

6<sup>th</sup> February 2026

## **SCHOOL VACANCY BULLETIN**

[Click Here to view Current Vacancies](#)

Promoting Equal Opportunities and Celebrating Diversity  
For more information about this borough please log onto our website  
at [www.barking-dagenham.gov.uk](http://www.barking-dagenham.gov.uk)

# Contents

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## Infant Education

### Junior Education

### Primary Education

Additional Resource Provision (ARP) Class Teacher

Cleaner

Midday Assistant

Cover Supervisor

Apprentice Teaching Assistant

Deputy Headteacher

Teaching Assistant EYFS

Midday Assistant EYFS

Midday Assistant

Cleaner **NEW!**

Caretaker **NEW!**

SEND Lunchtime Playleaders Required (Casual Staff) **NEW!**

Higher Level Teaching Assistant **NEW!**

### Secondary Education

ASD Co-educator

Head of PE

School Cleaner

Casual Site Officer

Technology Teacher

Education Welfare Officer /Strategic Attendance lead **NEW!**

## Colleges

### Special School

Special Needs Teaching Assistant

Higher Level Teaching Assistants

### Multi Academy Trust

Breakfast Club Assistant

Assistant Head

### All Through Schools

Teacher of English

Teacher of RE

Teacher of MFL

Teacher of Science

Business and Economics Teacher

Teaching Assistant (Secondary)

Marketing and Communications Administrator

HR Officer **NEW!**

Pastoral Support Officer **NEW!**

Data and Exams Officer **NEW!**

Main Office Administrator **NEW!**

Cover Supervisor **NEW!**

## External Adverts Based In LBBD





**Additional Resource Provision (ARP) Class Teacher**

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

**Salary:** Inner London Main Scale/Upper Pay Range + SEN Allowance (£2787)

**Contract:** Permanent, Full time

**Required:** Negotiable - 1st September 2026 or sooner

**Email:** [jkenning@valenceprimaryschool.com](mailto:jkenning@valenceprimaryschool.com)

**Website:** [www.valenceprimaryschool.com](http://www.valenceprimaryschool.com)

**Closing date:** Monday 9th March 2026

**Interviews:** w/b Monday 23rd March 2026

Valence Primary School is a maintained mainstream school with an ARP for pupils with Autism based at the St. George's Road site. This vacancy is an exciting opportunity for a teacher with SEND experience who would like to step up to an ARP Class Teacher role.

We require a practitioner who can:

- Work with the ARP team in the development of SEND provision
- Demonstrate a strong knowledge of Autism
- Demonstrate knowledge and understanding of the SEN code of practice and the EHCP process
- Make consistent judgements based on careful analysis of available evidence
- Set targets, monitor, evaluate and record progress
- Demonstrate good communication, presentation and organisational skills

Please refer to the Job description and Person Specification for full details of this role.

We can offer:

- A friendly and supportive staff community
- A highly knowledgeable Inclusion team
- Dedicated and hardworking staff committed to improvement
- Opportunities for Continuing Professional Development
- A supportive Senior Leadership Team and Governing Body.

Applicants are encouraged to visit the school to discuss the role. All applicants are required to complete an application form available on request from the school. Your application should be emailed to [jkenning@valenceprimaryschool.com](mailto:jkenning@valenceprimaryschool.com)

Closing date for applications: Monday 9th March 2026

Interviews: w/b Monday 23rd March 2026

*Valence Primary is committed to safeguarding and promoting the welfare of children. This post is exempt from the Rehabilitation of Offenders Act and a comprehensive screening process, including a disclosure check, will be undertaken on all applications.*

## **Cleaner**

**Location:** Rush Green Primary School, Dagenham Road, Dagenham, RM7 0TL

**Salary:** Scale 2 – Spinal Point 4 -£29,025 FTE (Actual Salary (Pro-Rata) £10,366PA)

**Hours:** 12.5 hours per week – 6am – 8.30am Holiday entitlement – 22 days per year

**Contract:** Permanent

**Required:** As soon as possible

**Email:** [office.rushgreen@bdcs.org.uk](mailto:office.rushgreen@bdcs.org.uk)

**Closing date:** FRIDAY 13TH FEBRUARY 2026 (12 NOON)

Rush Green Primary School are looking for an enthusiastic, organised and self-motivated Cleaner, to work as part of a team of cleaners, working under the day-to-day supervision of the site manager. The job entails having daily contact with staff and will be expected to perform their duties to a high standard.

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](mailto:office.rushgreen@bdcs.org.uk)) for an application pac

Please note: we may hold interviews as and when applications are received and we reserve the right to offer to a candidate prior to the closing date. With this in mind, we encourage you to apply as soon as possible. In line with safer recruitment, we are unable to accept CVs. Failure to complete an application form satisfactorily may result in not being shortlisted for the post. Rush Green Primary School is committed to safer recruitment, equal opportunities, safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment and undergo appropriate checks, including an enhanced Disclosure and Barring Service check.

## **Midday Assistant**

**Location:** Rush Green Primary School, Dagenham Road, Dagenham, RM7 0TL  
**Salary:** Scale 2 – Spinal Point 4 £29,025 FTE (Actual Salary (pro rata) £4,287 pro- rata)  
**Hours:** 6.25 hours per week.  
**Contract:** Permanent, Term-time Only  
**Required:** As soon as possible  
**Email:** [office.rushgreen@bdcs.org.uk](mailto:office.rushgreen@bdcs.org.uk)  
**Closing date:** FRIDAY 13TH FEBRUARY 2026 (12 NOON)

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

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

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](mailto:office.rushgreen@bdcs.org.uk)) for an application pack.

Please note: we may hold interviews as and when applications are received and we reserve the right to offer to a candidate prior to the closing date. With this in mind, we encourage you to apply as soon as possible. In line with safer recruitment, we are unable to accept CVs. Failure to complete an application form satisfactorily may result in not being shortlisted for the post. Rush Green Primary School is committed to safer recruitment, equal opportunities, safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment and undergo appropriate checks, including an enhanced Disclosure and Barring Service check.

## Cover Supervisor

**Location:** Hunters Hall Primary School, Alibon Road, Dagenham, Essex, RM10 8DE

**Salary:** Scale 5 - pro rata Actual salary £24,079

**Hours:** 30 hours per week, term time only

**Contract:** 2 years in first instance

**Required:** 13th April 2026

**Email:** [office@hunters-hall.bardaglea.org.uk](mailto:office@hunters-hall.bardaglea.org.uk)

**Closing date:** 24th February 2026 9:00am

**Interviews:** w/c 2nd March 2026

We are looking to recruit an enthusiastic, caring, inclusive and committed staff member, who in the absence of the class teacher will deliver lessons to a high standard.

We are looking for a Cover Supervisor with the following attributes / experience:

Experience as working as either a Teaching Assistant or Cover Supervisor in a school setting.

Knowledge of planning, preparing and delivering learning for EYS, KS1 and / or KS2 children.

- Ability to motivate and engage children, recognising individual need and able to adapt tasks to meet these needs.
- Proven ability to work well under pressure, is flexible, organised and able to use initiative.
- Have a love for learning and act as an ambassador for the school by supporting the school's mission built on the primacy of learning, high expectations and good discipline.
- Be a significant presence and role model for children and staff.

### **Main Duties:**

- Be ready to cover classes, in the absence of a class teacher (sometimes at short notice), following the class lesson plans and timetable.
- Be able to liaise with other teachers or senior leaders regarding class learning tasks.
- Prepare resources needed for lessons.
- Cover designated duties before and after school such as playtime duty.
- Manage the behaviour of the pupils they are supervising to ensure a calm and constructive learning environment.
- Ensure all children are on track and that children are focused and able to achieve the learning objective.
- Motivate children to complete tasks to the best of their ability and help any children who are finding work difficult.
- Mark completed work in accordance to school policy.
- Undertake professional development in accordance with the requirements of the post.
- Deal with immediate problems and emergencies according to the school's Policies and Procedures.
- Be aware of confidentiality issues linked to home/child/teacher/school/work and to keep confidences as appropriate.
- Implement the School Code of Conduct to include Equal Opportunities, Anti-Bullying, Child Protection and Behaviour.

Hunters Hall Primary School, graded as 'GOOD' by OFSTED is a 3-form entry school in Dagenham. The school prides itself on its warm and friendly atmosphere, with positive relationships between staff and students at the centre of its success.

We welcome informal visits to the school prior to application and look forward to meeting you. Full job description, person specification and application form available on the school website Vacancies - Hunters Hall Primary School or by emailing [office@hunters-hall.bardaglea.org.uk](mailto:office@hunters-hall.bardaglea.org.uk)

Closing date: 24th February 2026 9:00am

Shortlisting: 26th February 2026

Interviews: w/c 2nd March 2026

### **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](http://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.

