want an exciting new challenge and to be part of a committed team of practitioners, then Henry Green Primary school may have the opportunity for you The Headteacher and school Governors are seeking to appoint a highly motivated Learning Support Assistant apprentice to join us.

This post is a fixed term contract

### **We offer:**

- A diverse and supportive community of friendly children, who are eager to achieve and deserve the best
- A dynamic, talented, and forward-thinking leadership team
- The opportunity to be part of a team that will move the school forward through a time of change
- A school which is committed to professional development and equality for all staff with a high level of induction and training for new staff members.

### **We are looking for:**

- Outstanding organisation and communication skills
- Provide the children with a safe, secure and home-like environment
- A forward-thinking creative approach
- Someone who is positive, enthusiastic and solution focused
- Ability to use your own initiative
- Working with Pupils with complex needs
- A commitment to work in partnership with pupils, staff, parents, governors and the wider community

### **Must Have:**

- Maths Pass (GCSE or equivalent)
- English Pass (GCSE or equivalent)

**Closing date for applications:** Friday 11th July 2025  
**Shortlisting and Interviews:** Week Commencing 14<sup>th</sup> July 2025

For an application form and further details, please contact the main school office [office@henrygreen.org.uk](mailto:office@henrygreen.org.uk) or call 020 8270 4466.

*Henry Green Primary School is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo*

*appropriate checks including enhanced DBS checks. Applicants will be required to complete a 'Disqualification by Association' Applicant Declaration as part of the safeguarding procedure.*

## **Teaching Assistant**

<b>Location:</b>	James Cambell Primary School, Langley Cres, Dagenham, RM9 6TD
<b>Salary:</b>	Point 7-10 (£26,346 - £30,630) to be pro rata.
<b>Hours:</b>	30 hours per week, term time only.
<b>Required:</b>	1 <sup>st</sup> September 2025
<b>Website:</b>	<a href="http://www.jamescambellprimary.com">www.jamescambellprimary.com</a>
<b>Email:</b>	<a href="mailto:cstevens@jamescambellprimary.org.uk">cstevens@jamescambellprimary.org.uk</a>
<b>Closing Date:</b>	Friday 11 <sup>th</sup> July 2025 at 09:00
<b>Interviews:</b>	W/C Mondy 14 <sup>th</sup> July 2025

Are you an empathic and innovative individual with a passion for supporting pupils, particularly with special educational needs?

At James Cambell Primary School, we are looking to appoint a highly motivated, creative and enthusiastic Teaching Assistant to join our happy, forward-thinking school.

At James Cambell Primary School, we aim to provide every child with a high-quality education and the opportunities they deserve to become the successful 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.

### **If you:**

- have a passion for teaching and learning.
- have a commitment to developing your own specialist knowledge and have a sound understanding of how SEND children learn.
- have high expectations and a commitment to ensuring all children succeed.
- are resilient and committed to working with children with complex needs.
- work with teaching staff in the development of appropriate resources for use in individual/group sessions to support the learning of targeted students.
- 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.

**Then this is the job for you!**

### **We can offer the right candidate:**

- an experienced, hardworking and supportive team.
- excellent leadership team and 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.
- A commitment to CPD opportunities.
- An inclusive and caring ethos.

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, Friday 11<sup>th</sup> July 2025

**Interviews:** Week beginning Monday 14<sup>th</sup> July 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.*

## **SEN - Higher Level Teaching Assistant**

**Location:** James Cambell Primary School, Langley Cres, Dagenham, RM9 6TD  
**Salary:** Point 18-210.  
**Hours:** 35 hours per week.  
**Required:** 1<sup>st</sup> September 2025  
**Website:** [www.jamescambellprimary.com](http://www.jamescambellprimary.com)  
**Email:** [cstevens@jamescambellprimary.org.uk](mailto:cstevens@jamescambellprimary.org.uk)  
**Closing Date:** Friday 11<sup>th</sup> July 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 Friday 11th July 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.*

