

5th September 2025

SCHOOL VACANCY BULLETIN

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Primary Teacher **NEW!**

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: Furze Infant School, Bennett Road, Romford RM6 6ES
Hours: 11:45am to 13:15pm
Contract: Term Time Only
Salary: Scale 1b (£15.68 per hour)
Website: office@furzeinfants.co.uk
Closing Date: 10th October 2025

Furze Infant School are looking to appoint Midday Assistants who are able to work in line with our school values and ethos. We wish to employ Midday Assistants who are energetic, flexible, thorough and happy, able to work with our children and entire school community. Midday Assistants care for pupils' health, safety and welfare in the dining room, on the playground and through the school during the lunchtime period, as well as other related duties.

The successful applicants will need basic knowledge of Safeguarding Children and experience in a similar position. Other requirements include:

- Experience of working with children preferably in a school environment.
- An ability to communicate effectively.
- Able to work on own initiative whilst complying with strict policy guidelines and procedures.
- Ability to work as part of a team.
- Motivated and keen to act upon advice.
- A calm and positive manner and will assist in promoting excellent behaviour.
- A First Aid qualification is desirable although training will be given if required.

The appointment is subject to a successful enhanced DBS, medical check, two references and relevant back ground checks.

In return the successful candidate will:

Be a member of a strong and dynamic team of professionals

Work within an organisation that has high aspirations for its pupils and staff

Furze Infant School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

Interview: to be confirmed

For an application form please email us at office@furzeinfants.co.uk for a recruitment pack.

We comply fully with the ethos of safer recruitment and undertake all relevant checks, including enhanced DBS clearance. Applicants will be required to complete a 'Disqualification by Association' Applicant Declaration as part of the safeguarding procedure.

This post is exempt from the Rehabilitation of Offenders Act 1974.

School Office Assistant

Location: Warren Junior School, Gordon Road, Romford, RM6 6DA
Hours: 35 hours per week, Term Time
Contract: Permanent
Salary: Scale 5 – (Actual Salary £27,986 to £29,235).
Email: tmurphy@warrenjunior.co.uk
Closing Date: 19th September 2025
Interviews: W/C 22nd September 2025

Warren Junior School, based in Dagenham, is seeking to appoint a School Office Assistant. Warren Junior prides itself on being a kind and welcoming school and the successful applicant will support this ethos.

The role will include:

- have experience of working within a school office environment
- have a helpful, flexible and positive nature and the ability to work well under pressure
- have very good interpersonal and communication skills
- have excellent office and IT skills
- have experience of data and information management systems and working with pupil data
- have the ability to maintain confidentiality
- the successful candidate will need to complete a First Aid course

We are looking for someone who:

Has the ability to communicate effectively with stakeholders

Can demonstrate initiative

Is able to manage their time effectively in order to work effectively under pressure and meet tight deadlines

In return the successful candidate will:

Be a member of a strong and dynamic team of professionals

Work within an organisation that has high aspirations for its pupils and staff

A kind and respectful environment to work in

Warren Junior School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

An enhanced DBS check is required for this post. The post is exempt from the Rehabilitation of Offenders Act 1974.

How to apply: For an application pack, please contact HR Manager Tracey Murphy by emailing tmurphy@warrenjunior.co.uk

School Crossing Patrol Officers

| | |
|----------------------|--|
| Location: | Warren Junior School, Gordon Road, Romford, RM6 6DA |
| Hours: | 10 hours per week, Term Time. Morning at 8:15-9:15 and end of school day 14:30-15:30 |
| Salary: | Scale 2 |
| Email: | tmurphy@warrenjunior.co.uk |
| Closing Date: | 19 th September 2025 |
| Interviews: | W/C 22 nd September 2025 |

Warren Junior School, based in Chadwell Heath, are seeking to appoint School Crossing Patrol Officers to provide a safer School Crossing for our children on daily basis. The successful candidates will need the following:

We are looking for someone who:

The post holder will ensure the safety of children crossing the road at a designated point between specified times. The discharge of these duties must not be to the detriment of the welfare of the other road users.

You will have experience working with children or similar positions, have a good understanding of the Highway Code, clear verbal communication skills and be reliable and punctual.

In addition, you will be fit to stand for long periods of time and work in all weather conditions, have a good eyesight and hearing, be able to assess speed of traffic and be confident to stop traffic.

You will be required to work on a daily basis.

Training and uniform will be provided.

