

1st August 2025

SCHOOL VACANCY BULLETIN

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External Adverts Based In LBBD

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

Location:	Thames View Infants, Bastable Avenue, Barking, IG11 0LG
Hours:	27.5 hours (08:45-15:15 daily) term-time only plus possible additional hours for breakfast club, after school clubs or a weekly planning meeting.
Contract:	Fixed Term Contracts (until 31 st March 2027).
Salary:	Scale 3-4 (depending on experience and qualifications) (£19,013 - £20,419) (pro-rata).
Required:	September 2025.
Website:	ThamesViewInfants.org
Email:	Kelly.Ager@thamesviewinfants.org
Closing Date:	Friday 12 th September 2025 at Midday.

Directors are actively recruiting caring and child-centred Teaching Assistants to join the team at our vibrant and friendly Academy. You'll be kind and caring and able to connect with children, able to bring out their best. Recent practical experience of working within similar settings is essential. **We're looking for passionate TAs with EYFS, KS1 or SEND experience!**

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

The post holder's key responsibilities will be to:

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

As the successful candidate you will:

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

Accordingly, we will offer you:

- An opportunity to work within an Outstanding Academy, a growing Multi Academy Trust, with additional incentives for running after-school clubs.
- A 2-week October Half-Term Holiday.

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

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

Before you apply, come and see us for yourself! **Prior visits to school are most welcome and highly recommended.** Watch our promo video here:

<https://tinyurl.com/TVI-on-YouTube>

Closing date: Friday 12th September 2025 (noon)

*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 “TA” in the subject line). **Please note, CVs will not be considered. Only new applicants need apply.** Our website offers tips and guidance about applying for a position at our School.*

Thames View Infants is an Outstanding School.

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

Healthy Lunchtimes Assistants (mainstream and within our SEND provision)

Location: Thames View Infants, Bastable Avenue, Barking, IG11 0LG
Hours: One hour daily, term time only (lunchtime, between 11:45-13:15).
Contract: Fixed Term Contracts (until 31st March 2027).
Salary: £12.88 per hour (£15.19 FTE).
Required: September 2025.
Website: [ThamesViewInfants.org](https://thamesviewinfants.org)
Email: Kelly.Ager@thamesviewinfants.org
Closing Date: Friday 12th September 2025 at Midday.

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

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

We're looking for passionate Lunchtime Staff with with EYFS, KS1 or SEND experience!

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

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

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

Before you apply, come and see us for yourself! **Prior visits to school are most welcome and highly recommended.** Watch our promo video here:

<https://tinyurl.com/TVI-on-YouTube>

Closing date: Friday 12th September 2025 (noon)

*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 "Lunchtime*

Assistant" in the subject line). **Please note, CVs will not be considered. Only new applicants need apply.** Our website offers tips and guidance about applying for a position at our School.

Thames View Infants is an Outstanding School.

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

Midday Assistant

Location: Valence Primary School, St George's Road Dagenham, RM9 5AJ
Bonham Road, Dagenham, RM8 3AR

Contract: Casual

Salary: Scale 2 (Point 3)

Hours: 1.25 hours a day; 6.25 hours per week; 43.60 weeks term-time only

Website: www.valenceprimaryschool.com

Email: jkenning@valenceprimaryschool.com

Closing date: 5th September 2025 at Midday.

CORE PURPOSES OF THE JOB:

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

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

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

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

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

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

Experience with SEND required as you will also support children with additional needs.

Closing date for this post will be Friday September 5th at noon.

Interviews will follow for selected candidates.

Valence Primary is committed to safeguarding and promoting the welfare of children.

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

References will be requested prior to interview.

Teaching Assistant

Location: Marsh Green Primary School, South Close, Dagenham, RM10 9NJ
Required: September 2025.
Salary: APT&C Scale 4 (pro rata).
Hours: 27.5 hours per week (term time only).
Email: office@marshgreen.bardaglea.org.uk
Website: marshgreenprimary.com
Closing Date: Friday 5th September 2025.
Interviews: To be confirmed.