## **Cleaner**

**Location:** St Margaret's CofE School, North Street, Barking, IG11 8AS  
**Salary:** £7,702.50  
**Hours:** 10 hours per week, 52 weeks per year.  
Either 06:30-08:30 OR 15:30-17:30.  
**Contract:** Permanent  
**Required:** ASAP  
**Email:** [alison.brown@genesistrust.net](mailto:alison.brown@genesistrust.net)  
**Closing Date:** Friday 11<sup>th</sup> July 2025

St Margaret's CofE school are looking for an exceptional cleaner to clean the designated buildings to a very high standard as directed by the Leadership team.

The cleanliness of the setting is a priority. We are looking for a hard-working cleaner to join our team and help us deliver the highest quality care for the children.

If you are a hard-working individual who takes great pride in their work and understands the importance of their role, please apply to be part of our exceptional team.

### **Do you have:**

- Ability to work collaboratively within a team.
- Ability to work using your own initiative.
- Good Communication skills

### **We can offer:**

- Enthusiastic, well-behaved pupils
- Excellent career development opportunities
- Hardworking, motivated and positive colleagues

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.

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.

If you are interested in the position, please submit your application to Alison Brown. An application form and job description can be requested using contact information below.

### **Contact Information**

Alison Brown

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

Please submit your application to Alison Brown.



**Human Resources Administration Assistant**

**Location:** Greatfields School, Net Street, Barking, IG11 7QG  
**Salary:** APT&C Scale 4 (actual salary £25,242 - £26,346).  
**Contract:** Permanent  
**Website:** [www.greatfieldsschool.com](http://www.greatfieldsschool.com)  
**Email:** [vacancies@greatfieldsschool.com](mailto:vacancies@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  
**Salary:** APT&C Scale 4 (actual salary £25,242 - £26,346).  
**Contract:** Permanent  
**Website:** [www.greatfieldsschool.com](http://www.greatfieldsschool.com)  
**Email:** [vacancies@greatfieldsschool.com](mailto:vacancies@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.*

## **Receptionist/Admin Assistant**

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

**Closing Date for Applications: 7<sup>th</sup> 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.*

## **Part-time Science Technician**

**Location:** Robert Clack School, Grosfield Road, Dagenham, RM8 1JU.  
**Salary:** Scale 4, Exact Salary: £15,078 - £15,738 per annum.  
**Hours:** 21 hours per week, term time only. 08:00 – 15:30.  
**Contract:** Part-time  
**Required:** 1<sup>st</sup> September 2025  
**Email:** [mbrown@robertclack.co.uk](mailto:mbrown@robertclack.co.uk)  
**Closing Date:** Monday 7<sup>th</sup> July 2025 at 08:00.  
**Interviews:** During W/C 7<sup>th</sup> or 14<sup>th</sup> July 2025

A part-time Science Technician is required to join our busy Science Department for 3 days per week. The successful candidate will work alongside a team of technicians to provide technical support to pupils and staff across the school sites. Please note that you may be based at one school site. However, the post is not site specific and therefore you may be asked to work across all three sites during your employment.

### **The main duties of the role will involve:**

- Setting up, preparing and clearing materials, equipment and chemicals for practical lessons.
- Assisting teaching staff with demonstration lessons, practical lessons, exam classes and assessments.
- Providing technical support for pupils and staff, while ensuring the safe use of materials, equipment and chemicals.
- Cleaning equipment and work areas, as necessary.
- Working in accordance with health and safety guidelines.
- In liaison with the team, ensuring that laboratories are adequately stocked.

Experience of working within an educational environment is essential and/or any relevant Physics or Chemistry qualifications would be desirable.

### **The candidate will be required to have the following skills and experience:**

- Good levels of literacy and numeracy.
- High standard of verbal & written communication skills when dealing with colleagues, pupils, parents and visitors.
- Able to work effectively and professionally as part of a team.
- Able to follow instructions and adhere to all school policies.
- Organised and able to work methodically, with attention to detail, under the supervision of the Senior Science Technician, Science Subject Leader (site) and Direct of Science.

