

12th September 2025

SCHOOL VACANCY BULLETIN

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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:	<u>tmurphy@warrenjunior.co.uk</u>
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, 26th 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 include:

- 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: cstevens@jamescambellprimary.org.uk
Website: www.jamescambellprimary.com
Closing Date: 9am Monday 22nd 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: 9th October 2025
Interviews: 16th 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

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).

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.

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:	<u>office@hunters-hall.bardaglea.org.uk</u>
Website:	<u>https://www.huntershallprimary.org.uk/staff-governing-body/vacancies-2/</u>
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.

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.

Assistant Site Manager

Location: Parsloes Primary School, Spurling Road, Dagenham, RM10 8AY
Salary: Scale 6 – Salary £35,520 to £36,585
Hours: 35 hours per week – Split Shift AM/PM
Email: bfairweather@parsloes.bardaglea.org.uk
Closing Date: 29th September 2025

Parsloes Primary School and Dorothy Barley Infant School are ambitious and successful schools within a Hard Federation situated in the heart of Dagenham. This highly effective partnership allows each school to retain their unique character whilst benefiting from the mutual support and challenge of belonging to a federation under the leadership of the Executive Head Teacher. Both schools are friendly, diverse and inclusive and we are passionate and dedicated to ensuring that each and every child is valued, included and able to reach their full potential.

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

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

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

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

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

Closing date for applications: 29th September 2025 @ 12pm
Interviews: Date to be confirmed

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

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

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

Midday Assistants

Location: Rush Green Primary School, Dagenham Road, Romford, RM7 0TL
Salary: Scale 2 – Spinal Point 4 £28,125 FTE - £4,154 pro-rata)
Contract: Term-Time
Hours: 6.25 hours per week
Email: office.rushgreen@bdcs.org.uk
Closing Date: 26th September 2025
Interviews: w/c 29th September 2025

Rush Green Primary School are looking for enthusiastic and approachable Midday Assistants, to join our caring team.

We aim for our children's lunchtime to be a positive and active experience.

We are a school that is committed to safeguarding and promoting the welfare of children and young children. We expect all staff to share this commitment and undergo appropriate checks, including DBS. Rush Green Primary School supports Equal Opportunities Employment.

If you have the necessary skills and need a new challenge, please contact our Main School Office on 020 8270 4940 (office.rushgreen@bdcs.org.uk) for an application pack.

Administrative Assistant

Location: Rush Green Primary School, Dagenham Road, Romford, RM7 0TL
Salary: Scale 4 – Spinal Point 7-10 £29,346 - £30,630 PA Actual pro-salary £19,563 - £20,419 PA, Potential for an uplift in due course to Grade 5 for the right candidate
Contract: Permanent Term-Time plus additional days as and when required
Hours: 27.5 hours per week (8am-2pm Monday-Friday with half hour unpaid break)
Email: office.rushgreen@bdcs.org.uk
Closing Date: 19th September 2025
Interviews: w/c 22nd September 2025

Rush Green Primary School are looking for an enthusiastic, organised and self-motivated Administrative Assistant to work closely with the Office manager and other administrative staff, in supporting the activities of the school. The job entails having daily contact with staff, children, parents, the borough and other internal and external parties, and will be expected to perform their duties to a high standard.

The successful candidate should be First-Aid Trained, have good working knowledge of Integris/Arbor, Microsoft windows, Microsoft office (especially excel), be IT proficient and have good communication skills.

We are a school that is committed to safeguarding and promoting the welfare of children and young children. We expect all staff to share this commitment and undergo appropriate checks, including DBS. Rush Green Primary School supports Equal Opportunities Employment.

If you have the necessary skills and need a new challenge, please go to the school office for an application pack.