We are seeking to appoint an enthusiastic, self-motivated Teaching Assistant to support pupils across the school, including pupils with high needs.

You will be enthusiastic, kind, caring, always positive and encouraging. You will work in collaboration with Class Teachers, Teaching Assistants and the SENDCo when supporting pupils and demonstrate a positive 'can do' attitude. Experience of working with children in a similar setting is essential.

You will be reliable, committed, resilient and have good communication skills. You will be able to use your initiative, work with motivation and be flexible to take on new advice as well as able to share your own ideas.

Marsh Green is a good, community Primary School with dynamic leadership at all levels and enthusiastic, committed staff. We are committed to professional development and shared expertise both in school and in partnership with other schools. We value a culture of mutual respect, outstanding behaviour and attitudes to learning, founded on high expectations and an enjoyment of learning. Cultural education is at the heart of our school ethos; children are encouraged to develop all their talents and celebrate all their achievements!

Closing Date: Friday 5th September 2025

Interview Date: TBC

Visits to the school are welcomed by appointment. A Job Description, Person Specification and Application Form can be found on the job vacancies page of our website: www.marshgreenprimary.com/job-vacancies/

Please send completed applications to HR@marshgreen.bardaglea.org.uk including **TEACHING ASSISTANT APPLICATION** in the subject line. We regret that we are unable to reply to unsuccessful applicants. Applicants selected for interview will receive an invitation by reply email. We look forward to receiving your application soon.

Marsh Green Primary School is committed to safeguarding and promoting the welfare of children and young people and is an Equal Opportunities Employer. We welcome applicants from all backgrounds, cultures, and experiences. This post is exempt from the Rehabilitation of Offenders Act 1974 and a comprehensive screening process, including enhanced Disclosure check will be undertaken on all successful applicants.

Office/Midday Support Assistant

Location: Marsh Green Primary School, South Close, Dagenham, RM10 9NJ
Required: September 2025.
Salary: APT&C Scale 4 (pro rata).
Hours: 22.5 hours per week (term time only).
4.5 hours per day 08:30 to 13:00.
Email: office@marshgreen.bardaglea.org.uk
Website: marshgreenprimary.com
Closing Date: Friday 5th September 2025.
Interviews: To be confirmed.

We are seeking to appoint a friendly, enthusiastic and self-motivated Office/Midday Support Assistant to undertake receptionist/general office support duties and cover Midday Assistant, when required.

The school office is the first point of contact for visitors, parents and carers at the school and this is an integral role critical to the smooth operation. The successful candidate must have excellent communication skills, have knowledge and experience using school ICT software, be able to work within a busy office environment and overall, have 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.

The post will also include Midday Assistant cover, **when required**. This involves teaching and promoting playground games and social activity. You will also help in the dinner hall promoting good manners and generally helping the children.

Marsh Green is a good, community Primary School with dynamic leadership at all levels and enthusiastic, committed staff. We are committed to professional development and shared expertise both in school and in partnership with other schools. We value a culture of mutual respect, outstanding behaviour and attitudes to learning, founded on high expectations and an enjoyment of learning. Cultural education is at the heart of our school ethos; children are encouraged to develop all their talents and celebrate all their achievements!

Closing Date: Friday 5th September 2025

Interview Date: TBC

Visits to the school are welcomed by appointment. A Job Description, Person Specification and Application Form can be found on the job vacancies page of our website: www.marshgreenprimary.com/job-vacancies/

Please send completed applications to HR@marshgreen.bardaglea.org.uk including **Office/Midday Support Assistant Application** in the subject line. We regret that we are

unable to reply to unsuccessful applicants. Applicants selected for interview will receive an invitation by reply email. We look forward to receiving your application soon.

Marsh Green Primary School is committed to safeguarding and promoting the welfare of children and young people and is an Equal Opportunities Employer. We welcome applicants from all backgrounds, cultures, and experiences. This post is exempt from the Rehabilitation of Offenders Act 1974 and a comprehensive screening process, including enhanced Disclosure check will be undertaken on all successful applicants.