## **Apprentice Teaching Assistant**

**Location:** Hunters Hall Primary School, Alibon Road, Dagenham, Essex, RM10 8DE

**Salary:** £8.00 per hour <https://www.gov.uk/national-minimum-wage-rates>

**Hours:** 30 Hours per week (Term Time)

**Required:** 13th April 2026

**Email:** [office@hunters-hall.bardaglea.org.uk](mailto:office@hunters-hall.bardaglea.org.uk)

**Closing date:** 24th February 2026 9:00am

**Interviews:** w/c 2nd March 2026

We are looking to appoint two Teaching Assistant Apprentices to work alongside qualified staff assisting with daily activities, mealtimes, outdoor play, observation, assessments and planning.

As a school we will be able to offer a friendly and welcoming work environment.

### **Duties and Responsibilities:**

- Undertake those activities necessary to meet the learning, physical and emotional needs of individuals and groups of children with special educational needs.
- Monitor individual pupil's progress, achievements, problems and condition, reporting to the responsible teacher as appropriate.
- Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupils progress.
- Under the direction of the class teacher / SLT member, provide specialist learning support to individuals, small groups, or children with additional needs who would benefit from a different learning approach.
- Assist the teacher with learning activities in the classroom, preparing or modifying work for an individual or group of pupils as directed.
- Undertake supervision and behaviour management of pupils and provide support within the procedures of the school, reporting any difficulties as appropriate.
- Promote pupil independence in learning, social and mobility skills, reinforcing the pupil's self-esteem through praise and encouragement.

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 on the school website or by emailing [office@hunters-hall.bardaglea.org.uk](mailto:office@hunters-hall.bardaglea.org.uk)

Closing date: Tuesday 24th February 2026 9:00am

Shortlisting: Wednesday 25th February 2026

Interviews: w/c Monday 2nd March 2026

### **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](http://www.huntershallprimary.org.uk)

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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.

## **Deputy Headteacher**

**Location:** Grafton Primary School, Grafton Road, Dagenham, RM8 3EX

**Salary:** Leadership Pay Scale L15-L19 (Inner-London £82,888-£90,446)

**Contract:** Full-time and Permanent

**Required:** 1st September 2026

**Email:** [dattenborrow@graftonprimary.co.uk](mailto:dattenborrow@graftonprimary.co.uk)

**Closing date:** midday Monday 2nd March 2026

**Interviews:** Thursday 26th March 2026

Join Grafton Primary School at a pivotal moment of transformation

We are seeking a Deputy Headteacher for September 2026 to work in close partnership with our Headteacher and Governors, playing a crucial role in leading and managing key aspects of our school as we embark on an exciting journey of rapid change and development following our successful Ofsted Inspection in April 2025.

**Main purpose:** The Deputy Head teacher is expected to deputise for and support the Head teacher regarding the internal organisation and management of the school, take a leading role in the coordination of the whole school and uphold, through personal example, the school's Vision, Aims and Values.

The Deputy Head Teacher under the direction of the Head Teacher, will take a major role in:

- Formulating the aims and objectives of the school
- Establishing policies for achieving these aims and objectives
- Managing staff and resources to that end
- Monitoring progress towards the achievement of the school's aims and objectives
- Providing education, teacher training and development and manage the day-to-day logistics of this four- form entry school
- The DHT is expected to share in the responsibility for the well-being and discipline of all pupils and have responsibility for Curriculum and Whole School Assessment, Phase leadership (area to be agreed) and Safeguarding. Leaders are expected to provide cover teaching when necessary.

Apply now to join Grafton Primary School and help us build a brighter future for every pupil.

Grafton Primary School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment. All posts are subject to pre-employment checks. References will be sought and the successful candidate will be required to complete a Disclosure + Barring Service Check. Please note that we do not accept CVs or applications from agencies.

For more information, an Application Pack or to arrange a visit, please contact Dominka Attenborrow, HR Officer, on [dattenborrow@graftonprimary.co.uk](mailto:dattenborrow@graftonprimary.co.uk) or 020 3727 5171. All completed applications should be sent to [dattenborrow@graftonprimary.co.uk](mailto:dattenborrow@graftonprimary.co.uk)

Applications Closing Date: midday Monday 2nd March 2026

Shortlisting: Friday 6th March 2026

Interviews: Thursday 26th March 202

Grafton Primary School is a vibrant four-form entry primary school with a rich history housed in a 100-year-old building. We pride ourselves on fostering an inclusive environment, with a Local Education Authority (LEA) Additional Resource Provision (ARP) and two internal SEND provisions primarily supporting pupils with autism. Our Hub SEMH internal provision reflects our commitment to supporting pupils' social, emotional, and mental health needs. Despite limited green spaces on site, our dedicated staff work tirelessly to provide a nurturing, stimulating, and safe learning environment where every pupil can thrive.

## **Teaching Assistant EYFS**

**Location:** Roding Primary School, Cannington Road, Dagenham

**Salary:** Scale 4 Salary range: £20,227 - £20,455 (Dependant on previous service)

**Hours:** 30 hours per week

**Email:** [office.301@roding.net](mailto:office.301@roding.net)

**Closing date:** Thursday 12th February 2026 (12:00pm)

**Interviews:** Thursday 26th March 2026, Must be available for interview

Roding Primary School is a larger than average primary school located in Barking and Dagenham. With a focus on providing a supportive and enriching learning environment, the school caters to children aged 3-11 years across two extensive sites, each equipped with substantial fields, playgrounds, and gardens.

We are seeking to appoint an experienced and dedicated teaching assistant to work EYFS as directed by the class teacher. You will need to be flexible, proactive and able to work as part of a team. You must possess excellent communication skills to ensure the needs of all pupils are met and information is shared within the team.

Roding Primary School offers an excellent opportunity for the right candidate. As a large, well-equipped primary school, we provide a supportive leadership team, regular staff training, and a comprehensive induction and appraisal process. Join us and be part of a thriving, established school community dedicated to the success and well-being of our pupils.

**Closing Date:** Thursday 12th February 2026 (12:00pm)

**Interview Date:** Thursday 26th February 2026

Roding Primary is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to apply for an enhanced DBS disclosure.

## **Midday Assistant EYFS**

**Location:** Roding Primary School, Cannington Road, Dagenham

**Salary:** £5,057 – 5,114 Actual salary, dependant on length of service

**Hours:** 7.5 hours per week (11:15am – 12:45pm)

**Email:** [office.301@roding.net](mailto:office.301@roding.net)

**Closing date:** Thursday 12th February 2026 (12:00pm)

Roding Primary School is a larger than average primary school located in Barking and Dagenham. With a focus on providing a supportive and enriching learning environment, the school caters to children aged 3-11 years across two extensive sites, each equipped with substantial fields, playgrounds, and gardens. We are looking to appoint a midday assistant, to support our 30-hour Nursery children at lunchtime, to start as soon as possible.

Applicants must be

- Experienced in working with young children
- Creative and able to use their own initiative
- Be approachable and understanding
- Have a calm and positive manner
- The ability to lead and support playground games
- Hold a current first aid certificate or be willing to train

If you require further details or an application pack, please email the school office  
[office.301@roding.net](mailto:office.301@roding.net)

Completed application forms to be handed in at the office or emailed to  
[office.301@roding.net](mailto:office.301@roding.net)

Closing date: Thursday 12th February 2026 12:00 Noon

*Roding Primary is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to apply for an enhanced DBS disclosure.*

## **Midday Assistant**

**Location:** Roding Primary School, Cannington Road, Dagenham

**Salary:** £4,214 - £4,261 Actual salary, dependant on length of service

**Hours:** 6.25 hours per week

**Email:** [office.301@roding.net](mailto:office.301@roding.net)

**Closing date:** Thursday 12th February 2026 (12:00pm)

Roding Primary School is a larger than average primary school located in Barking and Dagenham. With a focus on providing a supportive and enriching learning environment, the school caters to children aged 3-11 years across two extensive sites, each equipped with substantial fields, playgrounds, and gardens. We are looking to appoint a midday assistant, to start as soon as possible. Applicants must be

- Experienced in working with young children
- Creative and able to use their own initiative
- Be approachable and understanding
- Have a calm and positive manner
- The ability to lead and support playground games
- Hold a current first aid certificate or be willing to train

If you require further details or an application pack, please email the school office

[office.301@roding.net](mailto:office.301@roding.net)

Completed application forms to be handed in at the office or emailed to

[office.301@roding.net](mailto:office.301@roding.net)

Closing date: Thursday 12th February 2026 12:00 Noon

*Roding Primary is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to apply for an enhanced DBS disclosure.*

## **Cleaner**

**Location:** Monteagle Primary School, Burnham Road, Dagenham, Essex, RM9 4RB

**Salary:** Outer London spine point 2

**Contract:** Part time – 15:30 –17:30pm Monday to Friday (10 hours pw)

**Required:** March 2026

**Contract Type:** 1 year contract

**Email:** [dbaker@monteagle.org.uk](mailto:dbaker@monteagle.org.uk)

**Closing Date:** Thursday 5th February 2026

**Interview:** Arranged after submission of application

At Monteagle Primary School we believe that a truly outstanding school is one that enables all children to achieve their best. One where academic attainment is high and the academic progress of individuals is maximized. We are looking for people to work within our team. You will share our core values of curiosity, perseverance, integrity, creativity and fairness, and have a passionate desire to help create a truly outstanding school.