Receptionist/Administrative Assistant

Location: Richard Alibon Primary School, Alibon Road, Dagenham, RM10 8DF

Salary: Scale 4 Spinal point 7-10 (£22,232 to £23,203)

Hours: 30 hours per week (term time only)

Contract: Permanent

Required: As soon as possible

Website: www.richardalibon.co.uk

Closing date: Friday 26th September 2025

Richard Alibon is a three-form entry, friendly, 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 want to appoint a motivated and highly effective Administration Assistant to join our small, hardworking and supportive team.

At Richard Alibon Primary you will find a team who are absolutely committed to delivering an exceptional educational experience for our pupils and their families.

In the school office we work hard, we help each other and go out of our way to help others and find solutions rather than focusing on problems. We are positive and proactive and, although absolutely focused on our areas of expertise, we work as a team so that the school office is the best it can be.

This is a key, varied, interesting, role that requires good people skills. Your greeting will create the first impression of our school.

We are looking for a self-motivated individual to take on the day-to-day administration in these key areas:

- Reception of visitors
- Safeguarding administration
- Diary and event administration
- Medication administration
- Clerical duties

We offer:

- A diverse, friendly and supportive community of staff and children
- A dedicated and hardworking team
- Well behaved and hardworking children who are keen to learn
- Equal access to professional development opportunities for all staff
- A leadership team committed to staff well-being and workload

We welcome applications from individuals who are:

- Effective communicators
- Strong team players who are committed to working in partnership with all members of our school community.
-

A willingness to train as a first aider would be an advantage.

Your hours of work will be 8.30am to 3.30pm.

Training and induction will be provided for the successful candidate.

Applications should be made via the school website where a recruitment pack is available.

If you require further details, please contact Tracey Phelan, School Business Manager:
tphelan@r-alibon.bardaglea.org.uk

Closing date: Friday 26th September 2025

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

Richard Alibon Primary School is committed to developing a rich culture, a diverse workforce and a healthy work environment in which every employee is treated fairly, is respected and has the opportunity to contribute to the success of the school, while having the opportunity to achieve their full potential as individuals. Diversity at Richard Alibon refers to all the characteristics that make individuals different from each other. It includes characteristics or factors such as religion, race, ethnic origin, language, gender, sexual orientation, disability, age or any other potential factor of difference. We understand that the wide range of experiences and perspectives resulting from such diversity promotes innovation and success within our school.

This post is subject to Enhanced Criminal Record Bureau Disclosure checks.

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.

School Cleaner

Location:	Barking Abbey School (Longbridge Road, Barking, Essex, IG11 8UF)
Salary:	Scale 2 (Pt3 £15.68ph - Pt4 £15.90ph) to be pro rata'd in addition to pension benefits and holiday pay.
Website:	<u>Jobs@barkingabbeyschool.co.uk</u>
Hours:	13.75 hours per week, Monday to Friday, Term Time only. (additional hours optional in holiday periods).
Contract:	Permanent
Required:	As Soon As Possible.
Closing date:	29 th September 2025

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

Closing Date for Applications: 29th September 2025

Interview Date: TBC

Please apply via MNT. The link is below:

<https://mynewterm.com/jobs/101241/EDV-2025-BASSSAHC-56058>

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.

Site Officer

Location: Barking Abbey School (Longbridge Road, Barking, Essex, IG11 8UF)

Salary: Scale 5 (Pt 12, £32535 – Pt 15, £33987) Full time dependant on experience.

Hours: 35 Hours Per Week, Full Time

Contract Type: Perm Required: As Soon As Possible

Website: Jobs@barkingabbeyschool.co.uk

Closing Date: 6th October 2025

Interviews: w/c 13th October 2025

Site Officer

Part time hours, days, shifts considered for the right person.

Scale 5 (Point 12 (£32,535) – Point (£33,987)

Are you motivated and driven with a strong work ethic and a background in building maintenance and/or facilities support?

Do you relish a challenge and like to be kept on your toes? Do you take pride in your work and enjoy undertaking maintenance and practical work? If so, this may be the opportunity you are looking for...