**REQUIRED FOR:** 1<sup>st</sup> September 2025.

**APPLICATION CLOSING DATE:** 8am on Monday 7<sup>th</sup> July 2025.

**INTERVIEWS TO BE HELD:** To be confirmed. During W/C 7<sup>th</sup> or 14<sup>th</sup> July 2025.

If you are interested in this vacancy, please email for the application form, job description: [mbrown@robertclack.co.uk](mailto:mbrown@robertclack.co.uk). If you would like to apply you will need to submit your completed application form by the closing date.

**CV's will only be accepted if accompanied by an Application Form.**

*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.*

## ASD Co-Educator

<b>Location:</b>	Jo Richardson Community School, Castle Green, Gale Street, Dagenham, RM9 4UN.
<b>Salary:</b>	Scale 4-5, Approx £25,130-£28,705 (Full time Equivalent £29,346-£32,931)
<b>Hours:</b>	35 hours per week, term time only.
<b>Website:</b>	<a href="http://www.jorichardson.org.uk">www.jorichardson.org.uk</a>
<b>Email:</b>	<a href="mailto:recruitment@jorichardson.org.uk">recruitment@jorichardson.org.uk</a>
<b>Closing Date:</b>	Monday 7 <sup>th</sup> July 2025.
<b>Interviews:</b>	W/C 7 <sup>th</sup> or 14 <sup>th</sup> July 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.

#### SDD/ARP at JRCS

Are you passionate about making a difference in the lives of children with Autism Spectrum Disorder (ASD)?

The Additional Resource Provision at JRCS provides a nurturing and inclusive learning environment where every child is supported to reach their full potential. We are currently seeking a dedicated and empathetic ASD Co-Educator to join our passionate team and provide tailored support to students with Autism Spectrum Disorder (ASD).

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 Monday 7<sup>th</sup> July

Interviews: Monday 14<sup>th</sup> July

Headteacher: Lisa Keane

Castle Green, Gale St, Dagenham, Essex, RM9 4UN

*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.*



## School Cleaner

<b>Location:</b>	Barking Abbey School, Longbridge Road, Barking, Essex, IG11 8UF.
<b>Salary:</b>	Scale 2 (Pt3 £14.38ph - Pt4 £14.59ph) to be pro rata'd in addition to pension benefits and holiday pay.
<b>Hours:</b>	13.75 hours per week (Monday to Friday, Term Time only) (additional hours optional in holiday periods).
<b>Contract:</b>	Permanent.
<b>Required:</b>	September 2025.
<b>Email:</b>	<a href="mailto:Jobs@barkingabbeyschool.co.uk"><u>Jobs@barkingabbeyschool.co.uk</u></a>
<b>Closing Date:</b>	Friday 11 <sup>th</sup> July 2025.
<b>Interviews:</b>	To be confirmed.

**Are you looking for a part time role that fits around other commitments?**

**Would you like a job that makes a difference to the lives of Students in a school that is passionate about providing the very best opportunities for all?**

**If so, this could be the role for you...**

We are looking for cleaners to work as part of our premises team who are fundamental to the daily smooth operation of the school.

Morning and Evening shifts are available to suit your needs

Working hours can be selected from any of the following:

**Monday to Friday:**

**05.30 to 08.15**

**15.30 to 17.45**

The position offers an attractive remuneration package, good employment terms the provision of uniform. Induction training and on- going training and development opportunities.

**In return we can offer:**

- A school where we get to know our students and staff well, find out what they are good at and develop
- their talents.
- A supportive and encouraging staff team.
- Great Career development opportunities.
- Onsite training development and support.
- The opportunity to access a wide range of CPD opportunities within and beyond school.
- A school which understands the importance of staff well-being and workload management.