In return the successful candidate will:

Be a member of a strong and dynamic team of professionals

Work within an organisation that has high aspirations for its pupils and staff

Warren Junior School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

An enhanced DBS check is required for this post. The post is exempt from the Rehabilitation of Offenders Act 1974.

For an application pack, please contact HR Manager Tracey Murphy by emailing Tmurphy@warrenjunior.co.uk

Part-Time Caretaker

| | |
|----------------------|--|
| Location: | Manor Primary School, Sandringham Road, Barking, IG11 9AG 40 Scholars Way, Dagenham, RM8 2FL |
| Hours: | 20 hours per week – 2pm to 6pm, Monday to Friday |
| Contract: | Permanent, Part-time |
| Salary: | Scale 5, Point 12 – 15 per annum (£18,013 to £18,817 pro rata). |
| Email: | njones@manor-i.bardaglea.org.uk |
| Closing Date: | Friday, 26 th September 2025 at 5.00pm No applications can be accepted after this time. |

‘We provide all our children with a challenging, engaging and safe environment which promotes a lifelong love of learning’.

We are seeking a reliable, proactive and friendly part-time Caretaker to join our dedicated and hard working team at the Dagenham site. Your role will be vital in ensuring and maintaining a safe, clean and welcoming environment for our school community and all visitors.

Key responsibilities of the role includes:

- Opening and securing the school premises
- General maintenance and minor repairs
- Maintaining clean, safe and secure school premises, which includes buildings and grounds
- Health & safety checks and reporting issues
- Liaising with contractors and suppliers
- Supervision of school cleaning staff
- Promoting health and safety around the school

Previous experience of caretaking and/or maintenance is preferred but not essential. A ‘can-do’ and problem solving attitude is valued, along with excellent communication skills both verbal and in writing. Previous working with children in a school setting or child related organisation is desirable. A commitment to safeguarding and child protection is essential.

Application forms, job description and person specification are available from Miss Jones on 0208 724 1111 or email njones@manor-i.bardaglea.org.uk

We do not accept CV’s. Please note that only those applicants who have been shortlisted will be notified. **The school is committed to safeguarding and promoting the welfare of young children. We expect all members of staff to share this commitment. An enhanced DBS is required for this post. The post is exempt from the Rehabilitation of Offenders Act 1974.**

Manor Primary School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief,

sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

SEN Higher Level Teaching Assistant

| | |
|----------------------|---|
| Location: | James Cambell Primary School, Langley Crescent Dagenham RM9 6TD |
| Hours: | 35 hours per week |
| Contract: | Term – Time only |
| Salary: | Salary range Point 18 – 20 |
| Email: | <u>cstevens@jamescambellprimary.org.uk</u> |
| Website: | <u>www.jamescambellprimary.com</u> |
| Closing Date: | 9am Monday 22 nd September 2025 |

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 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

Start date: ASAP

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.

Inclusion Lead/SENCO

| | |
|----------------------|--|
| Location: | St Joseph's Catholic Primary School, Connor Road Dagenham RM9 5UL |
| Salary: | Inner London Scale and SEN allowance |
| Email: | sgeorge@st-jodag.bardaglea.org.uk |
| Website: | https://www.stjosephsdagenham.co.uk/ |
| Closing Date: | 9 th October 2025 |
| Interviews: | 16 th October 2025 |

We are offering a full-time position for the role of SENCo / Inclusion Lead (class based). You will have a record of developing Inclusion and Special Needs as part of your teaching, ideally as an experienced Inclusion Lead and hold the SENCo accreditation. Your main brief will be to enable curriculum access for all our learners, implementing and overseeing intervention programmes and ensuring the good progress of these learners. You will have responsibility for supporting and overseeing the Pupil Premium strategy and disadvantaged pupil groups across the school.

We offer you a school with:

- tailored roles and salaries
- a diverse and vibrant community
- enthusiastic and very well-behaved children
- a friendly, dedicated and motivated staff team
- a wealth of experience to support you in your role
- access to high quality CPD

Tell us about your:

- great teaching and support for SEND pupils
- record of pupil achievement
- high quality organisational skills
- ability to work with and lead a team
- SENCo accreditation (Completed or in progress)

An application pack can be obtained from the school website

<https://www.stjosephsdagenham.co.uk/> or by using the email address provided below.

Please then email application forms and supporting documents to: sgeorge@st-jodag.bardaglea.org.uk

Tours of the school are welcomed and encouraged. Please contact the school office to arrange to meet the Headteacher.