We are looking for an enthusiastic, proactive Site Officer who will help improve standards of maintenance and work as part of our site team. You will have high standards, excellent communication skills and be driven to provide a first-class service.

About Us

Barking Abbey School is an Ofsted Outstanding, heavily over-subscribed secondary school located in Barking, East London. We have a well-deserved reputation for academic excellence and a supportive professional environment. Our school celebrates diversity and welcomes applications from all sections of the community. We have recently entered a partnership with Eastbrook School in Dagenham and are expanding our teams to support both schools to ensure that we can deliver an excellent school experience for our community's young people.

The Role

You will work 7 hours a day, between the hours of 05.30 and 10pm for five days a week over 7 days. Shifts and working days to be agreed in advance with employees. This role is within the site services team which is part of the Schools wider central core team encompassing all business support services. Including, Exams, HR, Finance, Administration, Catering and IT.

Having now reached our final year of growth and expansion we are looking to improve, develop and streamline our facilities management services and processes to ultimately impact upon the outcomes for our students.

Key Responsibilities

- Perform general maintenance and repair tasks.
- Ensure the security and upkeep of school buildings.
- Conduct security checks and oversee cleaning.
- Carry out caretaking and manual handling duties, including moving furniture and equipment.
- Comply with safeguarding policies and procedures

In return we offer:

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

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Casual Site Officer

Location: Barking Abbey School (Longbridge Road, Barking, Essex, IG11 8UF)

Salary: Full time (Hourly rate between Pt 12, £17.82 - Pt15, £18.62 per hour) dependant on experience. Hours: 35 Hours Per Week, Full Time

Contract Type: Perm

Required: As Soon As Possible

Website: Jobs@barkingabbeyschool.co.uk

Closing Date: 6th October 2025

Interviews: w/c 13th October 2025

Casual Site Officer

(This role is for Barking Abbey School and Eastbrook School) Shift/Flexible working pattern
Casual Work - working hours to be agreed between the school and successful candidate, work will be for a maximum of 7 hours per day over 7 days a week between the hours of 06.00 and 10pm. Scale 5 (Pt 12, £32535 – Pt 15, £33987) Full time (Hourly rate between Pt 12, £17.82 - Pt15, £18.62 per hour) dependant on experience. Working up to 35 hours per week on a shift pattern, hours to suit the needs of the school and individual.

Join Our Team as a Casual Site Officer at Barking Abbey School and Eastbrook School!

Are you looking for a flexible role that fits around your current job or commitments? Do you have experience in general maintenance and facilities support? Are you passionate about hands-on work and enjoy a variety of tasks? If so, we have the perfect opportunity for you!

About Us

Barking Abbey School is an Ofsted Outstanding, heavily over-subscribed secondary school located in Barking, East London. We have a well-deserved reputation for academic excellence and a supportive professional environment. Our school celebrates diversity and welcomes applications from all sections of the community. We have recently entered a partnership with Eastbrook School in Dagenham and are expanding our teams to support both schools to ensure that we can deliver an excellent school experience for our community's young people.

The Role

We are seeking committed, reliable, and enthusiastic Casual Site Officers and General Handy persons to join our teams. You will be responsible for ensuring that our school environments are safe, well-maintained, and comfortable for all students, staff, and visitors. You will work alongside other site officers the facilities team, across multiple campuses.

Key Responsibilities

- Perform general maintenance and repair tasks.
- Ensure the security and upkeep of school buildings.
- Conduct security checks and oversee cleaning.
- Carry out caretaking and manual handling duties, including moving furniture and equipment.