School ICT Manager

Location:	Trinity School, Heathway Dagenham, RM10 7SJ
Salary:	PO1, Point 27 £35,475 (Actual Salary)
Hours:	35 hours per week term time, plus 5 days, Monday to Friday 8am-4pm
Required:	ASAP
Email:	hr@trinity.bardaglea.org.uk
Closing Date:	Friday 22 nd August 2025 at Midday
Interviews:	W/C 6 th September 2025

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

Trinity School is seeking a proactive, experienced, and solution-focused ICT Manager to lead the strategic development and operational management of our IT systems. This is a key leadership role that underpins the delivery of outstanding teaching, learning, and administrative support across the school.

We are looking for someone with strong technical expertise, proven leadership capabilities, and a clear vision for how technology can enhance education. The successful candidate will be instrumental in ensuring that our IT provision is robust, secure, and forward-thinking.

Key Responsibilities

- Lead the development and implementation of the school's IT strategy and infrastructure projects.
- Manage all aspects of the school's network, servers, cloud services, cybersecurity, and hardware.
- Oversee day-to-day IT support and line-manage the ICT Technician, including appraisals and development.
- Ensure the effective running of core systems such as MIS (SIMS), FMS, and audio-visual platforms.
- Manage IT budgets, procurement, and contracts with external vendors and service providers.
- Deliver training and support for staff on IT systems and software use.
- Ensure full compliance with GDPR and data protection regulations.
- Maintain and update the school website and associated digital platforms.
- Liaise with external IT providers and represent IT matters at senior leadership meetings.

Essential Requirements

- Microsoft Certified Solutions Expert (MCSE) or equivalent professional certification
- Or a relevant degree in Information Technology, Computer Science, or a related field
- Strong technical knowledge of IT networks, systems, and security
- Experience in leading and managing IT operations and staff
- Excellent interpersonal, communication, and problem-solving skills

- A flexible, service-oriented approach with a commitment to supporting the school community
- Experience with educational IT systems is highly desirable

We Offer

- A supportive and collaborative school environment
- Opportunities for professional development
- A key leadership role with the ability to shape the future of digital learning at Trinity School

Visits to the school are warmly welcomed and encouraged. Please contact HR at: hr@trinity.bardaglea.org.uk to arrange a suitable time.

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.

School Placement Officer

Location:	Trinity Special School (SEND), Heathway Dagenham, RM10 7SJ
Salary:	S02: £34,655
Hours:	35 hours per week, Monday to Friday, term time plus 5 days.
Contract:	Permanent.
Required:	As soon as possible.
Website:	<u>trinityschool.face-ed.co.uk/Vacancies</u>
Closing Date:	Friday 5 th September 2025
Interviews:	To be confirmed.

Are you ready to make a meaningful impact in the lives of young people with special educational needs and disabilities (SEND) At Trinity Special School, we are committed to providing exceptional support and inclusive education for every learner.

Overview

We are now seeking a dedicated and detail-oriented School Placement Officer to join our team and help shape the future of our students through effective placement coordination, strategic planning, and collaborative partnerships.

Key responsibilities:

- Coordinate and manage pupil placements across all key stages, including post-16 and post-19 transitions.
- Lead on SEND consultations and tribunal processes, ensuring compliance with statutory requirements.
- Act as a key liaison between the school, local authorities, families, and external agencies.
- Support strategic planning and contribute to school improvement through data analysis and reporting.
- Ensure smooth transitions for students and maintain accurate records of NEET outcomes.

Requirements:

- Strong knowledge of the Children and Families Act 2014 and the SEND Code of Practice.
- Experience in SEND processes, EHCPs, and educational placements.
- Excellent communication, organisational, and data management skills.
- A commitment to inclusion, safeguarding, and achieving the best outcomes for students with SEND.
- A relevant qualification in education or administration (e.g., NVQ Level 3 or above) is essential, along with evidence of continued professional development in SEND or education law.

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

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

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

CVs will not be accepted and should not be submitted

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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.