Closing date for applications: Thursday 9th October 2025

Interviews: Thursday 16th October 2025

St Joseph's Catholic School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. The successful candidate will be subject to an enhanced Disclosure and Barring Service check along with other relevant employment checks.

**Applications should be on a CES application form and sent to the school
(applications NOT submitted on the CES application form will not be considered).**

Relief Midday Assistants

| | |
|----------------------|---|
| Location: | Hunters Hall Primary School, Alibon Road, Dagenham, RM10 8DE |
| Salary: | London Living Wage £13.85 per hour |
| Hours: | 10 hours per week – term time only |
| Email: | office@hunters-hall.bardaglea.org.uk |
| Website: | https://www.huntershallprimary.org.uk/staff-governing-body/vacancies-2/ |
| Closing Date: | 18 th September 2025 |
| Interviews: | 22 nd September 2025 |

We are looking to appoint a team of Relief Midday Assistants who are enthusiastic and approachable on a casual contract basis to cover for staff absence.

As a school we will be able to offer a friendly and welcoming work environment with the opportunity for training.

The successful candidates will need:

- To be available at short notice to cover the lunchtime period.
- To enjoy working with children and be able to lead or support organised play.
- Know how to speak politely and appropriately to children of all ages.
- Be calm, approachable and friendly.
- The ability to listen and understand their points of view.
- To follow instructions and to work well as part of a team.
- To be flexible and good humoured.
- To understand and follow school policies
- To ensure the safety and good conduct of pupils in both the dinner hall and outside areas.
- To understand and follow current health and safety requirements.

We welcome informal visits to the school prior to application and look forward to meeting you. Full job description, person specification and application form are available to download from the school website <https://www.huntershallprimary.org.uk/staff-governing-body/vacancies-2/> or email office@hunters-hall.bardaglea.org.uk

Closing date: Thursday 18th September 2025 (4:00pm)

Shortlisting: Friday 19th September 2025

Interviews: w/c Monday 22nd September 2025

Equality and Diversity

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

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

Safeguarding

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

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

A copy of Hunters Hall Primary Child Protection and Safeguarding policy and the Safer Recruitment Policy are available on our website at www.huntershallprimary.org.uk

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

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

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

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

Relief Cleaner

| | |
|----------------------|---|
| Location: | Hunters Hall Primary School, Alibon Road, Dagenham, RM10 8DE |
| Contract: | 1 year Contract |
| Salary: | London Living Wage £13.85 per hour |
| Hours: | Up to 10 hours per week – term time only |
| Email: | office@hunters-hall.bardaglea.org.uk |
| Website: | https://www.huntershallprimary.org.uk/staff-governing-body/vacancies-2/ |
| Closing Date: | 18 th September 2025 |
| Interviews: | 22 nd September 2025 |

We are looking for a reliable and hardworking cleaner, who can perform the required duties to a high standard. The applicant must be enthusiastic, trustworthy, flexible, able to use own initiative and be an active member of the site cleaning team.

Duties are as directed and include dusting, polishing, vacuuming, mopping, emptying bins, general cleaning and using a range of cleaning equipment and products. Cleaning will take place in all areas of the school premises and areas of responsibility are rotated periodically. Deep cleaning is also scheduled in during term time and school holiday periods.

Experience will be preferred and some training will be given.

The application pack is available to download from the school website <https://www.huntershallprimary.org.uk/staff-governing-body/vacancies-2/> or email office@hunters-hall.bardaglea.org.uk

Only shortlisted applicants will be contacted.

Closing date: Thursday 18th September 2025 (4:00pm)

Shortlisting: Friday 19th September 2025

Interviews: w/c Monday 22nd September 2025

Equality and Diversity

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

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

Safeguarding

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

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

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

Business Manager

Location: All Saints Catholic School (Terling Road, Dagenham, RM8 1JT)
Workplace: Secondary
Salary: Scale PO8
Contract: Fixed term to Permanent
Hours: Full time
Required: November 3rd
Website: <https://www.allsaintsschool.co.uk/>
Closing Date: Wednesday 17th September

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

School Information

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

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

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

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

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

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

Key Responsibilities:

- Finance and Budget Management:
- Prepare, manage, and monitor the annual school budget in collaboration with the Headteacher and governors.