- Comply with safeguarding policies and procedures

In return we offer:

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

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ICT Technician

Location: Barking Abbey School (Longbridge Road, Barking, Essex, IG11 8UF)

Salary: Scale 6 (Point 18 (£35,520) – Point (£36,585))

Hours: 35 Hours Per Week, Full Time

Contract Type: Perm Required: As Soon As Possible

Website: Jobs@barkingabbeyschool.co.uk

Closing Date: 6th October 2025

Interviews: w/c 13th October 2025

ICT Technician

(Working across Barking Abbey School & Eastbrook School)

Start Date: ASAP

Permanent Contract

35 hours per week, Full Time

Barking Abbey School and Eastbrook School are working together under the same leadership, and we are looking for a IT Technician to join our dynamic ICT Support Team. This role is integral to the daily smooth operation of the schools and will provide a hardworking, ambitious and proactive candidate with great opportunities for growth and development, and to gain specialist knowledge and skills around supporting a large and extensive IT estate, spread across two schools.

The role will be varied, and at times fast paced, enabling the successful candidate to develop skills and specialisms with software, hardware, networking and systems management.

The role will be in an expanding ICT support team of five staff, and the successful candidate will work closely with the Network Manager to ensure the school's operational needs are met, and that staff and students receive first class support in their educational journey.

The successful candidate will have:

- Experience in supporting school ICT systems.
- A can do and positive attitude.
- The ability to prioritise and plan workload and think of innovative solutions to solve problems.
- A commitment to Barking Abbey's high expectations and ethos.
- A desire to work collaboratively and to make a real contribution to the progress of a growing professional service department in school.
- Great communication skills with the ability to adjust communication to all levels of school stakeholder.
- Great troubleshooting skills, with the ability to logically work through issues to resolve problems quickly and effectively.
- A willingness to work flexibly in a varied role.
- The successful candidate will need to be flexible regarding working hours and location in order to meet the needs of the school during busy periods.

In return we offer:

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

Location: Eastbury Community School, Hulse Avenue, Barking, IG11 9UW
Salary: MPS/UPS £38,766 - £60,092
Contract: Maternity Cover – One year in the first instance
Email: kdunnell@eastbury.bardaglea.org.uk
Website: www.eastbury.bardaglea.org.uk
Closing Date: 22nd September 2025
Interviews: 30th September 2025

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- 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.
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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.

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Mathematics Teacher

Location: Robert Clack School, Gosfield Road, Dagenham, RM8 1JU
Salary: Main Pay Scale/Upper Pay Scale (Inner London)
Email: mbrown@robertclack.co.uk
Website: www.robertclack.co.uk
Closing Date: 8am Monday 29th September 2025
Interviews: TBC

As a result of our recent and continuing school expansion, we are looking for an enthusiastic and inspirational Teacher of Mathematics to join our growing team.

We provide pupils with access to the Mathematics curriculum, which builds on what they already know, ensuring that learning is meaningful and relevant to their everyday lives. All pupils are taught to develop key skills in problem solving and using mathematical reasoning and techniques, which can be applied to real life issues. Our pupils study a mastery approach to learning in years 7 to 9, which gives them a chance to explore topics in more depth, while engaging in and enjoying Maths. We also deliver numeracy booster classes at KS3 and revision classes in preparation for exams at KS4 and KS5.

You must be passionate about teaching and promoting a lifelong enjoyment of Mathematics. You will be expected to collaborate with colleagues in the department in planning and delivering lessons across a range of ages and abilities. You must be committed to delivering high quality teaching and learning, while securing outstanding progress for all pupils. We will consider applications from both early career teachers and experienced teachers.

The right candidate for us will be someone who can demonstrate: -

- Experience and knowledge of teaching Mathematics within a secondary school (ages 11-16);
- Excellent curriculum knowledge and how to sequence the skills and knowledge needed;
- A record of / commitment to outstanding teaching and securing high levels of pupil progress;
- Experience of or a commitment to wider school responsibilities;
- Exceptional interpersonal and organisational skills;
- Qualified Teacher Status;
- An appreciation and an understanding of a school at the heart of the community.

Robert Clack School of Science is one of the most successful schools in the UK and is soon to become one of the largest schools in the UK.