Visits to the school are encouraged prior to application.

### **Purpose of post**

- To work as part of a team.
- To ensure that the school is checked and cleaned daily to maintain high standards of cleanliness.
- To perform a variety of regular and one-off cleaning tasks and duties as directed by their line manager.

### **Duties and responsibilities**

- To be responsible for ensuring the cleanliness of your designated area and for maintaining high and consistent standards.
- To take initiative to perform cleaning and tidying tasks that are not specifically contained within the rota but require attention as part of maintaining overall high standards.
- To liaise with the caretaker, site manager and other members of staff to ensure the cleaning rota operates smoothly.
- To report cleaning supplies requirements and stock levels to the line manager.
- To ensure Health and Safety, quality and general procedures are compliant.
- To work as part of a team and support other members of the cleaning team to meet standards and school objectives.
- The key responsibility is for the care, health & safety of pupils during the school day.

  

- Please download the application form from the school website and return by email to Dawn Baker at [dbaker@monteagle.org.uk](mailto:dbaker@monteagle.org.uk)
- Closing date for applications: 5th February 2026

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act and a comprehensive screening process, including a Criminal Records Bureau Disclosure at Enhanced level, will be undertaken on all applicants. We welcome applications from all sections of the community, regardless of gender, race, religion, disability, sexual orientation or age.

## Caretaker

**Location:** Five Elms Primary School, Wood Lane, Dagenham, RM9 5TB

**Salary:** Scale 5 - £32,535-£33,987

**Hours:** Full time Split Shift – 5:30am-9:30am and 3pm-6pm – 35 hours per week all year round

**Email:** [office@five-elms.bardaglea.org.uk](mailto:office@five-elms.bardaglea.org.uk)

**Required:** 8 March 2026

**Closing Date:** 13 February 2026

We are looking to appoint a friendly, reliable, and hardworking School Caretaker to join our hardworking team at our welcoming 2-form entry primary school. The successful candidate will play a key role in ensuring our school site is safe, secure, and well maintained for our pupils, parents and staff.

### We offer:

- A diverse and welcoming, fully inclusive school community.
- Well behaved and hard-working children who are keen to learn.
- An investment in your professional development,
- Dynamic, dedicated and committed staff who work well together as a cohesive, supportive team.
- Flexible working hours during the School holidays.

### We are looking to appoint a Caretaker who:

- Is dependable, organised, and punctual
- Is able to work split shifts reliably
- Has practical maintenance or caretaking experience (desirable but not essential)
- Can work independently and use initiative
- Communicates well with staff, pupils, and visitors
- Understands the importance of safeguarding in a primary school setting

### Safeguarding:

Our school is committed to safeguarding and promoting the welfare of children. This post is subject to an enhanced DBS check and satisfactory references.

Visits to the school are actively encouraged.

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

For further information, please email [office@five-elms.bardaglea.org.uk](mailto:office@five-elms.bardaglea.org.uk) to request an application pack.

Closing date: 13/02/2026

## **SEND Lunchtime Playleaders Required (Casual Staff)**

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

**Salary:** Scale 2 (Point 3)

**Hours:** Required Monday to Friday; for 1.25 hours a day, 6.25 hours per week; 43.60 weeks term-time only

**Website:** [www.valenceprimaryschool.com](http://www.valenceprimaryschool.com)

**Email:** [jkenning@valenceprimaryschool.com](mailto:jkenning@valenceprimaryschool.com)

**Closing Date:** Monday 2nd March 2026 at midday.

**Interview:** Interviews will follow for selected candidates.

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

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

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

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

Support Staff application forms can be downloaded online at [www.valenceprimaryschool.com](http://www.valenceprimaryschool.com) or collected from either school office. Applications made by C.V. or from agencies will not be accepted.

Your application should be forwarded to Janet Kenning or emailed to [jkenning@valenceprimaryschool.com](mailto:jkenning@valenceprimaryschool.com)

Closing date for this post will be Monday 2nd March 2026 at midday.

Interviews will follow for selected candidates.

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

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

References will be requested prior to interview.

## **Higher Level Teaching Assistant**

**Location:** William Ford C of E School, Ford Road, Dagenham, RM10 9JS

**Salary:** NJC Scale 6, points 18–20

**Hours:** Monday to Friday, 8:00am to 4:00pm, term time only (35 hours per week)

**Required:** As soon as possible

**Email:** [Office@Williamfordschool.co.uk](mailto:Office@Williamfordschool.co.uk)

**Closing Date:** Monday 9th March 2026 at 12:00 noon

**Interview:** Monday 16th March 2026 (this will include an observation of whole-class teaching)

(predominantly based in one year group)

The Governors and Leadership Team of William Ford C of E Junior School are seeking to appoint an inspirational and experienced Higher Level Teaching Assistant with the enthusiasm and drive to support high-quality teaching and learning.

The role includes all duties outlined in the LSA job description, alongside covering classes and leading learning when appropriate. You will direct the work of other adults supporting learning and contribute to the planning and preparation of learning activities.

A significant part of the role will involve being based in one year group, covering PPA sessions in the afternoons and supporting teaching and learning in the mornings. Where required, the postholder may be deployed to provide cover elsewhere in the school.

All applicants must be supportive of the Christian ethos of the school.

### **You will need to be able to:**

- Demonstrate strong literacy and numeracy skills, including spoken English
- Inspire and motivate pupils to achieve their academic potential
- Be caring and supportive of the diverse needs of our pupils
- Work collaboratively with colleagues, including under the direction of the SENDCo and class teacher

Ideally, candidates will hold the Level 4 Certificate for Higher Level Teaching Assistants. Successful applicants who do not hold this qualification must be willing to undertake the training.

### **We can offer you:**

- Enthusiastic and well-behaved children
- A strong, friendly and highly motivated staff team
- Opportunities for professional development and career progression
- The opportunity to work in a rapidly improving school and make a genuine difference to the lives of children in one of the most deprived communities in the country

Application packs are available from the school website or via the school office.

Visits to the school are strongly encouraged and can be arranged through the school office.

Closing date: Monday 9th March 2026 at 12:00 noon

Interviews: Monday 16th March 2026 (this will include an observation of whole-class teaching)

Successful applicants will be required to undertake an enhanced DBS check. We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment.

### ASD Co-educator

**Location:** Jo Richardson Community School, Castle Green, Gale St, Dagenham, RM9 4UN

**Salary:** Scale 4 – 5 (dependent on experience), Approximately £25,937- £29,626 (£30,288 - £33,987 full time equivalent)

**Hours:** 35 hours per week. Term time only.

**Required:** January 2026

**Website:** <https://jorichardson.org.uk/>

**Email:** [recruitment@jorichardson.org.uk](mailto:recruitment@jorichardson.org.uk)

**Closing date:** 7am on Monday 23rd February 2026

**Interviews:** Monday 2nd March 2026

Please note that only fully completed Jo Richardson School application forms will be considered. Due to our safeguarding procedures, we do not accept CVs.

### JRCS

This is a great opportunity to join an outstanding secondary school as part of a friendly and hard-working department. Established as a brand-new school in 2002, we moved into our award-winning £30 million accommodation in 2005. The school is located within easy reach of central London via the District Line and yet just minutes by car from the Essex countryside.

The school prides itself on providing both teaching and non-teaching staff with effective support to ensure that the professional development needs of all staff are fully met and that there is a high level of challenge in the opportunities they are offered. Wednesday afternoons are devoted to CPD and the school has a very strong record of developing staff. JRCS is such a special place to work. Staff wellbeing is important to us; we are a caring and supportive school. Staff turnover is low, and staff enjoy being part of our supportive and friendly community.

In 2024/25 JRCS achieved another set of excellent outcomes at both KS4 and KS5. 69% of our students achieved a level 4+ in both English and Maths and 48% achieved a level 5 pass in both English and Maths. At KS5 our A\*-C grade was 84%; with 64% achieving A\*-B grades. Our Sixth Form continues to work in partnership with four other schools to deliver the highest quality post-16 education pathways for our students.

We pride ourselves on being a truly inclusive school and this is actively underpinned by our motto 'Success for All'. Academic rigour runs alongside a commitment to character education and extra-curricular activities. Our extensive range of extra-curricular activities, together with our educational trips programme is second to none and ensures all students get the chance to extend their academic, social, and cultural experiences outside of the classroom.

In May 2024, Ofsted graded the school as outstanding in every category!

*"The work done by this school in supporting pupils to develop into successful young adults is exceptional."*

*“Behaviour in class is very positive. Pupils work collaboratively in lessons to get the most out of learning. The school is a calm and productive environment.”*

This is established through the development of highly positive professional relationships between staff and students that ensures a culture of high aspiration and respect. We are looking for staff who are committed to providing our students with the highest standards of teaching and pastoral care.

High quality induction, including a two-week ECT school-based immersion programme in July, is available to all staff at JRCS as part of our strong commitment to continuing professional development.