Special Needs Teaching Assistants

Location:	Trinity Special School (SEND), Heathway Dagenham, RM10 7SJ
Salary:	Scale 4, £23,131 Pro rata (Actual salary will be confirmed by Payroll).
Hours:	32.5 hours per week, term time only. 08:45 to 16:00 (Mon to Weds) and 08:45 to 15:15 (Thurs and Fri).
Required:	As soon as possible.
Website:	trinityschool.face-ed.co.uk/Vacancies
Closing Date:	Friday 5 th September 2025 at Midday.
Interviews:	To be confirmed.

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

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

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

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

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

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

CVs will not be accepted and should not be submitted

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

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

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

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

Keyworker

Location:	Trinity Special School (SEND), Heathway Dagenham, RM10 7SJ
Salary:	Scale 5, £26,995 (Actual salary will be confirmed by Payroll).
Hours:	Full time, 35 hours per week, term time only. 08:30 to 16:00 (Mon to Thurs) and 08:30 to 15:45 (Fridays).
Required:	As soon as possible.
Website:	trinityschool.face-ed.co.uk/Vacancies
Closing Date:	Friday 5 th September 2025 at Midday.
Interviews:	To be confirmed.

Trinity School is seeking to appoint individuals with special skills, enthusiasm and a high degree of commitment to working with students with the highest level of need and challenging behaviour arising from autism.

The Highly Specialist Behaviour Team (incorporating the Living and Learning Centre) provides specialist care and support for the development of independent, self-help, functional and vocational living skills for up to 19 pupils currently aged between 8-19 with an ASC diagnosis and associated challenging behaviours. The Living and Learning Centre is a unique provision which provides a service to the pupils for 48 weeks per year together with flexibility in the timing of the school day within a set period.

The job will require the successful candidate to work closely with one individual student and to take responsibility for the implementation of their educational, social and behaviour plan. As a Keyworker, you will be expected to develop a deep understanding of the needs of your allocated student. You will also be expected to carry out joint planning for your assigned student and to lead lessons in a curriculum area under the guidance of the Centre's Qualified Teacher.

Applications are welcomed from individuals who:

- have proven good experience of working directly with primary, secondary and/or sixth form aged pupils who have an Autistic Spectrum Condition diagnosis.
- have some experience of working with individuals who have challenging behaviour/communication difficulties and can prove that they have the resilience to work with young adults with complex needs
- have awareness and can describe the School's TEACCH (structure) pedagogy
- are willing and able to carry out manual handling tasks which could include assistance with students' personal care, auxiliary medical care and the management, under guidance, of difficult behaviours
- are committed to continuous professional development
- have a positive "can do" attitude and are very willing to learn
- are willing to work flexible hours
- some experience and basic skills of using ICT packages such as Microsoft Office (Word and Excel)
- possess at least a minimum of NVQ Level 2 (or equivalent is 4 GCSE's Grade A* - C/new Grade 4 or above)
- are willing to follow assessment and recording procedures, as well as following relevant curriculum tasks

We will be able to offer you professional development and training along with shadowing, mentoring and coaching.

We recommend all potential applicants arrange a visit to the LLC before making an application

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.

SEMH Lead & Intervention Coordinator

Location: Sydney Russell School, Parsloes Avenue, Dagenham, RM9 5QT
Salary: Scale 6 point 18-20 (£29,736-£30,627).
Hours: 35 hours per week, term time only.
Email: office@sydneyrussellschool.com
Website: www.sydneyrussellschool.com
Closing Date: Thursday 28th August 2025.

The SEMH Lead & Intervention Coordinator will play a crucial role in ensuring the highest quality of provision enables our most vulnerable young people and those with SEND to achieve their full potential, removing any barriers that might hinder them and enabling them to fully engage with and flourish, personally and academically, in school.

The attainment of students who require an additional intervention is a key priority for the school, and as such this role plays a pivotal role in ensuring the support they access is well-suited, of high quality, timely and robustly evaluated to maximise impact.

Main activities:

- Promote and model outstanding inclusive and professional practice
- As part of the SEND team, ensure the highest standards of SEND provision.
- Undertake such duties as are delegated by the Assistant Vice Principal/SENCo.