Reasons to join us:-

Our Pupils: The exemplary behaviour of our pupils is always commented upon by visitors to our school. Our pastoral system is second to none, reinforcing the values and ethos of the school. Pupils understand the importance of mutual respect, compassion for others, discipline, hard work, high expectations, and aspirations.

Success: We are hugely oversubscribed with a large Sixth Form. Through our

provision of a broad and balanced curriculum, and an extensive range of extra-curricular opportunities, our pupils achieve excellent academic, social and cultural outcomes, despite living in an area of significant disadvantage. At the end of Year 13, our pupils go on to top University destinations, including Oxford and Cambridge. Many have progressed to employment via apprenticeships or in a variety of industries.

Working Conditions: Our pupils need the best quality teachers in the classroom and we support our teachers through enhanced PPA time, minimal bureaucracy, supportive departments, pastoral teams and the leadership team.

Professional Advancement: We believe in training, developing and supporting teachers and support staff. Many of our teachers trained at Robert Clack; a number are former pupils of the school, including the Headteacher. We have a Silver award for our CPD from the Teacher's Development Trust, Investors in People Bronze award and the one time that we entered the Sunday Times Best Public Sector Company we were ranked first for Leadership, My Company and Personal Growth. If you are ambitious, motivated and above all an excellent teacher, there are plenty of opportunities for you to develop at Robert Clack School.

HOW TO APPLY: To view more information about Robert Clack School, please take a look at the school website. If you would like to apply for this position please refer to the Job Description, Person Specification and download the application form which is available with the TES. Please submit your completed application form via the TES or to:
mbrown@robertclack.co.uk

CVs only will not be accepted. They will only be accepted if accompanied by a completed application form.

Closing date: 8am on Monday 29 September 2025 (rolling advert until appointment made).

Interviews to be held: To be confirmed.

Commencement date in post for successful candidate: January 2026.

Please note that previous applicants should not apply.

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

Teacher of Business Studies and Maths

Location: Sydney Russell School, Parsloes Avenue, Dagenham, RM9 5QT
Contract: Permanent
Salary: Inner London
Email: office@sydneyrussellschool.com
Website: www.sydneyrussellschool.com
Closing Date: Thursday 9th October 2025
Interviews: w/c 13th October 2025

We seek a high calibre teacher of Business Studies and Maths to join our ambitious, experienced teams to further enhance our students' academic achievements.

Business Studies is a very successful department which has seen a rapid growth in the numbers of pupils choosing it at GCSE & A Level. Due to a maternity leave, in year one of this permanent role, the successful candidate will be delivering GCSE, BTEC and A level Business Studies. From September 2026, they will have the opportunity to work across both the Business Studies and Maths departments.

We therefore seek to appoint a teacher who will ensure continued success for our students across KS4 and KS5. The successful candidate will work as part of a team to ensure the highest standards of academic progress of all the students who study Business Studies and Maths, continually driving and improving student achievement.

The teacher will:

- Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document
- Meet the expectations set out in the Teachers' Standards

During the course of the academic year, it is expected that you will take on the following duties and responsibilities:

1. Planning
2. Teaching & Classroom Management
3. Agreed Whole School Procedures

Main activities and responsibilities:

Planning

As a class teacher, you will be expected to plan your teaching with regard to the school's policies and programmes of study. You will be expected to achieve progression in student's learning by:

- Identifying clear learning and teaching objectives and content and specifying how these will be taught.
- Setting tasks for class, group and individual work, which challenge students and ensure high levels of student interest. This includes teaching through "challenges" where children's learning is not capped and they have greater ownership of the work they undertake.
- Planning, setting and responding to homework, in line with the agreed policy for each year group.

- Setting high expectations for students' learning, motivation and presentation of work.
- Setting clear targets for students' learning, building on prior attainment and ensuring that students understand what is required of them for any given task.
- Identifying students with Special Educational Needs and knowing where to seek advice to give positive and targeted support.
- Planning, in the short, medium- and longer-term, lessons which provide pace, motivation and challenge for students.
- Using assessment of students' attainment to plan future lessons.
- Planning for students' personal, spiritual, moral, social and cultural development.