Please log onto our website <https://jorichardson.org.uk/> for further details about the school, this post, a link to our recent Ofsted report and the application process itself. All applications should be made online by clicking the 'Apply Now' link. Please contact Margaret Stone or Vicky Garland on [recruitment@jorichardson.org.uk](mailto:recruitment@jorichardson.org.uk) if you wish to arrange a visit to the school.

JRCS is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to apply for an enhanced DBS disclosure.

Closing date: 7am on Monday 23rd February 2026

Interviews: Monday 2nd March 2026

Headteacher: Lisa Keane  
Castle Green, Gale St, Dagenham, Essex, RM9 4UN

## **Head of PE**

**Location:** Greatfields School, Net Street, Barking IG11 7QG

**Salary:** MPS or UPS (Inner London) & TLR2c

**Hours:** 35 hours per week, term time only

**Contract Type:** Permanent

**Website:** [www.greatfieldsschool.com](http://www.greatfieldsschool.com)

**Email:** [vacancies@greatfieldsschool.com](mailto:vacancies@greatfieldsschool.com)

**Required:** April or September 2026

**Closing Date:** Tuesday 10th February at midday

**Interviews:** Friday 13th February 2026

This is an opportunity for you to work with some extraordinary and aspirational students, in a developing area of East London. The Gascoigne community is a very special place, and we are privileged to have built a school at its heart. The school is driven by the dreams, aspirations and ambitions of our students and the wider community and we would love you to join us in helping us to build a school which will drastically improve the life chances of our young people. Aspiration is at the heart of everything we do, and we passionately believe our students can compete with any other child in the country.

Greatfields opened in September 2016 and we will eventually grow to become a ten form entry school with 1800 pupils, including sixth form, in purpose-built new accommodation. We currently have approximately 1370 students across Years 7 to 13.

We are looking to recruit an ambitious Head of PE who shares our vision and ambitions for the young people of this community. You will be joining a highly motivated and passionate group of staff who work tirelessly in the best interests of the students. Staff development is central to everything we do and you will receive weekly coaching sessions, a personalised CPD programme which best fits your needs and clear pathways for progression.

To apply for this role please go to our website and fill out an application form or apply via MyNewTerm. If you would like more information about the role please feel free to contact the school on the e-mail address below.

[vacancies@greatfieldsschool.com](mailto:vacancies@greatfieldsschool.com)

[www.greatfieldsschool.com](http://www.greatfieldsschool.com)

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

## 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

**Hours:** 13.75 hours per week (Monday to Friday, Term Time only) (additional hours optional in holiday periods)

**Contract Type:** Permanent

**Required:** As Soon As possible

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

**Website:** <https://www.barkingabbeyschool.co.uk/home/join-us/staff-vacancies/>

**Closing Date:** 20th February 2026

**Interviews:** 27th February 2026

### School Cleaner

Scale 2 (Pt3 £15.68ph - Pt4 £15.90ph) to be pro rata'd in addition to pension benefits and holiday pay

13.75 hours per week (Monday to Friday, Term Time only) (additional hours optional in holiday periods)

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 renumeration 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/>

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.

## **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:** Casual

**Required:** As Soon As possible

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

**Website:** <https://www.barkingabbeyschool.co.uk/home/join-us/staff-vacancies/>

**Closing Date:** 31st March 2026

**Interviews:** To be confirmed

### 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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## **Technology Teacher**

**Location:** Jo Richardson Community School, Castle Green, Gale St, Dagenham, RM9 4UN

**Salary:** As appropriate based upon experience

**Required:** September 2026

**Website:** <https://jorichardson.org.uk/>

**Email:** [recruitment@jorichardson.org.uk](mailto:recruitment@jorichardson.org.uk)

**Closing date:** Friday 27th February at 7am

**Interviews:** Friday 6th March

Please note that only fully completed Jo Richardson School application forms will be considered. Due to our safeguarding procedures, we do not accept CVs.

JRCS

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We pride ourselves on being a truly inclusive school and this is actively underpinned by our motto 'Success for All'. Academic rigour runs alongside a commitment to character education and extra-curricular activities. Our extensive range of extra-curricular activities, together with our educational trips programme is second to none and ensures all students get the chance to extend their academic, social, and cultural experiences outside of the classroom.

In May 2024, Ofsted graded the school as outstanding in every category!

*"The work done by this school in supporting pupils to develop into successful young adults is exceptional."*

*"Behaviour in class is very positive. Pupils work collaboratively in lessons to get the most out of learning. The school is a calm and productive environment."*

This is established through the development of highly positive professional relationships between staff and students that ensures a culture of high aspiration and respect. We are looking for staff who are committed to providing our students with the highest standards of teaching and pastoral care.

High quality induction, including a two-week ECT school-based immersion programme in July, is available to all staff at JRCS as part of our strong commitment to continuing professional development.

Please log onto our website <https://jorichardson.org.uk/> for further details about the school, this post, a link to our recent Ofsted report and the application process itself. All applications should be made online by clicking the 'Apply Now' link. Please contact Margaret Stone or Vicky Garland on [recruitment@jorichardson.org.uk](mailto:recruitment@jorichardson.org.uk) if you wish to arrange a visit to the school.

JRCS is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to apply for an enhanced DBS disclosure.

Closing date: Friday 27th February at 7am

Interviews: Friday 6th March

Headteacher: Lisa Keane  
Castle Green, Gale St, Dagenham, Essex, RM9 4UN

## **Education Welfare Officer /Strategic Attendance lead**

**Location:** Barking Abbey School (Longbridge Road, Barking, Essex, IG11 8UF)  
Eastbrook School, Dagenham Road, Dagenham, RM10 7UR

**Salary:** P02 Pt 29-32 (£42,771 - £45,750 full time) Prorated salary range is likely to be approx. £37,734 – £40,362, (dependant on experience, weeks per year and continuous service). Based on working 35 hours per week, Term time plus 10 days

**Hours:** 35 Hours Per Week, Term time only plus ten days

**Contract Type:** Permanent

**Required:** As soon as possible

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

**Website:** <https://mynewterm.com/jobs/101241/EDV-2026-BASSSAHC-17723>

**Closing Date:** 23<sup>rd</sup> February 2026

**Interviews:** To be confirmed

Education Welfare Officer / Strategic Attendance Lead

Across Partnership Schools (Primary, Secondary & Sixth Form)

We are seeking a professional, friendly and motivated individual to work across our partnership of schools as an Education Welfare Officer / Strategic Attendance Lead.

This role plays a key part in improving attendance, inclusion and pupil outcomes, working closely with senior leaders, pastoral teams, families and external agencies. You will provide both strategic oversight and hands-on support, using data to identify concerns and lead effective interventions.

Why work with us

- Opportunity to make a real impact across multiple schools and phases
- Supportive partnership and collaborative leadership culture
- Term-time working with some flexibility
- Ongoing professional development and training

Who we are looking for

- An excellent communicator with a professional, approachable manner
- Highly organised, resilient and confident working across multiple sites
- Strong IT and data skills, with the ability to analyse and act on attendance information
- Committed to safeguarding, inclusion and child-centred practice

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



## Special Needs Teaching Assistant

<b>Location:</b>	Trinity Primary School, Heathway, Dagenham, RM10 7SJ
<b>Salary:</b>	Scale 4: £24,084 Pro rata (Actual salary will be confirmed by Payroll)
<b>Hours:</b>	32.5 hours per week (term time only), Fixed working hours: 8.45am to 4pm (Mon to Weds) and 8.45am to 3.15pm (Thurs and Fri)
<b>Website:</b>	<a href="https://trinityschool.face-ed.co.uk/Vacancies">https://trinityschool.face-ed.co.uk/Vacancies</a>
<b>Required:</b>	As soon as possible
<b>Closing date:</b>	12 noon on 27 <sup>th</sup> February 2026
<b>Interviews:</b>	W/B: 9 <sup>th</sup> March 2026

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

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

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

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

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

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

CVs will not be accepted and should not be submitted

Only those applicants that are shortlisted will be notified of the interviews  
Trinity School is committed to safeguarding and promoting the welfare of our pupils and expects all staff and volunteers to share this commitment.

All shortlisted candidates will undergo online searches, and their referees contacted prior to the interview.