- Maintain accurate financial records and produce regular financial reports.
- Ensure compliance with financial regulations, funding guidelines, and audit requirements.
- Manage school income, expenditure, payroll, and procurement processes.
- To be responsible for strategic planning including financial, personnel, estate and community aspects to ensure that the school makes the best possible use of resources available.
- To be the strategic lead for all matters within the management of the school which are supportive to, but do not involve, the teaching function.
- To provide overall leadership and some line management to the business support functions in the school, developing high performing support teams which are highly motivated and focused on the education outcomes and strategic vision of the school.
- To ensure that the school's business support functions provide value added support and advice to the Headteacher in a timely and professional manner.
- In conjunction with the Headteacher, create the detailed budget of the school.
- To lead on producing a monthly overview of the school budget to the Headteacher and advise of any potential deficit and/or other finance related issues, their implications and make recommendations on possible solutions.

For job description and application forms please email office@allsaintsschool.co.uk.

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

Caretaker

Location: Sydney Russell School, Parsloes Avenue, Dagenham, RM9 5QT
Salary: 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: 19th September

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 fire fighting 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 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.

Primary Teacher

Location: Eastbury Community School, Hulse Avenue, Barking, IG11 9UW
Salary: MPS/UPS £38,766 - £60,092
Contract: Full Time - Permanent
Email: kdunnell@eastbury.bardaglea.org.uk
Website: www.eastbury.bardaglea.org.uk
Closing Date: 22nd September 2025
Interviews: 30th September 2025

Eastbury Community School is a vibrant, oversubscribed 3–19 all-through school, located in the heart of East London. With a roll of 470 in our Primary Phase, we are proud to serve a wonderfully diverse community that reflects the rich culture and heritage of the area. Our school is more than just a place of learning – it is a community where every child is known, valued and inspired to achieve their very best.

We are committed to the belief that every child can succeed. This underpins everything we do, from academic achievement to personal growth and character development. Our vision is to equip children not only with the knowledge and skills they need for their next stage of education, but also with the values and resilience to thrive in life.

Our Primary Phase has quickly gained a reputation for innovation, creativity and excellence in teaching and learning.

We are proud to offer:

- A rich, broad and balanced curriculum, designed to engage and challenge every learner.
- A strong focus on early reading and writing, with Sounds Write Phonics, Daily Supported Reading, Destination Reader, and Talk for Writing embedded across the school.
- A mastery approach to mathematics through Maths No Problem, ensuring depth of understanding and success for all pupils.
- A thriving music programme, where every child learns a musical instrument, recognised through the Music Mark Award.
- A high-quality PE and sports curriculum, delivered by a specialist coach and enriched with a wide range of extra-curricular clubs.
- Spanish taught by a native speaker, giving pupils the opportunity to become confident young linguists.
- A dedicated Forest School and Eco Curriculum, which fosters a love for the natural world, sustainability, and pupil leadership – recently recognised with the Eco Schools Green Flag Award.
- Excellence in Science teaching, acknowledged by the Primary Science Quality Mark.
-

When you join Eastbury, you become part of a dynamic, forward-thinking and supportive team who are committed to making a real difference. We are ambitious for our pupils, ambitious for our staff, and ambitious for the community we serve.

This is an exciting time to join us as we continue on our journey towards excellence. If you are looking for a school where you can truly inspire, innovate and make an impact, Eastbury Community School could be the perfect place for you.

Find out more about a career at ECS here: [Join Our Community](#)

About The Role:

We are seeking a well-qualified and ambitious professional who is motivated to make a difference to the life chances of children and help the school to move to overall outstanding. The post would suit a team player who is committed to the happiness, well-being, self-esteem and progress of everyone at the school and can

- Set high expectations which inspire motivate and challenge pupils
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge
- Plan and teach well-structured lessons
- Adapt teaching to respond to the strengths and needs of all pupils
- Make accurate and productive use of assessment
- Manage behaviour effectively to ensure a good and safe learning environment
- Fulfil wider professional responsibilities

How To Apply:

For full details of the post and an application form, please visit the school website www.eastbury.bardaglea.org.uk and return the application form to the Headteacher's PA, Karen Dunnell kdunnell@eastbury.bardaglea.org.uk. The closing date for applications is 22 September 2025 and interviews will be held on 30 September 2025.

Eastbury School is committed to safeguarding and promoting the welfare of children and young people. We are committed to and promote equalities in our practice. We expect all staff to share this commitment and to undergo appropriate checks including enhanced DBS checks. CVs are not accepted and will not be considered.

Primary Teacher

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Contract: Maternity Cover – One year in the first instance
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Website: www.eastbury.bardaglea.org.uk
Closing Date: 22nd September 2025
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