Teaching and Classroom Management

As a class teacher, you will be expected to:

- Ensure that teaching and learning objectives are met through effective teaching, high expectations, sound learning and discipline and a purposeful working atmosphere in the classroom.
- Establish and maintain good discipline, by following the school policy for behaviour management.
- Establish a safe learning environment in which students feel safe, secure and confident.
- Use a variety of teaching methods which will foster and stimulate enthusiasm for learning, and maintain motivation.
- Differentiate appropriately for all abilities in the class, setting high expectations for all but not cap student learning.
- Give clear instructions, presentations and question students effectively to ensure participation.
- Respond to all students' work effectively, in line with the school's marking policy so that students are clear about how they have achieved and their next steps.
- Keep effective records of children's progress.
- Use opportunities to develop students' personal, spiritual, social, moral and cultural development.
- Establish positive working relationships with all support staff who may work in your classroom and ensure they are informed of lesson planning and your expectations.

Agreed Whole School Procedures

As a class teacher and member of staff, you will be expected to:

- Ensure all children are treated equally, regardless of gender, social or cultural backgrounds.
- Safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.
- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school e.g. through being a form tutor, contributing to the enrichment curriculum
- Take part in the school's appraisal procedures
- Work with others on curriculum and pupil development to secure coordinated outcomes
- Participate in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.
- Attend all directed-time activities including the agreed Parents' Evening sessions.
- Keep parents informed of their child's progress during the year, through positive links with parents and reporting to them.

- Ensure that student welfare duties are carried out, including break-time duty and forward any student concerns to the relevant person.
- Look to improve performance through evaluating your own teaching critically and use this to improve your effectiveness and engage with continued professional development including feedback to/from other members of staff.
- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality

You should be familiar with the Code of Practice on the identification and assessment of Special Educational Needs and you are expected to implement and keep records on Individual Education Plans (IEPs). You should also seek the advice of the schools Special Educational Needs Co-ordinator (SENCO) if you have concerns on a student's progress.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The post-holder may be required to do other duties appropriate to the level of the role, as directed by the Principal or line manager.

Person Specification – Teacher Business Studies & Maths

Receptionist/Admin Assistant

School:	Eastbrook School (Dagenham Rd, Dagenham RM10 7UR)
Salary:	Scale 3 (Pt 5-6, £29,436-£29,856 to be pro rata'd to working weeks and hours (also dependant on experience, weeks per year and continuous service)
Hours:	35 Hours Per Week, Term Time plus 10
Contract Type:	Perm
Required:	As Soon As Possible
Website:	<u>Jobs@eastbrookschool.org</u>
Closing Date:	29 th September 2025

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

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

If so, this may be the job for you!

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

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

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

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

The successful candidate will:

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

In return we offer:

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

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

Eastbrook is an all through school. Whilst staff may be primarily based in secondary or primary, there is an expectation that staff contribute to and work across all key stages. Eastbrook School is committed to safeguarding and promoting the welfare of children and is an Equal Opportunities Employer. This post is exempt from the Rehabilitation of Offenders Act 1974 and a comprehensive screening process, including Disclosure check, will be undertaken on all successful applicants.

SEND Project Youth Worker (18-25 age group)

Location: Vibe Youth Centre, RM8 2UT

Salary: LLW - £13.85p/h

hours: Wednesday evenings 6pm – 9pm.

Contract: This is a 1 year contract to end beginning October 2027. *Possibility of extension depending on funding.*

Email: louiseh@abphabyouthclub.org.uk

Closing date: 3rd October

Interviews: 8th October

More Info:

We are looking to recruit a 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!

1. 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 adults 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!

Application deadline is Friday 3rd October. Interviews will be held on 8th October.

For more information or to request a full application pack please contact Louise Harris on: louiseh@abphabyouthclub.org.uk