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

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

## Higher Level Teaching Assistants

<b>Location:</b>	Trinity Primary School, Heathway, Dagenham, RM10 7SJ
<b>Salary:</b>	Scale 6: £28,371 (Actual salary, LBBD Payroll will confirm)
<b>Hours:</b>	32.5 hours per week (term time only) - Fixed working hours: 8.45am to 4pm (Mon to Weds) and 8.45am to 3.15pm (Thurs and Fri)
<b>Website:</b>	<a href="https://trinityschool.face-ed.co.uk/Vacancies">https://trinityschool.face-ed.co.uk/Vacancies</a>
<b>Required:</b>	As soon as possible
<b>Closing date:</b>	Friday 6th March 2026 at 12.00
<b>Interviews:</b>	To be confirmed

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

You must possess the following:

- recent successful experience of teaching a whole class under guidance
- a minimum of two academic years of experience of specifically working with ASC, SLD and/or PMLD pupils consistently delivering and working within TEACCH structure/PMLD pedagogy to an outstanding level
- relevant qualifications equivalent to at least Level 3 (preferably in Teaching Assistant, Teaching and Learning or a relevant field) or a suitable level of specific experience (minimum of 12 months of proven success of leading a class group at Trinity School, highlighting a strong track record in effectively supporting teaching and learning for pupils with diverse and complex needs).
- A minimum of NVQ Level 3 or equivalent (5 GCSE's (or equivalent) Grade C/New Grade 4 or above, including Maths and English
- A good working knowledge of current target-setting and assessment practise associated with EHC plans and their purpose in supporting pupil progress
- a good working knowledge of the School's Behaviour Policy and processes to follow relating to supporting pupils with complex and challenging behaviour
- ability to take overall responsibility for the safeguarding and health & safety of pupils when the Class Teacher is not present
- the ability to develop good collaborative working relationships with colleagues, parents/carers and other professionals
- the ability to plan and prepare effective activities and lessons to encourage learning and progression
- the ability to complete the paperwork required to support planning, preparation and other tasks either in writing or using ICT.

It is desirable that you also possess:

- Prior recent successful experience of Instructing or Cover Supervisory work at Trinity School
- Experience of directing, leading and motivating a class team
- To have completed or be willing to carry out a Level 3 Qualification and a Level 4 Certificate in Education

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

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

CVs will not be accepted and should not be submitted

Only those applicants that are shortlisted will be notified of the interviews  
Trinity School is committed to safeguarding and promoting the welfare of our pupils and expects all staff and volunteers to share this commitment.

All shortlisted candidates will undergo online searches, and their referees contacted prior to the interview.

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

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

## **Breakfast Club Assistant**

**Location:** St Margaret's School, Barking

**Salary:** Scale point 03

**Hours:** 7.45-8.30am Monday-Friday

**Email:** [Alison.brown@genesistrust.net](mailto:Alison.brown@genesistrust.net)

**Start Date:** As soon as possible

**Closing date:** 13th February 2026

St Margaret's C of E school (part of Genesis Education Trust) requires an assistant for our Breakfast club to assist in the day to day organisation and delivery of extended service.

The successful candidate will organise activities, ensure snacks and refreshments are provided to children and ensure that they are supervised at all times.

**Do you have:**

- Ability to work collaboratively with other professionals.
- Ability to initiate exciting and inspiring ways to engage pupils.
- Ability to work using your own initiative.
- Good Communication skills
- Experience of working with children of primary age

**We can offer:**

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

If you are interested in the position please request an application form and Job Description from Alison Brown, contact details below.

We are committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo Child Protection screening, including checks with past employers and the DBS.

Early application is encouraged as we review applications throughout the advertising period and reserve the right to close the advert earlier than the stated deadline

**Contact Information**

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

Please submit your application to Alison Brown.

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## **Assistant Head**

**Location:** Oxlow Bridge School, 100 Wantz Road, Dagenham, RM10 8PP

**Salary:** L7 – L12 (inner London)

**Contract type:** full time permanent

**Email:** [chubbardwebb@oxlowbridge.com](mailto:chubbardwebb@oxlowbridge.com)

**Website:** [www.oxlowbridge.com](http://www.oxlowbridge.com)

**Start Date:** September 2026

**Closing date:** 6th March 2026

**Interviews:** 19<sup>th</sup> March 2026

### **About Us**

Partnership Learning, a successful Multi-Academy Trust, is seeking our first leadership post appointment to support the Headteacher at Oxlow Bridge School. Oxlow Bridge is an exciting brand new, purpose-built special school which opened in September 2025.

Facilities include a hydro-therapy pool with moveable floor, large adaptable classrooms, well-designed sensory outdoor areas and 4 state of the art specialist sensory/immersion rooms. Most of the planned pupils fall within the category of having Profound and Multiple Learning Difficulties (PMLD) and are working within the Engagement Model.

The new staff team are working together to develop their shared vision and ethos for the school with pupils at the centre. It is a school where every child has the opportunity to thrive, learn and develop in their own unique way. We work in close partnership with colleagues from health to provide a holistic approach.

This is a unique opportunity to lead in the development of a new school as it continues this exciting journey, we are looking for an additional enthusiastic and dedicated leader to join our small teaching team as we expand in September to take in our next cohort of pupils

You will be part of building and growing an innovative and supportive staff team as the school expands. We currently expect to have 30 pupils of nursery and primary age in September 2026. We will grow slowly over the next few years and when full, will offer places to 90 pupils up to the age of 19.

### **The Role**

As an Assistant Head, you will:

- Model and lead other staff to develop outstanding provision for pupils with PMLD.
- Foster a positive, inclusive, and supportive school where all children feel valued and safe and build a team who share, model and embed the school values.
- Support the Headteacher with organisation and strategic leadership including deputising in her absence.
- Take an active role in shaping the school's curriculum and pedagogy as we develop
- Have a classroom teaching responsibility where you will work closely with families, specialists, and other staff members to create and implement personalised learning plans.

### **About You**

We are looking for a dedicated professional who:

- Holds QTS (Qualified Teacher Status) or equivalent.

- Has experience working with children with special educational needs, preferably those with profound and complex learning difficulties.
- Has experience of leadership and wants the opportunity to develop those skills in an exciting new school as it grows.
- Is passionate about making a real difference in the lives of children with complex needs and supporting their learning and development.
- Demonstrates patience, creativity, and flexibility and the ability to think on their feet
- Has excellent communication skills and the ability to build effective partnerships with colleagues, families, and external agencies.

### **Why Join Us?**

- This is a unique opportunity to be part of something new and innovative, to play a role in leading and shaping a new special school ensuring that it provides an outstanding learning and nurturing environment for its pupils.
- You will be working in a well-supported environment with ongoing professional development and training opportunities as part of an established Trust framework.
- Partnership Learning adheres to nationally agreed Terms and Conditions for teaching and leadership posts in its schools. Benefits include membership of the Teachers' Pension Scheme, a Staff Wellbeing Service and a Cycle to Work Scheme.

How to Apply Applications can be made online only, by application form available at [www.oxlowbridge.com](http://www.oxlowbridge.com) / [www.mynewterm.com](http://www.mynewterm.com)  
CVs will not be accepted.

We would strongly encourage all interested candidates to come and visit to see our amazing school and have an informal discussion. Please send any questions to the Headteacher by emailing [chubbardwebb@oxlowbridge.com](mailto:chubbardwebb@oxlowbridge.com)

Closing date: noon 6/3/26  
Interview date/s (subject to confirmation): 19/3/26

We look forward to hearing from you!

*Partnership Learning is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. An enhanced criminal record check via DBS will be undertaken for the successful candidate. This post is exempt from the Rehabilitation of Offenders Act and a comprehensive screening process, including a disclosure check, will be undertaken on all applicants.*

## **Teacher of English**

**Location:** Eastbrook School (Dagenham Rd, Dagenham, RM10 7UR)

**Salary:** Main/Upper Pay Scale

**Contract Type:** Full time, Permanent

**Required:** September 2026

**Email:** [Jobs@eastbrookschool.org](mailto:Jobs@eastbrookschool.org)

**Website:** <https://mynewterm.com/jobs/101243/EDV-2026-ES-14439>

**Closing Date:** 13th February 2026

**Interview:** WC: 26<sup>th</sup> February 2026

**Do you want to join a highly successful, popular, well-resourced and well led department?**

**Are you prepared to work hard with exceptional young people and staff committed to going the extra mile?**

The English Department at Eastbrook School is passionate about Language and Literature. Our curriculum aims to prepare students for GCSE whilst fostering a love of reading and developing their writing skills. We are seeking an innovative and inspirational teacher of English who is an exceptional practitioner, creative and aspirational in their approach and keen to make a real difference to the lives of our pupils.

Eastbrook school is an all through school in the London Borough of Barking and Dagenham. The secondary school has served the local community since the 1930s but has transferred into a new, state of the art building in 2017. In December 2021. Eastbrook School was graded as 'good' by OFSTED noting that 'leaders and staff have embedded a culture of high expectations' and that 'pupils feel safe and supported'.

The successful candidate will be able:

- The ability to motivate students and deliver excellent lessons.
- A commitment to Eastbrook expectations and ethos.
- Strong subject knowledge across a range of subjects.
- A desire to work collaboratively and to make a real contribution to the progress of our students.
- The ability to enthuse all young people.
- Excellent interpersonal skills with the ability to establish strong relationships with all stakeholders.
- Self-motivation and be committed to further professional development.

In return we offer:

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

Eastbrook School is committed to safeguarding and promoting the welfare of children and is an Equal Opportunities Employer. Whilst staff may be primarily based in secondary or primary, there is an expectation that staff contribute to and work across all key stages.

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.