Barking Abbey is an Ofsted Outstanding heavily over-subscribed dual campus secondary school in the London Borough of Barking and Dagenham, with a well-deserved reputation for academic excellence and a supportive professional environment.

The school is located less than 10 minutes' walk from Upney tube and 15 minutes from Barking mainline station.

Barking Abbey celebrates its diversity, and we positively welcome applications from all sections of the community. If you are interested in making a difference in young people's lives whatever your background or history, please apply.

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](mailto:Jobs@barkingabbeyschool.co.uk)**

**Closing Date for Applications: 11<sup>th</sup> July 2025**

**Interview Date: TBC**

**Please apply via Tes. The link is below:**

**[School Cleaner, 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.*



**Higher Level Teaching Assistant**

<b>Location:</b>	Trinity School, Heathway Dagenham RM10 7SJ
<b>Salary:</b>	Scale 6: £27,734 (Expected Salary, LBBD will confirm). 32.5 hours per week, term time only. Mon-Weds 08:45 to 16:00, Thurs and Fri 08:45 to 15:15.
<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>	Friday 4 <sup>th</sup> July 2025 at Midday.
<b>Interviews:</b>	To be confirmed.

As a Higher Level Teaching Assistant, you will work directly under the supervision and line management of your allocated class Qualified Teacher/TLR to contribute to a wide range of teaching and learning activities, to assist and support the work of your allocated qualified class teacher, to cover class teaching duties where staffing levels are impacted due to staff absences (short-term) and have regular whole class teaching responsibility as part of supporting the School leadership and training.

**You must possess the following:**

- recent successful experience of teaching a whole class under guidance.
- a minimum of two academic years of experience of specifically working with ASC, SLD and/or PMLD pupils consistently delivering and working within TEACCH structure/PMLD pedagogy to an outstanding level.
- relevant qualifications equivalent to at least Level 3 (preferably in Teaching Assistant, Teaching and Learning or a relevant field) or a suitable level of specific experience (minimum of 12 months of proven success of leading a class group at Trinity School, highlighting a strong track record in effectively supporting teaching and learning for pupils with diverse and complex needs).
- literacy and numeracy skills equivalent to at least Basic Skills Level 2 in English and Maths.
- a good working knowledge of current target-setting and assessment practise associated with EHC plans and their purpose in supporting pupil progress.
- a good working knowledge of the School's Behaviour Policy and processes to follow relating to supporting pupils with complex and challenging behaviour.
- ability to take overall responsibility for the safeguarding and health & safety of pupils when the Class Teacher is not present.
- the ability to develop good collaborative working relationships with colleagues, parents/carers and other professionals.
- the ability to plan and prepare effective activities and lessons to encourage learning and progression.
- the ability to complete the paperwork required to support planning, preparation and other tasks either in writing or using ICT.

**It is desirable that you also possess:**

- Prior recent successful experience of Instructing or Cover Supervisory work at Trinity School.
- Experience of directing, leading and motivating a class team.

- To have completed or be willing to carry out a Level 3 Qualification and a Level 4 Certificate in Education.

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.*

## **Administration and Pupil Services Officer**

<b>Location:</b>	Oxlow Bridge School, 100 Wantz Road, Dagenham, RM10 8PP. (New PMLD school opening September 2025)
<b>Salary:</b>	Scale 3.
<b>Hours:</b>	37.5 hours per week, term time only + inset days. (Part-time/job share considered).
<b>Contract:</b>	Permanent
<b>Required:</b>	1 <sup>st</sup> September 2025.
<b>Website:</b>	<a href="http://www.partnershiplearning.com">www.partnershiplearning.com</a>
<b>Email:</b>	<a href="mailto:office@oxlowbridge.com">office@oxlowbridge.com</a>
<b>Closing Date:</b>	Friday 4 <sup>th</sup> July 2025 at Midday.
<b>Interviews:</b>	Tuesday/Wednesday 8 <sup>th</sup> /9 <sup>th</sup> July 2025

Partnership Learning, a successful Multi-Academy Trust, is seeking to appoint an Administration and Pupil Services Officer for Oxlow Bridge School. Oxlow Bridge is a brand new, purpose-built special school which will be opening in September 2025. All of the pupils will have Profound and Multiple Learning difficulties and will have Education, Health and Care Plans.