Key Responsibilities:

- Uphold the highest standards of Thrive and ELSA expertise to support allocated students and support the training and development of Thrive practices across the school.
- Facilitate Thrive/ELSA training to parents and staff to increase awareness of the provision, thus providing well-rounded support to students receiving the intervention.
- Lead and manage a full programme of targeted interventions, bespoke to students' needs, as informed by the intervention referrals received from Heads of Year. Maintain records of attendance, review points and progress updates for reporting to VP Inclusion and AVP SENCo.
- Quality assure the intervention programme offer, encouraging sharing of good practice and intervening to ensure high standards are consistently maintained across the provision.
- Ensure that all relevant documentation, including learning plans, pupil profiles and any other necessary records are updated to reflect interventions accessed and progress being made.
- Ensure front line enquiries from staff, pupils, parents and visitors are dealt with promptly.
- To collate teacher feedback and impacts of provision against target for EHCP reviews.
- Support applications for 'Top Up' funding as required by the SENCo.
- Provide day-to-day support for any pupil in crisis.
- Support the collation of information and preparation for EHCP applications as required by the SENCo.

- Coordinate the timetabling of the LSA team (secondary) across the school, ensuring their deployment supports high levels of student engagement and promotes independent learning.
- Deliver ELSA/Thrive interventions to groups of students.
- The postholder must hold a qualification to practise as either a Thrive or ELSA practitioner and be willing to undertake any additional training necessary to fully understand and support both roles.

Safeguarding

All staff are responsible for promoting and safeguarding the welfare of students by always ensuring compliance with the school's Safeguarding and Child Protection Policy. All staff must report any actual or potential risks to the safety or welfare of students to the Designated Safeguarding Lead. This document summarises the main responsibilities of the post. All staff are required to undertake whatever else may reasonably be requested by the principal in support of the Aims of the School. Job Descriptions are subject to annual review.

Review Arrangements

The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered, however, that over time the nature of individual jobs will change, existing duties may no longer be required, and other duties may be gained without changing the general nature of the duties or the level of the responsibility entailed. Consequently, the school will expect to revise the job description from time to time and will consult with the postholder at the appropriate time.

Conditions of Employment

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment
- The post holder is required to support and encourage the school's ethos, and its objectives, policies and procedures as agreed by the governing body
- To uphold the school's policy in respect of child protection matters
- Will be subject to the National Agreement on Pay and Conditions of Service, supplemented by local conditions as appropriate and all relevant statutory and institutional requirements
- The post holder may be required to perform any other reasonable tasks after consultation
- This Job Description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed
- This Job Description is not necessarily a comprehensive definition of the post. It may be subject to modification at any time after consultation with the post holder

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.

Caretaker

Location: Sydney Russell School, Parsloes Avenue, Dagenham, RM9 5QT
Salary: APT&C Scale 5 point 12-15 (£32,532 – £33,984 per annum).
Hours: 35 Hours per week, 52 weeks per year.
Email: office@sydneyrussellschool.com
Website: www.sydneyrussellschool.com
Closing Date: Friday 8th August 2025.

Purpose of Job:

- To support both Secondary & Primary sites.
- To maintain security of both premises
- Working with School Business Leader, Senior Caretaker and Director of Assets (Partnership Learning) to ensure Health & safety and statutory compliance of all buildings are kept compliant
- To monitor the school's maintenance arrangements, including cleaning, grounds and repairs and carrying out cleaning/repair functions as required.
- To work as a team across both sites covering leave, sickness, training when required.
- To be responsible for maintaining and continually improving the internal and external environment of the school in order to create the best possible conditions for learning and teaching.
- To work as part of the team to improve the grounds of both sites.

Main Duties:

Premises Security & Site Management

- Take responsibility for ensuring all buildings are secure and intruder alarms activated at the end of each day.
- Ensure school is open and adequately staffed by site staff for day-to-day school activities.
- Dealing with appropriate breaches of security and communicating to relevant staff or emergency services
- Take responsibility for ensuring the intruder alarms and fire alarm systems are updated and maintained, ensuring all faults are dealt with and reported immediately.
- Ensure and coordinate weekly/periodic testing of fire alarm system.
- All Premises staff to form part of the keyholder list
- Working in partnership with School Business Leader, Director of Assets (PL) and Senior Caretaker to source and procure services when required.