## **Teacher of RE**

**Location:** Eastbrook School (Dagenham Rd, Dagenham, RM10 7UR)

**Salary:** Main/Upper Pay Scale

**Contract Type:** Full time, Permanent

**Required:** September 2026

**Email:** [Jobs@eastbrookschoool.org](mailto:Jobs@eastbrookschoool.org)

**Website:** <https://mynewterm.com/jobs/101243/EDV-2026-ES-14439>

**Closing Date:** 13th February 2026

**Interview:** WC: 26<sup>th</sup> February 2026

**Do you want to join a highly successful, popular, well-resourced and well led department?**

**Are you prepared to work hard with exceptional young people and staff committed to going the extra mile?**

The Humanities Department at Eastbrook School is dedicated to exploring faith, ethics and philosophy through an engaging and thought-provoking curriculum. Our aim is to prepare students for GCSE while fostering curiosity, respect, and a deeper understanding of diverse beliefs and worldviews. We are seeking an innovative and inspirational Teacher of RE who is an exceptional practitioner—creative, aspirational in their approach, and committed to making a meaningful impact on the lives of our pupils.

Eastbrook school is an all through school in the London Borough of Barking and Dagenham. The secondary school has served the local community since the 1930s but has transferred into a new, state of the art building in 2017. In December 2021. Eastbrook School was graded as 'good' by OFSTED noting that 'leaders and staff have embedded a culture of high expectations' and that 'pupils feel safe and supported'.

The successful candidate will be able:

- The ability to motivate students and deliver excellent lessons.
- A commitment to Eastbrook expectations and ethos.
- Strong subject knowledge across a range of subjects.
- A desire to work collaboratively and to make a real contribution to the progress of our students.
- The ability to enthuse all young people.
- Excellent interpersonal skills with the ability to establish strong relationships with all stakeholders.
- Self-motivation and be committed to further professional development.

In return we offer:

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

Eastbrook School is committed to safeguarding and promoting the welfare of children and is an Equal Opportunities Employer. Whilst staff may be primarily based in secondary or primary, there is an expectation that staff contribute to and work across all key stages.

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.

## **Teacher of MFL**

**Location:** Eastbrook School (Dagenham Rd, Dagenham, RM10 7UR)

**Salary:** Main/Upper Pay Scale

**Contract Type:** Full time, Permanent

**Required:** September 2026

**Email:** [Jobs@eastbrookschoool.org](mailto:Jobs@eastbrookschoool.org)

**Website:** <https://mynewterm.com/jobs/101243/EDV-2026-ES-14439>

**Closing Date:** 13th February 2026

**Interview:** WC: 27<sup>th</sup> February 2026

**Do you want to join a highly successful, popular, well-resourced and well led department?**

**Are you prepared to work hard with exceptional young people and staff committed to going the extra mile?**

An exciting opportunity has arisen at Eastbrook School for a Teacher of French and Spanish to join the Modern Foreign Languages department. The successful candidate must be able to teach across KS3 and KS4 for Spanish and if able to offer both languages this would be preferable.

Eastbrook school is an all through school in the London Borough of Barking and Dagenham. The secondary school has served the local community since the 1930s but has transferred into a new, state of the art building in 2017. In December 2021. Eastbrook School was graded as 'good' by OFSTED noting that 'leaders and staff have embedded a culture of high expectations' and that 'pupils feel safe and supported'.

The successful candidate will be able:

- The ability to motivate students and deliver excellent lessons.
- A commitment to Eastbrook expectations and ethos.
- Strong subject knowledge across a range of subjects.
- A desire to work collaboratively and to make a real contribution to the progress of our students.
- The ability to enthuse all young people.
- Excellent interpersonal skills with the ability to establish strong relationships with all stakeholders.
- Self-motivation and be committed to further professional development.

In return we offer:

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

Eastbrook School is committed to safeguarding and promoting the welfare of children and is an Equal Opportunities Employer. Whilst staff may be primarily based in secondary or primary, there is an expectation that staff contribute to and work across all key stages.

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.

## **Teacher of Science**

**Location:** Eastbrook School (Dagenham Rd, Dagenham, RM10 7UR)

**Salary:** Main/Upper Pay Scale

**Contract Type:** Full time, Permanent

**Required:** September 2026

**Email:** [Jobs@eastbrookschool.org](mailto:Jobs@eastbrookschool.org)

**Website:** <https://mynewterm.com/jobs/101243/EDV-2026-ES-14439>

**Closing Date:** 13th February 2026

**Interview:** WC: 27<sup>th</sup> February 2026

**Do you want to join a highly successful, popular, well-resourced and well led department?**

**Are you prepared to work hard with exceptional young people and staff committed to going the extra mile?**

The Science Department at Eastbrook School is passionate about developing students' understanding of Biology, Chemistry and Physics through an engaging and ambitious curriculum. Our aim is to prepare students for GCSE while nurturing curiosity, scientific thinking and a love of discovery. We are seeking an innovative and inspirational Teacher of Science who is an exceptional practitioner—creative, aspirational in their approach, and committed to making a meaningful impact on the lives of our pupils.

Eastbrook school is an all through school in the London Borough of Barking and Dagenham. The secondary school has served the local community since the 1930s but has transferred into a new, state of the art building in 2017. In December 2021. Eastbrook School was graded as 'good' by OFSTED noting that 'leaders and staff have embedded a culture of high expectations' and that 'pupils feel safe and supported'.

The successful candidate will be able:

- The ability to motivate students and deliver excellent lessons.
- A commitment to Eastbrook expectations and ethos.
- Strong subject knowledge across a range of subjects.
- A desire to work collaboratively and to make a real contribution to the progress of our students.
- The ability to enthuse all young people.
- Excellent interpersonal skills with the ability to establish strong relationships with all stakeholders.
- Self-motivation and be committed to further professional development.

In return we offer:

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

Eastbrook School is committed to safeguarding and promoting the welfare of children and is an Equal Opportunities Employer. Whilst staff may be primarily based in secondary or primary, there is an expectation that staff contribute to and work across all key stages.

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.

## **Business and Economics Teacher**

**Location:** Robert Clack School, Gosfield Road, Dagenham, RM8 1JU

**Salary:** Main Pay Scale/Upper Pay Scale (Inner London)

**Required:** September 2026

**Email:** [mbrown@robertclack.co.uk](mailto:mbrown@robertclack.co.uk)

**Website:** [www.robertclack.co.uk](http://www.robertclack.co.uk)

**Closing Date:** 8am on Monday 23 February 2026.

**Interview:** During late February/early March 2026.

### **APPOINTMENT:**

As a result of our recent and ongoing school expansion, we are looking for an enthusiastic and inspirational teacher of Business Studies and Economics to join our growing team. Our Business Education Department works across all three school sites.

**Please note the following information regarding our Business & Economics Education curriculum:**

#### **KS4: Edexcel GCSE Business**

This is a highly popular option subject. This specification is structured into two themes, taking students from how entrepreneurs start businesses (Theme 1) through to growing and global businesses (Theme 2).

Theme 1 concentrates on the key business concepts, issues and skills involved in starting and running a small business. It provides a framework for students to explore core concepts through the lens of an entrepreneur setting up a business. Theme 2 examines how a business develops beyond the start-up phase. It focuses on the key business concepts, issues and decisions used to grow a business, with an emphasis on aspects of marketing, operations, finance and human resources. It also considers the impact of the wider world on the decisions a business makes as it grows.

#### **KS5: OCR Cambridge Technical Level 3 in Business Studies**

This qualification is for learners 16 years old or over who want to study business. This qualification provides learners with the opportunity to develop an understanding of the business environment and to focus on a specific aspect of business through applied learning.

#### **KS5. Edexcel A Level Economics A**

The Pearson Edexcel Level 3 Advanced GCE in Economics A is structured into four themes and consists of three externally examined papers. Students build knowledge and understanding of core economic models and concepts in Themes 1 and 2, and then build on this and apply their knowledge to more complex concepts and models in Themes 3 and 4. Students will need to apply their knowledge and understanding to both familiar and unfamiliar contexts in the assessments and demonstrate an awareness of current economic events and policies.

Our KS5 Business & Economics pupils go on to secure excellent university placements and apprenticeships. Many of our KS5 Business & Economics pupils join

The Business Academy letter, an extra-curricular club, promoting entrepreneurship and networking with organisations within Marketing, Consultancy and Finance.

**About you:**

You must be passionate about teaching and 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 newly qualified and experienced teachers. The right candidate for us will be someone who can demonstrate: -

- Qualified Teacher Status;
- A Business or Economics degree or equivalent;
- Evidence of studying Economics at A Level/ Degree Level;
- Experience and knowledge of teaching Economics (and Business) within a secondary school at Key Stage 4 and preferably Key Stage 5 (ages 11-18);
- 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;
- Vocational experience is ideal/preferential, but not essential;
- An appreciation and an understanding of a school at the heart of the community;
- It is also desirable that you have knowledge or experience of delivering vocational courses and experience of teaching A Level Economics.

**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](mailto:mbrown@robertclack.co.uk) or via the TES.

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

REQUIRED FOR: September 2026.

APPLICATION CLOSING DATE: 8am on Monday 23 February 2026.

INTERVIEWS TO BE HELD: During late February/early March 2026.