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 administration and pupil support officer 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 first intake is expected to be around 20 pupils.

### **The main job role will be:**

- to manage the effective organisation of school administration process and procedures as we set up this new school
- to support with the Education, Health and Care Plan review process and pupil admissions.
- To provide front facing support and communication to parents and professionals in the day to day running of the school

We are looking for someone with a warm, personable and professional manner who is a confident communicator, enjoys a challenge and is able to multitask! They need to have good organisational and administrative skills, and be confident using IT.

### **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:** 04/07/2025 at 12pm

**Interview date/s:** 08/07/2025 and 09/07/2025  
(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.*





## **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.  
**Website:** [www.sydneyrussellschool.com](http://www.sydneyrussellschool.com)  
**Email:** [office@sydneyrussellschool.com](mailto:office@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.*

## **Inclusion Support Officer**

**Location:** Sydney Russell School, Parsloes Avenue, Dagenham, RM9 5QT  
**Salary:** Scale 4 point 7-10 (£25,242 - £26,347).  
**Hours:** Term time only.  
**Website:** [www.sydneyrussellschool.com](http://www.sydneyrussellschool.com)  
**Email:** [office@sydneyrussellschool.com](mailto:office@sydneyrussellschool.com)  
**Closing Date:** Friday 11<sup>th</sup> July 2025, Early applications are encouraged.

### **PURPOSE OF JOB:**

We are seeking to appoint an enthusiastic and passionate individual to join our Pastoral and Inclusion team. The core purpose of the role is to enhance the capacity of both teams and support the smooth running of the school. The successful candidate will supervise and guide students throughout the school day, ensuring consistent provision and high standards of care and behaviour at all times.

The successful applicant will work under the direction of the Vice Principal for Inclusion.

### **MAIN ACTIVITIES:**

- Work as part of the wider pastoral support network.
- Be a member of the First Aid team.
- Support the Pastoral Teams by carrying out well-being check-ins for allocated students.
- Act as a Student Marshall when required, including supervising during break times and lesson changeovers, dealing with incidents of inappropriate behaviour, and intervening swiftly to prevent escalation.
- Patrol the local community as part of the Student Marshall team.
- Act as an Inclusion Coordinator when required. This includes supervising and managing student behaviour in designated inclusion and relocation areas, as well as supervising after-school detentions.
- Act as a Fire and Lockdown Marshall when required.
- Support the Learning Support Centre (LSC) by covering staff breaks or absences. This includes supervising students in the LSC and investigating incidents promptly and effectively.
- Implement school policies on Equal Opportunities, Anti-Bullying, Child Protection, and Behaviour, and report any concerns through the appropriate school communication systems.
- Be flexible in responding to the needs and demands of the role, including fulfilling duties beyond normal working hours when necessary.

### **We expect our Inclusion Support Coordinator to:**

- Always expect the best from pupils.
- Make it clear to pupils what is expected from them.
- Reward and praise pupils when they do the 'right' thing.
- Value pupil's efforts and achievements.
- Make time to get to know individual pupils.

- Avoid personalising individual behaviour problems – be hard on the incidents but caring towards the pupil
- Treat difficulties as an issue between you and the pupils, not just them!
- Be prepared to change what you do, to change pupil behaviour.
- Be loyal to the pupils and staff at the school.
- Remain professional at all times, maintain composure and be prepared to be able to reset relationships after an incident.
- Always report in writing incidents that occur during the day.
- Always make your Line Manager aware of any problems that may escalate into an incident, giving them the opportunity to defuse the situation.

**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.***

**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:** Friday 18<sup>th</sup> 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](mailto:louiseh@abphabyouthclub.org.uk)