Maintenance of School Building & Grounds

- Perform litter picking duties, both inside and outside the school buildings during the school day to ensure the school remains tidy and safe for all students and staff meeting H&S guidelines.
- Arrange and carry out emergency cleaning and removal of graffiti
- Operating an agreed programme of planned maintenance under the instruction of the Senior Caretaker/ School Business Leader.
- Ensure maintenance of HVAC (Heating, Ventilation and Air Conditioning) systems are checked and monitored each day and ensuring there is adequate hot and cold water.

- Maintain boiler rooms/ Roof areas/ Air Handling units/Extract systems/Air Condensers or Heat Recovery Units working to strict health and safety procedures.
- Checking premises are at correct temperature at designated times via Individual Units/Control Panels or/and BMS system
- Replacing lights, tubes, diffusers, starters where necessary
- Ensure downpipes drains and gullies are free flowing and clean
- Removing snow and other obstructions from main entrances, steps, paths.
- Preventing unauthorised/unsafe parking on school site
- Dealing with appropriate breaches of security and communicating to relevant staff or emergency service
- Oversee any reasonable key requests and orders and distribute to stakeholders
- Locking and unlocking internal and external doors as required
- Ensuring fire doors are free of clutter and obstructions
- Weekly/Periodic Testing of sprinkler system
- Carry out any minor tarmac repairs
- To minimise hazards including checking location of firefighting equipment and alarm bells
- Support all Departments in putting up and taking down of external or internal equipment
- Ensure all stock is kept up to date and ordered

Cleaning

- Where necessary, clean up any spillages that occur across the school, this to include if students become ill, this will include vomiting

Porterage

- Undertaking/arranging for safe storing and moving of items of furniture, equipment and provisions as required
- Receiving and directing as appropriate all deliveries for the schools
- Keeping up to date records, inventories and forms as required
- Setting up and packing away for all school exams and events

Compliance of Health & Safety

- Ensuring compliance by periodic inspection of all areas
- Taking responsibility for ensuring appropriate signs and notices are displayed
- Taking responsibility for ensuring all hazards are removed
- Correct Uniform and PPE is worn at all times
- Ensuring fire exits are accessible and firefighting equipment is correctly positioned and services
- Ensuring all staff are aware of their responsibilities as appropriate
- To be trained and respond as Fire Wardens for the School
- Carry out Weekly L8 Water testing or as required
- Take responsibility for ensuring pest control is under control informing appropriate agencies when required.
- Carry out Weekly Fire Door checks/Ladder Checks or any other reasonable statutory requirement as directed by the Facilities Manager
- To be first aid trained and respond when required for all School/Leisure Centre incidents

Child Protection

- To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by Sydney Russell School

General

- Required to carry out all reasonable duties and responsibilities of the post
- Respond to all Helpdesk Requests through the school maintenance helpdesk service
- 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
- Must comply with all equality legislation, policies and procedures; actively promoting ways of eradicating and challenging racism, prejudice and discrimination through the school's policies and procedures
- Treating all information acquired through your employment, both formally and informally, in strict confidence
- To demonstrate a commitment to good customer care
- Any other duties of an appropriate level and nature will also be required

Review Arrangements

The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered, however, that over time the nature of individual jobs will change, existing duties may no longer be required, and other duties may be gained without changing the general nature of the duties or the level of the responsibility entailed. Consequently, the school will expect to revise the job description from time to time and will consult with the post holder at the appropriate time.

Conditions Of Employment

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (The contract). The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body:

- To uphold the school's policy in respect of child protection matters
- Will be subject to the National Agreement on Pay and Conditions of Service, supplemented by local conditions as appropriate and all relevant statutory and institutional requirements
- The post holder may be required to perform any other reasonable tasks after consultation
- This Job Description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed
- This Job Description is not necessarily a comprehensive definition of the post. It may be subject to modification at any time after consultation with the post holder
- All staff will be expected to participate in the school's performance management scheme.

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.