*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.*

## **Teaching Assistant (Secondary)**

**Location:** Robert Clack School, Gosfield Road, Dagenham, RM8 1JU

**Salary:** Scale 4 – actual salary range £20,749 - £21,656 per annum

**Hours:** 28 hours per week (Monday-Friday, 8.40am – 3.00pm), term-time, permanent

**Email:** [mbrown@robertclack.co.uk](mailto:mbrown@robertclack.co.uk)

**Closing Date:** 8am on Tuesday 24 February 2026.

**Interview:** 20 April 2026

Due to the ongoing expansion of the School, we are seeking to appoint a Teaching Assistant to join our SEND team (Secondary). Robert Clack School is split across three sites and is soon to become one of the largest schools in the UK.

Working as part of a team with teachers and the SEND department, the successful applicant will provide classroom support for pupils with Educational Health Care Plans (EHCPs) and to those with social, emotional and mental health challenges (SEMH). They will be required to assist pupils who have barriers to learning using school-based intervention strategies and resources, and help them develop their literacy, numeracy, speech and language skills. In addition, they will encourage pupils to have positive interactions with their peers and staff, whilst becoming independent learners.

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

- Relevant experience of working with children with SEND;
- Good levels of literacy and numeracy (minimum grade C/4 at GCSE English and Mathematics, or equivalent);
- Good standard of verbal and written communication skills when dealing with pupils, parents, colleagues and visitors;
- Good behaviour management skills;
- Flexibility, patience and a calm demeanour;
- Able to work effectively and professionally as part of a team;
- Able to follow instructions and adhere to all school policies;
- An appreciation and understanding of a school at the heart of the community.

### **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 one of these posts, please refer to the job description, person specification and download the application form through our school website. Please submit your completed application form to: [mbrown@robertclack.co.uk](mailto:mbrown@robertclack.co.uk)

CVs ONLY WILL NOT BE ACCEPTED. They will only be accepted if accompanied by a completed application form.

**Please note that previous applicants need 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 and an enhanced Disclosure and Barring Service check.*

## **Marketing and Communications Administrator**

**Location:** Robert Clack School, Gosfield Road, Dagenham, RM8 1JU

**Salary:** Scale S01 - £33,053 - £33,953 per annum (exact salary)

**Hours:** Permanent. 35 hours per week, 8.00am-4.00pm Monday-Friday, term-time

**Required:** April 2026

**Email:** [mbrown@robertclack.co.uk](mailto:mbrown@robertclack.co.uk)

**Website:** [www.robertclack.co.uk](http://www.robertclack.co.uk)

**Closing Date:** 9am on Monday 23 February 2026.

**Interview:** To be confirmed, during March 2026.

The school is seeking to appoint a skilled Marketing and Communications Administrator. You will be a creative individual who already possesses the skills to successfully contribute to the marketing and communication of our successful all-through school.

The purpose of your role will be to lead and deliver high quality communications, marketing and presentation across the whole of the School. The role will also ensure clear, timely and professional engagement with parents, staff, students and the wider community. You will also manage communication platforms, curate and repurpose content, oversee social media and the school website, and produce creative marketing campaigns to strengthen the school's reputation and drive admissions.

You will be mainly based at one of the School's three sites. However, when required you will be expected to provide administration support at any of the three sites.

Experience of working within an educational environment is desirable, but not essential. A relevant qualification or specific relevant experience relating to this role would also be desirable.

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

- Relevant administrative, communications and marketing experience;
- Proficiency in ICT;
- Excellent levels of literacy and numeracy;
- High standard of verbal & written communication skills when dealing with colleagues, pupils, parents and visitors;
- Excellent attention to detail and ability to proof read successfully;
- Able to work effectively and professionally as part of a team;
- Able to follow instructions and adhere to all school policies;
- Ability to work on own initiative and calmly under pressure;
- Organised and able to work methodically, with attention to detail.
- Ability to work successfully in a busy and pressurised environment.

**REQUIRED FOR:** April 2026

**APPLICATION CLOSING DATE:** 9am on Monday 23 February 2026.

**INTERVIEWS TO BE HELD:** To be confirmed, during March 2026.

To view the Job Description, Person Specification and download an Application Form please go to [www.robertclack.co.uk](http://www.robertclack.co.uk) and click on Vacancies, Non-teaching vacancies, to access the necessary documents.

Please submit completed applications by e-mail to: [mbrown@robertclack.co.uk](mailto:mbrown@robertclack.co.uk)

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

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

## HR Officer

**Location:** Eastbrook School (Dagenham Rd, Dagenham, RM10 7UR)

**Salary:** S02 Pt 26-28 (£40,182-£42,060 (FT)) pro rata salary, likely to be between approx. (£35,450-£37,107) subject to experience working days and continuous service

**Hours:** 35 Hours Per Week, Term Time plus 10

**Contract Type:** Permanent

**Required:** as soon as possible

**Email:** [Jobs@eastbrookschool.org](mailto:Jobs@eastbrookschool.org)

**Website:** <https://mynewterm.com/jobs/101243/EDV-2026-ES-43065>

**Closing Date:** 27th February 2026

**Interview:** WC: 9<sup>th</sup> March 2026

Start Date: As Soon As

Scale S02 Pt 26-28 (£40,182-£42,060 (FT)) pro rata salary, likely to be between approx. (£35,450-£37,107) subject to experience working days and continuous service

35 Hours per week, term time only plus 10 days

Current working hours are 08:00 to 16:00 or 08.30 to 4.30 term time, with flexibility for the additional 10 days, some remote working is a possibility Are you an exceptional administrator with a passion for organization and a desire to grow your career in HR and education?

you have patience in abundance? Can you work to tight deadlines, juggle conflicting demands and still keep smiling?  
If so... this may be the job for you!

This is a new job profile to meet the needs of schools within the partnership (currently Barking Abbey School and Eastbrook School) as the central staff team increases capacity. You will be working as a member of the Core Business central support team providing support and services to staff in partnership schools, making sure that there is a consistent and efficient service provision. You will be a key person in making sure that there is a consistent approach across schools with HR administration.

This is a front-line role, and you are the first point of contact for questions or queries, making sure that staff well-being and engagement are proactively encouraged and promoted. You will be based across schools depending on operational needs, some remote working can be considered.

Eastbrook School works in partnership alongside Barking Abbey School, both schools work to centralised partnership and LBBD systems and processes which the individual is expected to follow and work towards.

### **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.

## **Pastoral Support Officer**

**Location:** Sydney Russell School, Parsloes Avenue, Dagenham, RM9 5QT

**Salary:** SO1 point 23-25 (£38,916-£39,954)

**Hours:** 7.30am - 4.30pm (term time) + up to one week preparation/support during summer holidays

**Email:** [office@sydneyrussellschool.com](mailto:office@sydneyrussellschool.com)

**Website:** [www.sydneyrussellschool.com](http://www.sydneyrussellschool.com)

**Closing Date:** Thursday 5th March 2026

**Interview:** Tuesday 10th March 2026.

### **PURPOSE OF JOB:**

- To assist the Head of Year 7 (HoY) in the day-to-day leadership and management of the students in the year group.
- To work with the Head of Year, Inclusion Teams, and Senior Leadership to implement pastoral strategies and support cover for internal provisions as required.
- To provide crucial student welfare by offering emotional, social, and academic guidance.
- To act as a liaison between students, parents, and teachers.
- To implement strategies to remove barriers to learning, focusing on attendance, behaviour, and well-being, ensuring students feel safe, included, and can reach their potential.
- To promote and role model the school's Inclusion Pledge - advocating for all students, promoting acceptance, and supporting student voice activities.

### **Key Responsibilities:**

- Attendance & Punctuality: Monitoring and addressing attendance issues and promoting high standards by:
  - o ensuring the school's attendance policy is implemented thoroughly and consistently
  - o leading on pro-active initiatives to promote good attendance and punctuality
  - o overseeing and managing the menu of support students are receiving and monitoring the impact of this.
  - o Collaborating with attendance leads across the school to share best practice.
- Manage the rewards system for the year group: leading assemblies and supporting the successful implementation of year group reward initiatives.
- Behaviour Management:
  - o Support the Head of Year in managing behaviour, including maintaining reports and implementing proactive strategies to promote positive conduct.
  - o Support the Head of Year with investigations into incidents, working closely with the LSC (Learning Support centre). This will include gathering evidence from a variety of sources such as statements from students and checking CCTV.
  - o Facilitate mediations between students where appropriate.
- Direct Student Support:
  - o Identify students who may require additional support, including vulnerable students, and make referrals to appropriate internal and external support services where required.
  - o Mentoring individuals and small groups, offering emotional and practical help, running check-ins, and supporting transitions between lessons where needed.

- o Supporting with the supervision of students during break times
- o Being highly visible to ensure high expectations of students are upheld and provide support to staff as needed.

- Liaison & Communication:

- o Serving as a link between students, parents, and school staff, responding to concerns and providing feedback, including making phone calls home to parents, leading meetings and conducting home visits as required.
- o Proactive parent contact, regarding students' attendance, behaviour patterns and early concerns (with support and guidance from the HoY).
- o Support the Pastoral Lead with transition work, including outreach to key feeder primary schools to build strong relationships and share information on Year 6 students allocated to the school for entry into Year 7.
- o Support with the implementation of the school's transition arrangements, including interviews, transition days, Right Start programme.

- Administration and data:

- o Supporting the admin needs of the year group.
- o With support from HOY, review data (behaviour, attendance, punctuality and rewards) to put in place early intervention.
- Deputise for the Head of Year as required.
- Undertaking any other responsibilities which may be reasonably directed by Senior Leaders

All staff are responsible for promoting and safeguarding the welfare of students by always ensuring compliance with the school's Safeguarding and Child Protection Policy. All staff must report any actual or potential risks to the safety or welfare of students to the Designated Safeguarding Lead. This document summarises the main responsibilities of the post.

## 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.

The school is committed to the ongoing professional development of our staff so will provide relevant training courses for the successful candidate.

## 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.

## **Data and Exams Officer**

**Location:** Sydney Russell School, Parsloes Avenue, Dagenham, RM9 5QT

**Salary:** Scale 5 point 12-15. Actual salary £29,552-£30871

**Hours:** 35 hours each week, term time plus 2 weeks in summer holidays to coincide with A Level and GCSE exam results.

**Email:** [office@sydneyrussellschool.com](mailto:office@sydneyrussellschool.com)

**Website:** [www.sydneyrussellschool.com](http://www.sydneyrussellschool.com)

**Closing Date:** Friday 20th February 2026

### **PURPOSE OF JOB:**

- To be responsible for the reporting and production of Pastoral data across the school, as required for analysis by the Data Manager, SLT and/or board of School Governors.
- To support the Senior Data & Exams Officer and the Data & Exams Manager in all aspects of the effective organisation and administration of external and internal exams.
- To assist the Data & Exams Manager in the reporting and production of Assessment data as required.

### **MAIN ACTIVITIES**

#### **Data:**

- To be responsible for the production of Pastoral data overviews and dashboards (using excel / powerpoint), liaising with the Attendance Manager and Pastoral Administrator to ensure that the attendance and behaviour data recorded in the school's MIS (Bromcom) is accurate and up to date.
- To be responsible for the production and distribution of student reports (from data held in Bromcom) on progress, effort, attendance and behaviour, at times set out in the assessment calendar
- To assist the Data & Exams Manager in the reporting and production of Assessment data as required for analysis by SLT, through the maintenance of Bromcom marksheets and import of school data into school assessment tracking systems including 4Matrix/ALPS/Insight.
- To support the Data & Exams Manager in the submission of the school census, assisting in resolving errors and queries and ensuring that key areas of data submitted on the school census is accurate (suspensions, students attending alternate provisions etc).
- To assist the Senior Data & Exams Officer with reference / education history requests
- To assist the Senior Data & Exams Officer and Data & Exams Manager in the activation of digital Education Record accounts.
- To support the wider Attendance & Data Team, processing the enrolment of in-year transfers and leavers, importing and exporting CTF files, updating the internal Student Movement Tracker spreadsheet, and ensuring that all statutory requirements are met, in the absence of the Attendance Manager.

#### **Exams:**

- To assist the Senior Data & Exams Officer in the receipt, checking, sorting and secure storage of external examination papers as they arrive
- To support the Senior Data & Exams Officer with the preparation and daily running of examinations including the production of exam stationary (candidate cards, seating plans, exam slides etc) prior to the exam and the setup of all venues on the day of the exam.
- To assist with the checking, packing and despatch of examination papers by relevant authorised means.

- To assist with the production and distribution of candidate results.
- To assist with the processing of any Post Results Service requests.
- To deputise as the main Exams Officer for the centre in the absence of the Senior Data & Exams Officer.
- To liaise with the Senior Data & Exams Officer and the Data & Exams Manager in ensuring that exams are conducted to the standards required by the JCQ.
- To support the wider Exams team during the formal exam periods, acting as an Invigilator / Reader / Scribe, if necessary
- To be responsible for the monitoring of internal / mock exam attendance and the facilitating of any catch-up exams as necessary.

All staff are responsible for promoting and safeguarding the welfare of students by always ensuring compliance with the school's Safeguarding and Child Protection Policy. All staff must report any actual or potential risks to the safety or welfare of students to the Designated Safeguarding Lead. This document summarises the main responsibilities of the post.

#### 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.

The school is committed to the ongoing professional development of our staff so will provide relevant training courses for the successful candidate.

#### 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
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- All staff will be expected to participate in the school's performance management scheme.

## Main Office Administrator

**Location:** Sydney Russell School, Parsloes Avenue, Dagenham, RM9 5QT

**Salary:** ATP&C Scale 5 point 12-15. Actual salary £30,269-£31,620

**Hours:** 35 Hours per week, term time only plus 3 weeks across the school holidays

**Email:** [office@sydneyrussellschool.com](mailto:office@sydneyrussellschool.com)

**Website:** [www.sydneyrussellschool.com](http://www.sydneyrussellschool.com)

**Closing Date:** Friday 20th February 2026.

### PURPOSE OF ROLE:

To provide a full administration service for the main office under the direction of the School Business Leader. This to include:

### MAIN ACTIVITIES:

#### · HR Support

- o Under the direction of and working with HR Manager on all HR issues, but specifically:
  - o Working with Senior Leaders on absence and punctuality reporting and monitoring
  - o Run reports for staff absence/punctuality and submit to the HR Manager
  - o Monitoring and setting up probation meetings for staff as directed by the HR manager
  - o Support HR manager with recruitment processes, including:
    - § Advertising of vacancies
    - § Arrange interviews
    - § Safer recruitment checks
    - § Submitting and collating references
    - § Completing all required paperwork in line with HR file criteria
  - o As directed by the HR manager, closing accounts when staff leave, this includes IT, security and SCR accounts
  - o Set up all HR files for new staff
  - o Closing down and archiving of all staff leaving

#### · Room Bookings

- o Take responsibility for room bookings across both Primary & Secondary sites
- o Working with exams team on booking of venues
- o Working with whole school on booking of hall and conference rooms

#### · Site Access

- o Under the direction of the HR Manager, manage the site access system across both sites.

#### · Staff Training records

- o Monitor staff completion of annual training requirements and report to HR manager

#### · Uniform Shop

- o Support in shop when required and during busy summer periods

#### · Reception

- o Support from reception when required.
- Any other admin duties that are equitable with the pay scale.

- Play a full part in the life of the school community, support the school's priorities and ethos and encourage staff and students to follow this example.
- Undertake personal professional development activities, as agreed
- Ensure front line enquiries from staff, pupils, parents and visitors are dealt with promptly

All staff are responsible for promoting and safeguarding the welfare of students by always ensuring compliance with the school's Safeguarding and Child Protection Policy. All staff must report any actual or potential risks to the safety or welfare of students to the Designated Safeguarding Lead. This document summarises the main responsibilities of the post.

## REVIEW ARRANGEMENTS

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## CONDITIONS OF EMPLOYMENT

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## Cover Supervisor

**Location:** Sydney Russell School, Parsloes Avenue, Dagenham, RM9 5QT

**Salary:** ZERO HOUR Contract. £17.83 per hour.

**Contract:** Zero hour contract

**Email:** [office@sydneyrussellschool.com](mailto:office@sydneyrussellschool.com)

**Website:** [www.sydneyrussellschool.com](http://www.sydneyrussellschool.com)

**Closing Date:** Friday 20th February 2026.

### PURPOSE OF JOB:

- Work with staff as required to assist in the teaching and learning of students that will enable students to make outstanding progress at Sydney Russell.

### MAIN ACTIVITIES

- Supervise work that has been set for the class in the absence of the teacher.
- Set challenging and demanding expectations and promote self-esteem and independence of students.
- Promote good pupil behaviour and encourage pupils to interact with their peers in a positive way.
- Respond to any questions from pupils about process and procedures and offer explanations of lesson content within their level of competence.
- Respond to any immediate problems or emergencies according to the school's policies and procedures.
- Collect any completed work after the lesson and return to the appropriate teacher.
- Report back as appropriate using the school's agreed referral procedures on the behaviour of pupils during the class, and any issues arising.
- Assist with the provision of exam special arrangements for identified students.
- Work closely with teaching staff to develop strategies when working with students
- Be responsible, in the school setting, for the health, safety and welfare of pupils.

### OTHER SPECIFIC DUTIES

- Assist in the supervision of students as required, for example in exams, on trips and at breaks.
- The post holder will be required to demonstrate a continuous positive commitment to the school's policies including those relating to safeguarding children, health & safety, SEN and equal opportunities.
- Implement and follow all school and LA policies and procedures, including giving due regard to the schools equal opportunity policy.
- Have the necessary skills to manage safely classroom activities, the physical learning space and resources.
- Participate fully in the School's Self-Review, Performance Management/Staff Review and School Improvement Plan procedures.
- Understand and be able to use a range of strategies to deal with classroom behaviour as a whole and individual behavioural needs
- To attend in service training and relevant meetings relevant to the post in order to keep up to date with developments in working with children.

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Designated Safeguarding Lead. This document summarises the main responsibilities of the post.

## REVIEW ARRANGEMENTS

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